Members present: Mariko Kershaw (convenor/recorder), Ann Lemke, & Paul Nash

Meeting convened 1:10pm

1. Approval of the Minutes of the Last Meeting
   a. Minutes were approved as read.

2. Announcement
   a. The NIUA assessment form and all of the committee’s minutes have been posted on the College’s web site and membership information has been updated: http://windward.hawaii.edu/Committees/Institutional_Effectiveness/

3. Old Business
   a. Decide on when an institutional survey should be performed and make a formal recommendation to the IEC.

   After a short discussion, the committee agreed that an institutional survey should be done every two years during spring semester, starting Spring 2014.

4. Members’ Reports
   a. Ann (Student Affairs)

   Ann is waiting to receive information from her predecessor before she can begin her work. She will follow-up soon.

   b. Paul (Administrative Services)

   Paul reported that Ellen has already taken care of most of their work.

   c. Mariko (Academic Support)

   Mariko reported that she spoke with the heads of Computing Services and Media &
Duplication. Michael Tom wrote in an e-mail that he followed Mariko’s suggestion on how to structure the write-up of Computing Services’ assessment in their last annual report (see pages 9-10):


Elizabeth Ratliff said that Media & Duplication are working on a joint assessment tool with Computing Services that they will conduct this coming April. The UH System requires that they ask standard questions and they will add on additional questions that they think will be more specific and helpful.

5. **New Business**

No new business was offered.

**Meeting adjourned at 1:35pm**

**Next Actions:**

1. Mariko will send out a “When is Good?” poll to select the next meeting time.
2. Mariko will write up a formal recommendation regarding the institutional survey, with a rationale, to be presented to the IEC.