Members Present: Letty Colmenares, Mariko Kershaw (convenor/recorder), Ann Lemke, & Paul Nash

Meeting convened at 2:05pm

1. Approve the Minutes of the Last Meeting
   a. Minutes approved as read.

2. Old Business
   a. Recommendation to the IEC re: the WCC institutional survey

   Mariko presented a draft of the recommendation. Paul suggested including the reason why we advocate for two years is that annually is too often and every three years too far long between. Letty asked who specifically is in charge of the WCC Institutional Survey and no one knew with certainty.

   Next Action:
   ● Mariko will find out who is in charge of the WCC Institutional Survey.
   ● Mariko will re-write the text and present it to the IEC via e-mail.

3. Members’ Reports
   a. Ann & Mariko (Student Affairs)
Mariko reported on the meeting she had with Ardis Eschenberg (Vice-Chancellor of Student Affairs) on April 4th regarding the assessment of the Student Affairs (SA) Office. Per ACCJC Recommendation #1, it is a top priority to assess SA as soon as possible, so those efforts can be reported in the college’s accreditation report due this October. SA has developed learning outcomes for nearly all of its units. Ardis asked this committee for feedback. The general feeling of the committee was that the outcomes were well-written and it would be best if the entire IEC were invited to review.

**Next Action:**

- Mariko will forward the SA learning outcomes chart to the IEC for review and feedback.
- Mariko will schedule a follow-up meeting with Ardis and Ann in 2-3 weeks

b. Ellen & Paul (Administrative Services)

On March 1, 2013 Ellen sent out an e-mail to the committee with an update:

“The assessment survey for the Administrative Services units (except Safety and Security) have been finalized. Expect to see the surveys out soon. Renee Arakaki has done a great job in creating the survey for us. She will be providing the assessment results as soon as the data is collected. The next step will be to work with the units to discuss the results of the assessment and identify a plan of action based on the results.”

Paul reported that he and Ellen will meet with Administrative Support tomorrow morning (April 9th) to work on assessment.

c. Letty (Non-Credit)

Letty reported that she has continued her work with Career & Community Education,
Facilities, and the Imaginarium. They have or will be conducting surveys shortly and Letty gave them a deadline of May 8th to report back to her by.

4. New Business

a. NIUA discussion in the IEC

Letty asked for clarification regarding the February 6th, 2013 IEC minutes that discussed this committee:

“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.”

After the committee reviewed and discussed the paragraph, Letty asked what new information is needed for the October 15th accreditation report regarding the non-instructional units and will current non-instruction assessment efforts be included in said report.
Next Action:

- Mariko will pose Letty’s questions to Jan Lubin, the IEC chair.
  
  b. NIUA end-of-year report

Mariko asked committee members to each submit a short report summarizing what assessment activities their units have accomplished during the past academic year by **May 10th** and to link or append any supporting documentation (new and/or revised outcomes, assessment reports, sample assessment tools, assessment results, etc.).

Next Action:

- Ann, Ellen and Paul, Letty, and Nalani will submit reports to Mariko by **May 10th**.
  
  c. Scheduling of next NIUA meeting

Mariko asked when to schedule the next committee meeting. The committee decided that it would not be necessary to meet again this semester (unless an emergency comes up) and that business can be conducted via e-mail and/or telephone.

**Meeting adjourned at 2:55pm**