Unofficial Meeting Minutes
Non-Instructional Unit Assessment (NIUA) Subcommittee
of the Institutional Effectiveness Committee
November 17, 2011, 1:00pm-2:30pm
Alakai 118

Members Present: Ellen Ishida-Babineau (Convener), Mariko Kershaw (Recorder), Jan Lubin, & Frank Palacat

Jan joined the subcommittee and will be responsible for helping the Chancellor’s Office with their assessment.

Ellen gave out assessment resources to committee members for their information.

Mariko reported on Academic Support.

    Jan said she worked with Ellen on assessment this past week

Ellen reported on her groups, her groups are on track:

    Met with Cliff Togo (Vice Chancellor of Administrative Services) and gave feedback.

    Will meet with Rick Murray (Security) next week.

    Has not met with Janitorial/Grounds or the Business Office yet.

The committee is waiting to hear from Leslie on focus group trainers/training. She can get someone and is thinking about having a workshop at Spring convocation.

Meeting as a whole on Dec. 8th. The Chancellor’s Office will meet and work on
assessment preliminaries.

Jan briefly talked to the people in her office. Chancellor Dykstra will use GSIEC and institutional survey information in his assessment analysis.

Frank met with Gerri Kabei, Jane Uyetake, Deenie Musick, Kristen Korey-Smith, and Jamie Boyd as a group. He plans on meeting with them individually soon.