IEC Meeting
September 19, 2014

Present: Robert Barclay, Ellen Ishida-Babineau, Malia Kong, Ross Langston, Jan Lubin, Johnny Singh, Preshess Willets-Vaquilar

Excused: Kathleen French, Nalani Kaun, Mike McIntosh, Paul Briggs, Kahea Tani, Danny Kong

Date of next meeting: October 3, 2014, Palanakila 117, 2:00 PM – 3:30 PM

The committee approved the Minutes from the September 5, 2014 meeting.

Old Business

(1) Lecturers and Assessment (UHCC Policy 9.104 on Lecturer Evaluation)

The committee was provided with an excerpt pertaining to UHCC Policy 9.104 on Lecturer Evaluation.

- Per the policy, lecturers are to be evaluated. If there are any questions go and see Ryan Goo as he went through this process with his lecturers in History. Ryan drafted an assessment, gave to lecturers to perform in class and then he posted the results.
- Question: What are the limitations in getting the lecturer involved in the assessment process? Lecturers can and should play a part in the assessment process.
- There was consultation with lecturers on this process. If there are any further questions they can contact Jan.
- It would be a great idea to have a common assessment tool.

(2) Matrix Connecting Course SLOs to Program SLOs (Links below will take you to examples to take a look at as reference)

PSY 100 Survey of Psychology -
http://windward.hawaii.edu/SLOs/Maps/details.php?Course=PSY100&Program=ASCPSDS
PSY 170 Psychology of Adjustment -

- Jan can go to department meetings and provide tutorials regarding the matrix.
- Matrix set up – program SLO’s are located on the top; course SLO’s located on the left column.
Jan currently has no access to the matrix and is working on getting access.

There are some missing options for the Gen Ed AA degree that needs to be added in order for departments to complete this process. Jan will work with Ivan to get this fixed.

The following departmental meeting dates were confirmed, where Jan will come and meet with the departments regarding the Matrix process:

- Math and Business departments – October 9 at 2:30 PM
- Language Arts department – October 10 at 11:30 AM
- Natural Sciences and Language Arts – October 10 at 9

(3) Department Chair Training for Departmental Report Analysis

- At this training a scenario will be given based on the data you have to help with the analysis. People wanted more training rather than just analysis.

- Training will be provided by Jan on Friday, September 26, from 9:00 AM – 11:00 PM, location to be determined. If alternative training dates are needed please contact Jan.

- There will also be training for the Third Party Review process. It is also recommended that departmental Dean’s go through this training as well. Reports will most likely be due by November 1 to prepare for the Third Party Evaluation. It is highly recommended that key points are summarized and if more information of support is needed, add it to the appendix. It would be great to have a good example to take a look at as reference. Examples will be provided at the training.

New Business

(1) Multiple Section Courses Taught in Different Instructional Modes (i.e. Face-to Face, Hybrid, Cable, and Online)

- Most departments haven’t been including their DE classes in their assessment. If there’s a multiple course section, i.e. History 251, Math 100 – if you are providing a face to face course offering, it’s a good idea to also assess a DE section as well with the same instructor.

- Online course assessments have to be as rigorous as face to face course assessments.

- We need to look at our student population when it comes to our DE courses; i.e. are they WCC students, Manoa students, etc… More detailed information the better to develop a plan of action. We should be looking at the well performing DE courses and have the instructor(s) do training – what makes them successful? We could possibly connect with DE instructors from LCC as they have been really successful in this area. DE will be a big part of the systems new strategic plan. What measures do you want to be held accountable for?
They will expect that the course is as rigorous and that students will have the same services as our face to face students do. They want to see that assessment is being done across the institution because it’s really not happening now.

TE instruction is not easy. DE courses are also not recommended for all students.

(2) Tentative 5-Year Program Review Schedule (Jan provided the committee with the schedule)

- Program review compilation of 5 years should be showing trends and is more detailed than annual report.
- The programs up for the 5 Year Program Review Assessment for AY 2014 – 2015 include:
  - Agripharmtech
  - Vet Assisting
  - Vet Tech
  - Student Affairs
  - CCE

- Look at the assessment schedule and let Jan know if you have any questions.

Other Announcements

(1) PacAIR Conference November 6 (Pre-Conference Workshops - Hawaii Tokai International College) and November 7 (Conference - UH - West Oahu)

- Jan spoke briefly about the PacAIR Conference coming up in November. The keynote speaker will be Isaac Choy, current Chair of the House Education Committee for the Hawaii State Legislature. The discussion will be focused on – Can Hawaii afford the University of Hawaii?

The meeting adjourned at 3:20 PM.

The next meeting is scheduled for October 3, 2014, Palanakila 117, 2:00 PM – 3:30 PM