Minutes of the Institutional Effectiveness Committee

September 19, 2011
2:00 p.m. – 3:30 p.m.
Imiloa 122

Richard Fulton, Vice Chancellor of Academic Affairs
Ellen Ishida-Babineau, Language Arts, Interim Dean, Division I
Frank Palacat, Social Sciences representative
Malia Lau-Kong, Humanities Representative
Nalani Kaun, Institutional Research Office
Mariko Kershaw, Academic Support
Kalikokauaieakai Hoe, Department Chair, Humanities
Jean Shibuya, Department Chair, Language Arts
Clayton Akatsuka, Department Chair, Math/Business
Toshi Ikagawa, Department Chair, Social Sciences
Inge White, Department Chair, Natural Sciences
William Thomas, Student Representative

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

Voting Members excused: Ardis Eschenberg, (Interim Vice Chancellor of Student Affairs)

Non-voting Members excused: Doug Dykstra, Chancellor

Guest: David Mongold, Outside GSIEC Evaluator

Jan convened the meeting at 2:00 p.m.

Since the IEC has a new student representative, William Thomas, everybody introduced themselves.

Jan then introduced David Mongold, the Outside GSIEC Evaluator. David will be looking at the GSIEC process and procedures to see if we can streamline them. He will also be looking into the survey itself and making recommendations to the IEC. David will be contacting people who were instrumental in developing the survey, who are conveners or heads of functional governance committees and structures, and who are on the GSIEC Committee in this capacity. Currently, David works in Linda Johnstrud’s Office.

David produced a series of multi-colored cards, the mission statements of all the Community Colleges, and asked the committee members to pick Windward’s. All the
committee members were able to identify Windward’s mission. David then told the committee the college’s that belonged to each mission.

We then focused on a following-up on the new General Education Mission and SLOs that were introduced at Convocation. An open forum scheduled for Wednesday, September 14, 2011, at 1 p.m. The room was TBD. The feedback from the forum and the discussion board discussion was then to be incorporated into a revised statement, which would be put to a campus-wide vote from September 21 – September 26. The vote would be tabulated and then passed on to the Chancellor.

Jan passed out examples of the templates presented, and Ellen Ishida-Babineau provided the Committee with feedback on the Non-Instructional SLO Workshop by Terri Manning (9/12 & 9/13). The feedback was positive, and people seemed to get a lot out of the workshop. Ellen has requested that units return the drafts of their Process Outcomes to her by September 30, 2011. She and Leslie Opulauoho from Student Services will be helping units, if requested, with their assessments.

Ellen also presented the Committee with a report from the IEC Subcommittee for Professional Development in Assessment (SPDA) from last semester, which was referred to as the Workshop Committee on the agenda. Since we will need to continue with professional development activities in assessment this year, Jan will clarify with Doug who gets assign time credit on the SPDA (convener only). A new SPDA (Workshop) Committee was formed consisting of: Nalani Kaun, Ellen Ishida-Babineau, Ardis Eschenberg, and Liko Hoe. The Committee can recruit other members from different departments as they wish and will be known as SPDA from this time forward.

There were six new SLO petitions for the SLO Sub-Committee to look at. Because of time constraints, the modifications for the Program SLOs for the ASC in Plant Biotechnology and Math 231 were reviewed by the entire committee. The rest of the SLOs were handed over to the new SLO Sub-Committee consisting of: Malia Lau-Kong, Clayton Akatsuka, and Jean Shibuya. Turnaround time for review of SLOs was a week after receipt. Jan will post on the IEC Committee Page the names of the members of the new sub-committees.

Jan brought up several possible tasks for the Team going to WASC Assessment II Conference – October 27-29. The Team will be: Ellen Ishida-Babineau, Jan Lubin, Tara Severns, and Frank Palacat. Ellen suggested that the team bring their recommendation of a task to the IEC and then the group could discuss the task.

Discussion ensued about the creation of AA SLO Task Force. Jean Shibuya suggested that the GE Task Force take on the job. Jan also reported that Clayton Akatsuka, Ross Langston and Bryce Myers had time issues and probably would not be able to participate, and that Jamie Boyd had volunteered to participate. The necessity of doing this now was questioned. Jan will put out a request to all faculty and staff or will ask Doug to do so. The committee will be composed in the same way as the GE Task Force – one member
from each department, Academic Support, Student Services, an APT, and a lecturer. Additionally, a student will be asked to serve on the committee. Hopefully, the AA Task Force will be able to complete its task by Spring 2012, so that the process and new SLOs can be documented in the Self Evaluation of Educational Quality and Institutional Effectiveness (aka Self Study).

The meeting was adjourned at 4:00 p.m. The next meeting will be held on Monday, October 3, 2011, from 2 – 3:30 in Imiloa 122.