Meeting Notes for IEC
August 30, 2012

Present: Doug Dystra, Ellen Ishida-Babineau, Frank, Palacat, Inge White, Jan Lubin, Kathleen French, Kay Beach, Letty Colmenares, Libby Young, Mariko Kershaw, Nalani Kaun, Paul Nash, Peggy Regentine, Tara Severns, Toshi Ikagawa.

Date of next meeting: September 13, 2012

Minutes of last meeting not available

1) The Fall 2012 meeting schedule will remain as originally planned for 9/13, 10/4 and 10/25, 11/8 and 11/29. Please arrange for one member of the department to attend if there is a conflict.

2) Order of General Education Assessment was decided by a unanimous vote.

<table>
<thead>
<tr>
<th>Fall 2012</th>
<th>Communication is presently being assessed</th>
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<tbody>
<tr>
<td>Spring 2013</td>
<td>Information Literacy</td>
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<tr>
<td>Fall 2013</td>
<td>Critical Thinking and Creativity</td>
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<tr>
<td>Spring 2014</td>
<td>Global and Cultural Awareness</td>
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3) Rubric Committee Membership was discussed and modified from the convocation sign-up list

a. Global and Cultural Awareness - Sarah Hadmack (HUM), Ryan Goo (HUM), Inge White (SC), Pam DaGrossa (SS), Annette Pressman (LA)
b. Critical Thinking and Creativity - Bryce Myers (HUM), Navitej Singh (MB), Audrey Mendoza (LA), Jamie Boyd (NS), Norman Graffam (HUM), So Jin Kimura (HUM), Letti Colmares (SCI), Frank Palacat (SS)
c. Information Literacy - Tara Severns (Library), Lance Uyeda (LA), Janine Oshiro (LA), Kay Beach (MB), Paul Nash (HUM)

Lubin believes a good number for the committee is no more than seven. Annette Priesman (LA) will be asked which of the three she would prefer as she signed up for all three. After the meeting, she chose Global and Cultural Awareness. Clayton Akatsuka (MB) will be asked to join the Information Literacy committee as a math representative is needed. After the meeting, the department decided that Peggy Regentine and/or Kay Beach would be the Math/Business representative.

4) Online Form A for course assessment at the site http://iroppe.windward.hawaii.edu/assessment/index.jsp

Is in the process of being modified. Discussion was made regarding the 5 courses assessed and who in the department would complete the assessment to assure a 95% confidence level. It was discussed as to which persons teaching the course (lecturers included) would complete the online assessment. Dialog was made also as to whether online, hybrid and F2F methodologies should have separate
assessments. No decision was made until exact numbers of online, hybrid and F2F classes was determined.

5) The online form A will change the option of Gen Ed or AA list to Gen Ed/AA simultaneously. Until this change is made, the option of AA degree should be chosen.

6) The committee is requesting 9/14 as a deadline to have entered partial data on Form A so the IEC committee has firm data to determine which courses are being assessed. Remind departments not to “Finish” the form but to save as incomplete. Faculty should be able to add data through the section that states Describe how the tool links to the Common Learning Outcome Rubric. Form A should be completed before we leave for Christmas.

7) To make the form A appear sequentially as data is collected, it was decided to move the sections below as described:

   a. The following Academic Support labs were required or recommended in this course….. below Describe how the tools link to Common Learning Outcome Rubric
   b. %age of students meeting common Learning Outcome Rubric below Academic Support labs
   c. Then Upload sample of student work

8) Form B was disseminated and discussed briefly. Form B’s purpose is to secure a record of department dialogue and should be completed by February 2013. Form B will be documentation for the Accrediting team to show that each department discussed as a whole the results of Form A.

9) The timeline was sent to the IEC members via email.

Meeting adjourned at 2:39 p.m.

Recorded by Peggy Regentine