IEC Meeting  
October 4, 2012

Present: Richard Fulton (non-voting), Ellen Ishida-Babineau, Frank Palacat, Inge White, Jan Lubin (non-voting), Kay Beach, Letty Colmenares, Nalani Kaun, Paul Nash, Peggy Regentine, Tara Severns, Libby Young

Excused: Ann Lemke, Doug Dykstra (non-voting), Kathleen French (non-voting), Mariko Kershaw, Toshi Ikagawa, student representative

Minutes of last meeting were approved.

Discussion of Rubrics for Communication. The IEC unanimously voted to use the Communication Rubric with the following modification:

| Comprehension / Content | Student does not relate the message to a personal framework, existing knowledge, or larger world perspective. Fails to demonstrate knowledge of the subject or fails to mention the message. Includes insufficient original expression. | Student links the message to a personal frame of reference, existing knowledge, or larger world perspective. Demonstrates accurate knowledge of the subject. Includes original expression. |

Discussion of Rubrics for Information Literacy. The committee on Information Literacy headed by Tara Severns proposed the attached rubrics. There were suggestions that the term “social” be replaced with “discipline” or “academic.” After a long discussion, it was decided that the attached rubrics be presented to the faculty in each department. Their feedback will be discussed in the next IEC meeting, and will be presented in a workshop in November 2012 and in the next spring Convocation.

Classes vs Courses re number assessed per department. The original policy of the IEC is to assess five different courses in each department but some departments prefer to assess different sections of the same course for reasons that it is the “key assignment” rather than the course that is being assessed. It was decided that each department determine the number of sections/courses to be assessed for as long as it meets the minimum of five classes.

Form B. Form B is a record of departmental dialogue. At the end of the semester, after all the Form A assessments are completed, the department shall meet to discuss the results and analyze the assessment. The department shall set priorities on things that would most improve student learning, and develop an implementation plan and timeline. All these will be entered in Form B, which will be used as basis for department goal setting and PBC requests.

Other suggestions for Form B.

• Use check box instead of text box.
• Report on % students (instead of % courses) meeting benchmark.

Meeting adjourned at 2:45 p.m. The next meeting is scheduled for October 25, 2012 (Palanakila 117, 1-2:30 p.m.)