Official Meeting Minutes
Non-Instructional Unit Assessment (NIUA) Subcommittee
of the Institutional Effectiveness Committee
December 12, 2012, 10:00am-11:00am
LLC 212

Members Present: Letty Colmenares, Nalani Kaun, Mariko Kershaw (Convener/Recorder), & Paul Nash

Meeting convened 10:00am

The November 18, 2012 meeting minutes were approved.

Letty reported that she spoke with the head of OCCE, Kristine Korey-Smith. The only assessments they currently perform are for the classes that have state certifications (Ocean Safety, Intro to PV, and Recreational Thrill Craft Operator). Kristine will be leaving her position soon and recommended that we wait until her replacement comes in January to look at assessing the rest of the office.

Nalani reported back that all of the units within the Chancellor’s Office performed assessment this past academic year and will finish writing their report by the end of this week. All units made a genuine effort in completing their assessment and Nalani noted that the Chancellor and the Director of Institutional Research used data from the last institutional survey to complete their assessment. Thus, Nalani recommended that the committee recommends that the IEC should conduct the institutional survey more periodically.

Discussion ensued as to whether an institutional survey should be done every one, two, or three years. The committee was unable to determine how often was best, so it was
decided that each member would ask their respective non-instructional units for feedback. At the next committee meeting, the feedback will be discussed and a recommendation will be decided upon to be brought up at the next IEC meeting.

Letty recommended that the committee create a yearly report, so that in the future new members have something to get up to speed on. Mariko agreed and plans on writing one at the end of academic year.

The committee will reconvene in Spring semester. Mariko will send out a poll to find the best time for everyone to meet.

Meeting adjourned 10:45am

Next Actions:

Mariko will forward the outcomes created at the September 2011 non-instructional unit assessment workshop to the rest of the committee.

Everyone will ask their units for feedback on the frequency of institutional surveys.