

**Minutes**

**March 9, 2007**

Attendees: Jeff Berglund, Katie Desmond, John Doherty, Jack Ferrell (via phone), Bruce Fox, Dayle Hardy-Short, James Leve, Louise Lockard, Anne Medill, Shelly Pleasants, Karen Pugliesi, MaryLynn Quartaroli, Enid Rossi, David Sherry (presiding), and Aregai Tecele.

**I. Welcome**

David Sherry called the meeting to order.

**II. Minutes**

The minutes from the 3-2-07 meeting were approved.

**III. Essential skill definitions and outcomes**

**Effective Writing was approved as follows**

*Definition*

Effective writing conveys information or argues a point of view using organizational structures, supporting materials, and language appropriate for the topic, purpose, and audience.

*Student Learning Outcomes*

Students should be able to:

- Tailor writing to a specific audience
- Focus writing on a specific purpose
- Produce logical, coherent, and well-structured writing
- Apply appropriate writing standards

**Effective Oral Communication was approved as follows**

*Definition* (approved on 3-2-07 but revised on 3-9-07)

Effective oral communication influences, informs, and/or connects with others by using organizational structures, supporting materials and delivery skills suitable to the topic, occasion and audience.

*Student learning outcomes* (as approved on 3-2-07)

Students should be able to:

- Discover, organize and deliver content that is adapted to the audience, purpose, and context
- Use appropriate verbal and nonverbal communication delivery techniques (e.g., loudness, gestures, posture, eye contact, language)
- Listen actively and respond thoroughly and thoughtfully to questions
- Create and use appropriate supporting materials and presentation aids

Adjourned