

Institutional Effectiveness Committee  
February 18, 2005  
Draft Minutes

Present: Clayton Akatsuka                      Frank Palacat  
          Ellen Ishida-Babineau                Jean Shibuya  
          Patti Chong                                Tara Severns  
          Nancy Heu                                 Janice Nuckols  
          Leslie Lyum                               Paul Field  
          Inge White

Unable to Attend:    Russell Chan                      Mikki O'Phelan

- I.     Call to Order. Meeting convened at 1:00 pm by Ellen Ishida-Babineau.  
      Handouts: Ellen's draft of *Windward Community College Policy on Program Review* and her cover letter/memo to Angela Meixell regarding *Recommendation Concerning Assessment*.
- II.    Minutes of the January 28, 2005 approved as is.
- III.   Reports.
  - A. Status on Student Learning Outcomes Analysis Sheet. The departments submitted completed Student Learning Outcomes Analysis Sheets with the following exceptions: Hawaiian Studies (Kalani Meinecke) and PHIL 110 (Ron Loo). Departments will continue to solicit responses for these courses.
  - B. Policy Guidelines on Program Review. Ellen unveiled her draft of *Windward Community College's Policy on Program Review* which she will be presenting to the Chancellor's Council meeting. The draft was well received.

Next, *Recommendation Concerning Assessment*, Ellen's memo and cover letter for the Policy on Program Review was discussed. Four items addressing accreditation concerns to be completed by May 15, 2005 are:

- 1) A flowchart of how the budgeting and planning process relates to assessment needs to be developed by the College;
- 2) The Chancellor's Council should become an active decision making and recommending board on items concerning the institution such as accreditation, assessment, budgeting and planning to the Chancellor.
- 3) The Excellence in Education Day (March 4, 2005) should be completely devoted to assessment. It will serve as a start of the review process for the AA degree and the ASC. It is recommended that we follow Ruth Stiehl's technique for program review and that we bring her in to assist with this process. It was noted that her fee is \$3,500 in addition to travel

costs. Ellen will check if Ruth Stiehl is available and the source of funds. It was suggested that other campuses be asked if they would like to join us in bringing Ms. Stiehl in and thus sharing the expenses. Ms. Stiehl will spend one day at WCC and other days at the other participating campuses.

- 4) The WCC Policy on Program Review must be discussed, finalized, and approved by the College. This includes a timeline of the programs assessed.

C. Outcome Sub-committee. No report.

IV. Pending Business.

Recommendation: Posting of IEC minutes on the IEC Website. Approved minutes of IEC meetings should be sent to Frank Palacat for posting on the IEC website.

IEC members are again to review the *Policy Guidelines on Program Reviews* and forward recommendations to Ellen.

**Program Review of PSDS.** Frank Palacat led members through the steps of program review for PSDS:

- a. Identify **intended roles** of a PSDS graduate.
- b. Identify the **skills** needed in those jobs.
- c. **Cluster and label** the skills.
- d. Write **an assessable outcome** for each cluster of skills using an action verb. The statement must be **observable and measurable**. (This is a learning outcome!)
- e. To further dialog, the groups were asked to review each other's work.
- f. PSDS required courses were posted, and a **Program mapping** model was introduced.
- g. The question "How well do the learning outcomes and the required courses fit?" was examined. The ensuing discussion resulted in many more questions such as (1) Are there entry requirements into the program? (2) What about elective courses and the skills they address? (3) Should there be exit requirements? (4) Should the skills/outcomes be addressed by several courses or should a capstone project, course or portfolio be used?
- h. The next would be the development of a **plan of action**, probably by the program coordinator.

The results of our Program Review training exercise for PSDS:

(1) Intended Learning Outcomes.

- a. Be able to communicate effectively via writing, speaking and nonverbal cues.
- b. Provides a safe venue for discussion.
- c. Direct and organize individuals to complete a task at hand.

- d. Insure existing rules are followed.
- e. Be able to operate a computer to manage records, communicate and gather information.
- f. Interact effectively and ethically one-on-one or in a group, showing good listening skills, empathy and problem solving.

V. Adjournment. Meeting adjourned at 3:10 pm.  
Recorded by Clayton Akatsuka