IEC Meeting  
February 6, 2013  
Alakai 118

**Present:** Paul Nash, Ellen Ishida-Babineau, Jan Lubin (non-voting), Kay Beach, Letty Colmenares, Peggy Regentine, Libby Young, Kathleen French (non-voting), Toshi Ikagawa, Inge White, Doug Dykstra (non-voting),

**Excused:** Richard Fulton (non-voting), Tara Severns, Nalani Kaun, Frank Palacat, Mariko Kershaw, Ann Lemke, Ardis Eschenberg (non-voting), student representative

Minutes of November 29, 2012, and February 6, 2013, were approved with corrections. Jan will forward to Brian for posting.

Jan announced that the Committee on Governance Assessment (CGA) met for the first time. Members of the CGA are:

Woody Garrison – APT  
Falisha Herbic – Lecturer – Teaching Faculty  
Mary Segura – Language Arts  
Kate Zane – Student Affairs  
Norm Graffam – Humanities  
Renee Arakaki – Non-Teaching Faculty - Chair  
Lara Kong - Clerical

Kathleen asked whether or not there was supposed to be a web-based vote. Jan replied that there was to be a vote only if there was an large response to the memo. These were the seven people who volunteered so a vote wasn’t necessary. Renee will report back to the IEC at all regularly scheduled meetings from March 6.

Jan reported that most of the Form A Part I entries had been entered into the Assessment Database. There are a total of about 595 people in the classes being assessed as of now. This is within our previously established confidence level.

Jan then introduced the new Program Assessment Schedule (See attached). This would assure that in the Annual Assessments and Program Reviews for programs determined by the College that SLO assessment would figure prominently, thus satisfying the Accreditation Visiting Team’s Recommendation 1. Kay suggested that in the General Education/AA grid box that all the assessments be listed to make it clear what was included. Ellen asked if the programs were to be assessed annually or every two years. Based on the recommendation, they should be done annually. This is true for the Non-Instructional Units as well. Ellen asked if the Non-Instructional Unit assessment was going to become the privy of the CGA. Possibly in the future, but for now, the Non-Instructional Sub-Committee of the IEC should continue working with the Non-Instructional Units to develop assessments that they would report on in their Annual Assessment Reports and/or 5-Year Program Reviews.

To make things clearer, Jan will list all the Academic Subject Certificates and the General Education SLOs under the General Education/AA Liberal Arts Grid. Thus, when the Vice Chancellor of Academic Affairs is writing the narrative for the AA degree the Program-Level SLO Assessments that should be included are:
The General Education/AA in Liberal Arts
Academic Subject Certificate in Art: Drawing and Painting
Academic Subject Certificate in Bio-Resources and Technology: Bio-resource Development and Management
Academic Subject Certificate in Bio-Resources and Technology: Plant Biotechnology
Academic Subject Certificate in Business
Academic Subject Certificate in Psycho-Social Developmental Studies
Academic Subject Certificate in Hawaiian Studies

Separate Program-Level Assessments should be done for the AA in Hawaiian Studies, AS in Veterinary Technology/CA in Veterinary Assisting, and CA in Agripharmtech, and should be included in their Annual Assessments and 5-Year Program Reviews that are submitted online to the UHCC APAPA Office.

All Certificate Programs need to also do Program-Level Assessment, which will be included in the Department’s Annual Report.

Therefore, the Natural Sciences Departmental Report will include Program-Level and Course-level Assessments for Agricultural Technology: Plant Landscaping and/or Agricultural Technology, Agricultural Technology: Subtropical Urban Tree Care, Sustainable Agriculture, Geographic Information and Global Positioning Systems, and the Marine Options Program. The Agriculture certificates also will be reported to the UHCC APAPA Office online.

The Department of Math and Business will include Program-Level and Course-Level Assessment of Business Technology, Information and Computer Science: Applied Business and Information Technology and Information and Computer Science: Web Support.

Since the Academic Subject Certificates and Certificates of Completion and Competence are not BOR-approved degrees, they do not appear on the Assessment Schedule. Nonetheless, the Accrediting Team noted an absence of Program-Level Assessment on campus, which indicated that these should also be included in the assessment process. It may be time to revisit whether or not Academic Subject Certificates should be discontinued and converted into either AA, AS, or CA degrees. Should this be a discussion that starts in the Credit Curriculum and Academic Affairs Committee or in the IEC or both?

Meeting adjourned at 3:00 p.m. The next meeting will take place on February 20, 2013, in Akoakoa Room 201 from 1:30 – 3:00.