Minutes of the Institutional Effectiveness Committee

October 3, 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
Mariko Kershaw, Academic Support
Kalikokauaikeakai 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; Doug Dykstra, Chancellor; Kathleen French, CCAAC Chair

Voting Members excused: Ardis Eschenberg, (Interim Vice Chancellor of Student Affairs); Nalani Kaun, Institutional Research Office

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

The minutes were amended and approved by adding William Thomas’ last name, having Clayton Akatsuka’s name spelled correctly on page 2 of the minutes, clarifying that SPDA was the name for the Workshop Committee, and agreeing that the reason for not using the same people in the AA Task as the General Ed Task was a question of workload and time.

Ellen notified the committee that the General Education Mission and SLOs passed, and the Committee agreed to make a few editorial changes that did not change substance of the General Education Mission. Jan asked Leslie whether or not the students had voted on the General Education Mission and SLOs. Leslie said that she didn’t know that students were supposed to use the link that was set up by Brian Richardson to vote, and then expanded by saying that the students really didn’t know why they voting. That is that they didn’t feel comfortable voting yes or no without knowing why or what their vote meant. The best way for the students to be involved is to keep them in the loop, by inviting them to attend committee meetings and open forums regarding governance issues on campus.
Jan then passed out the Philosophy of Assessment that had been posted on the Discussion Board for comment since April, and the three comments that had been posted. The main concerns voiced in the comments were that people did not know who the Philosophy was addressing, and the way more complicated language was used. Liko Hoe asked about the use of Ho`okomo as the Hawaiian word for access and suggested that Hamana might be more appropriate. He also asked about how the Core Values had been approved. Jan stated that the Mission, Vision, and Core Values Committee had worked on the values, than vetted them at an open forum. The feedback from the forum was incorporated into the Mission, Vision, and Core Values statements before they were voted on by the campus, and subsequently approved by the BOR.

Jan asked that the chairs take the Philosophy of Assessment statement back to their departments to get feedback on how to make the statement less wordy and clearer in purpose. Ellen suggested that the original writers of the statement (Ardis and Jan) rework the statement as well. Kathleen asked if the modification could include looking into Liko’s suggested change of the use of Hamana instead of Ho`okmo for access. Jan answered yes.

Jan will be going to the Student Success Conference in San Francisco from October 11-14, and the Assessment II Retreat from October 26-October 30. In between, she will stay on the Mainland. Ellen and Ardis will be at a conference on Student Affairs Assessment from October 16 – 20. The Team for the Assessment II Retreat (Jan, Ellen, Frank, and Tara) needs to meet to decide on a topic that they will be presenting to the Retreat and discussing with their mentors. Jan will try to set up a meeting for this week.

At the last IEC Meeting, a call for faculty, staff and students to participate in the AA Task Force had been discussed. Jan was to ask Doug if he would write a letter requesting volunteers for the Task Force. Doug said that he would do this.

Ellen said that there must be follow-up on the General Ed SLOs now that they have been approved and asked how we should proceed. Jan said that aligning the various courses in all the departments with the General Ed outcomes would be the first task. Ellen suggested that the Subcommittee for Professional Development in Assessment (SPDA) should stage a training session for the Chairs. November 4 from 11:30 – 12:30 in Palanakila 117 was set as the date and time. The SPDA will meet before that time to organize the training.

After the AA Task Force finishes its work in January, the AA will be aligned with the Course and General Ed Outcomes in scaffolding continuum, and external validation sought. The external evaluator can be from another department on the Windward campus or from completely outside the campus.

As Follow-Up to Terri Manning’s presentation, Ellen indicated that she, Leslie, and Mariko Kershaw will be working with Non-Instructional Units with their assessments. Most of the workshop materials had been returned by September 30, but Ellen was also waiting for one or two more to come in. Jan suggested that the SPDA do a training
session on different assessment tools. Ellen asked if this meant a training session on surveys and focus groups. Jan responded that other methods of assessment could be used and that surveys and focus groups might not be the only methods available. Ellen felt that it would be better that she, Leslie, and Mariko work with the units individually to see how they were going to assess their outcomes before doing such a workshop.

Jan reported that Jeff said that the GSIEC Committee would be ready to give their report to the IEC on November 7. This surprised several members of the committee who were present. Ellen was going to be gone in mid-October and again at the end of October and Jean was going to be at a conference at the end of October. After the meeting, Jan followed up with Jeff. The data for Self-Assessments for last year needs to be sent to the leaders of the governance structures. They will have a week to write their Self-Assessments. The GSIEC Committee will discuss the Self-Assessments and write up their report before the November 7 meeting. The GSIEC Surveys for this year will be done in the Spring 2012 semester for all governance structures.

There will be no IEC Meeting on October 17. For the November 7 meeting, the GSIEC will present their report, all those attending conferences on the Mainland will report, and the Non-Instructional Unit Subcommittee will report on its progress. The November 21 meeting will be a report by David Mongold on his external evaluation of the GSIEC and any new business.

Jan adjourned the meeting at 3:15 p.m. The next IEC Meeting will be November 7 in Imiloa 122 from 2:00 – 3:30.