

Institutional Effectiveness Committee
January 28, 2005
1:30 pm – 2:30 pm
Draft Minutes

Present: Clayton Akatsuka Frank Palacat
 Russell Chan Jean Shibuya
 Patti Chong Tara Severns
 Nancy Heu Janice Nuckols
 Leslie Lyum Mikki O’Phelan
 Ellen Ishida-Babineau

I. Call to Order. Meeting convened at 1:30 pm by Ellen Ishida-Babineau.
Handouts: *Template for Program and Course Outcome Guides, Is It a Degree Program, Major, Emphasis, or Concentration, An Assessment Framework for the Community College and Understand Your Personal Style and The Style of Those Around You.*

II. Minutes of December 28, 2004 meeting were approved. **Correction was noted: Academic Support is a unit, not a department.**

III. Reports:

A. Status on Student Learning Outcomes Analysis Sheet from each department:

- Humanities. All humanities courses, except Hawaiian Studies, have completed this phase of the assessment process. It was noted that the stated SLO’s made it easier to match the course SLO’s to the Department Outcomes. As a result of this process, most instructors indicated that they will be revising their course SLO’s to further enhance the process next semester.
- Math/Business. All but 4 courses have completed this phase. Mathematics need to transition from course and student objectives to SLO’s. The department will continue to examine and edit its department goals.
- Social Sciences. The department will be meeting right after this IEC meeting and a report will be available later.
- Natural Sciences. No report.
- Language Arts. Half of the courses are done.

The next step for the Academic Units is to revisit SLO’s and Department Outcomes.

B. Policy Guidelines on Program Review:

- The Chancellor needs to get started on a policy guideline along with the Budget Committee, etc.

- C. Announcement. Clinton Nishida is no longer the IEC student help. The new student help will be named soon.
- D. IEC members engaged in a modified version of *Understanding Your Personal Style and the Styles of Those Around You* exercise taken from a recently attended seminar on dealing with Difficult People. This exercise helped you to better understand both your behavior with other people and their behavior with you.

IV. Pending Business.

A. February Meeting: Program Review.

IEC members were asked to have their department or unit review the Academic Subject Certificates (ASC) in Psycho-Social Developmental Studies (PSDS) and Bio-Resources and Technology (Plant Biotechnology) and to provide input for the following:

- (a) What roles would these graduate have in the community?
- (b) What do they need to know?

This is the beginning of the Program Review phase: identifying the intended roles and essential skills of the ASC graduates.

It was clarified that the ASC stands apart from the AA degree. Students do not need an AA degree to earn an ASC.

B. Planning the next step for IEC.

The Academic Outcomes Subcommittee will meet Wednesday, February 9, 2005 at 1:00 pm. Frank Palacat will email members of this subcommittee with more information.

Items to be discussed include an analysis of the Mission Statement and Departmental Outcomes and the cycle of assessment.

V. Adjournment. Meeting adjourned at 2:30pm
Recorded by Clayton Akatsuka