Minutes of the Institutional Effectiveness Committee

January 23, 2012
11:00 a.m. – 12:30 p.m.
Alakai 118

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

Non-voting members present:
Jan Lubin, Director of Planning and Program Evaluation, Convener and Notetaker;
Kathleen French, CCAAC Chair; Richard Fulton, Vice Chancellor of Academic Affairs

Non-Voting Members excused: Doug Dykstra, Chancellor

Jan convened the meeting at 11:10 a.m.

The minutes of the December 5, 2011, meeting were amended to include Leslie Opulauoho, Student Services as present.

Jan brought up the need to do a General Education Assessment in the Spring 2012. In the presentation to the IEC and at Fall Convocation, the General Education Sub-Committee had originally suggested that we access our course SLOs this year and next and our General Education SLOs the following two years. This was changed at the Spring Convocation to reflect that we would be assessing our General Education SLOs this year and next and our Course SLOs the following two years. Normally there would be discussion during the Spring and the assessment would occur in the Fall. However, we should do one round of General Education Assessment using the list compiled by Ardis last year, using last year’s assessments, but assessing them using the new General Education SLOs.

Due to a miscommunication, the Department Chairs were not given the list generated at Spring Convocation to update. Frank Palacat sent the list to the Department Chairs at the meeting. The Department Chairs have until February 6 to update their lists, and we will
update the spreadsheet based on this data. Ardis was concerned about the time necessary to update the data and the dialogue on General Education Assessment.

Ellen brought up not having a session at WO Day (March 2nd), but having a meeting during Spring Break concerning General Education assessment. Ardis said that that should be enough time to update the list as Spring break is the last week in March. Ellen also suggested adding Non-Instructional Units to the discussion. Jan was tasked to find out when the Akoakoa rooms would be available.

David Mongold’s Evaluation Report was distributed via email prior to the meeting. The IEC committee members discussed the possibility that an outside individual should be hired to reform the survey instrument. Richard felt that the differentiation between the 360 Evaluations and the GSIEC Self Assessment and the uses of the output should be made clearer. The Committee also felt that there was not a significant communication problem between the administration and faculty that this was an old problem that had been resolved. Jan said that it David had said that it came up in interviews with both faculty and administrators. Jan was tasked to send a email to the faculty-staff listserv asking for volunteers to join the sub-committee that would review the findings in the Mongold Evaluation Report as well as the recommendations from the GSIEC Committee. The timeline is:

February – form the committee
February-mid March– committee reviews Mongold Report and GSIEC Committee Self Assessment
Mid-March – entire campus dialog on Mongold Report and GSIEC Committee recommendations
April – sub-committee reviews campus recommendations and forms formal recommendations that are presented to the IEC
May – Present Recommendations to the Faculty Senate and incorporate them into the Self-Evaluation of Educational Quality and Institutional Effectiveness (SEEQIE)

Jan then presented information from the AA Task Force Meeting held on January 18. The AA Task Force looked at how colleges in California and Hawaii were assessing the AA degree and presented their findings to the Task Force. The Task Force will now look at what Windward would be able to use from the data provided. Ellen stated that Windward will be looking at aligning their AA Outcomes with the Lumina Foundation BA General Education Outcomes.

Jan adjourned the meeting at 12:15 p.m. The next IEC Meeting will be on February 6, 2012, in Alakai 118 from 11:00 a.m. – 12:30 p.m.