Minutes of the Institutional Effectiveness Committee

April 27, 2011
1:30 p.m. – 3:00 p.m.
Kuhina 106

Young-A Choi, Business and Math
Ellen Ishida-Babineau, Language Arts
Frank Palacat, Social Sciences (outgoing Department Chair, new SS representative)
Nalani Kaun, Institutional Research Office
Ardis Eschenberg, (current Division I Dean, soon-to-be Interim Vice Chancellor of Student Affairs)
Kalikokauaiekei Hoe, Department Chair, Humanities
Alan Ragains, Department Chair, Language Arts
Clayton Akatsuka, Department Chair, Math/Business
Nancy Heu, Director of the Library

Non-voting members present:
Jan Lubin, Director of Planning and Program Evaluation, Convener and Notetaker; Doug Dykstra, Chancellor, Kathleen French, CCAAC Chair

Voting Members excused:  Dave Krupp, Natural Sciences; Sarah Hadmack, Humanities; Mariko Kershaw, Academic Support; Leslie Lyum, Writing Lab; Mary Segura, Writing Lab; Inge White, Natural Sciences; Leslie Opulauoho, Student Services; Mike Tom, Director, Computer Resources; Toshi Ikagawa, Department Chair, Social Sciences

Jan convened the meeting at 1:40 p.m.

Jan started by passing out the rewritten Philosophy of Assessment and asked that the Departments look it over and comment prior to May 16.

Jan also explained that Pam DaGrossa had revised the Course Assessment Template so that it fit on 8 ½ by 11 paper which is more easily available to most faculty. Jan distributed this revision. Ellen asked that grid lines be put in so that one SLO per row would be assessed and that the Assessment Results and Analysis and the Course SLO columns should be expanded, and the General Education and AA Degree SLO columns should be contracted.

Ellen announced that a Workshop on Using the Course Assessment Form was going to be held in Alakai 118 on April 28 from 12:30 – 1:30, and that she wanted to use the form for this workshop. She also wanted to know whether we wanted the faculty to use the online form available at http://www.windward.hawaii.edu/slo or the Microsoft Word version of the document as presented to the committee. The committee discussed this, and it was decided that the faculty member could use either. In the long run, we hope that faculty will do all SLO assessment online.
Jan stated that the assessment artifact should be attached to the Assessment of Course Student Learning Outcomes Form. Frank asked for clarification of where the artifact could come from. Ellen stated it could come from assignments, tests, portfolios, quizzes, research papers, and reiterated that it should be attached to the form.

Ellen also announced that KCC was offering a professional development activity from May 31 – June 3 on Team Building and Facilitation. Ellen will send out the information via email to the Fac/Staff Listserv.

Jan then turned the meeting over to Doug.

Doug announced that a Summer Task Force on creating AA Degree SLOs would be set up. The Chair of the Task Force would be from the IEC, and it would be open to anyone who was interested and available over the Summer. This Task Force would then present the AA Degree SLOs at Convocation. 9-month faculty would receive 2 credits of overload, and 11-month faculty would receive professional development travel funding equal to 2 credits. The first meeting would be held in mid-June. The same Task Force, or one similar to it would work in the Spring on General Education SLOs.

This would mean that the 20 percent of the courses per department for 2010 would need to be assessed prior to the beginning of Summer Session. The Chairs felt that a message from the Chancellor stating why the assessments needed to be done prior to the beginning of Summer would carry more weight. Doug tasked Ardis, Ellen, and Jan to write a draft of such a letter that would be sent out ASAP.

After the AA SLOs were created, the process would be for the IEC to select 1 of say 5 SLOs to be assessed, and collect all artifacts from all the courses that were assessing that particular SLO. A random sample of 15 percent of the artifacts would then be selected from the total number of artifacts for internal and external assessment. The results of these combined assessments would be reported in the Annual Department Reports and the Annual Assessment/5-Year Program Review of the AA Degree.

Ardis suggested that this year we use our old SLOs, and start the process mentioned above next year. Doug felt that it was possible and important to initiate the new process this year as long as the Task Force was formed early and the assessments were all in by May. The Committee decided to try to implement the new process.

Doug also explained that he saw Windward CC offering at least five new degrees within the next few years, including an AA in Hawaiian Studies, an AS in Veterinary Assisting, an AS in Biotechnology, an AS in Biopharmacology, and one other degree.

Because of John Morton’s presentation on the Strategic Plan, the meeting was adjourned at 2:50 p.m.