

Institutional Effectiveness Committee
March 11, 2005
Draft Minutes

Present: Clayton Akatsuka Frank Palacat Momi Dierks
Ellen Ishida-Babineau Jean Shibuya Leslie Lyum
Russell Chan Janice Nuckols Tara Severns

- I. Call to Order. Meeting convened at 1:30 pm by Ellen Ishida-Babineau. Handouts: Memo to IEC members from Angela Meixell regarding the *March 4, 2005 Workshop*, Ellen's Draft to the Academic Department Chairs, Administrators, Director of Administrative Services, and the Chancellor regarding *Follow-up on March 4, 2005 Assessment and Program Review Workshop*, and Ellen's draft to WCC and ETC Faculty, Staff and Administration regarding *Follow-up Assessment Activities*.
- II. Minutes of the February 18, 2005 meeting approved as is. A copy of the minutes will be forwarded to Frank Palacat for posting.
- III. Reports.
 - a. Status on Student Learning Outcomes Analysis Sheet from each Department. Ellen will be meeting with the Natural Science department possibly on Wednesday (3/16/05). Social Science department needs to submit their report. Business/Mathematics department, including PHIL 110 is completed.
 - b. Response to Memo to Chancellor regarding *Recommendations Concerning Assessment*. (1) A flow chart of how the budgeting and planning process relates to assessment needs will be created. (2) The flowchart will also be used to determine where the Chancellor's Council best "fits."
 - c. Policy Guidelines on Program Review. After posting the Policy Guidelines on Program Review draft on the Listserv (3/1/05) for review by the faculty and staff, the following comments were received: Why is IEC doing this? Why not the Administration?
 - d. Outcomes Sub-committee. No report.
 - e. Debriefing of March 4th Assessment Workshop.
 - (i) Ellen thanked the committee members for a job well done.
 - (ii) April 1, 2005 – Institutional Researcher is to develop a template for program reviews for WCC.
 - (iii) Timetable for Program Review. Program Review of all units to be completed by Spring 2006. Thereafter, Program Reviews will be conducted in a 2 year cycle.
 - (iv) Refine March 4th workshop program outcomes by April 15, 2005. First, the AA SLO's will be reviewed and refined by the Dean of Instruction and IEC. Next, it will be presented to Faculty Senate via CAAC for review. Lastly, it will be put to a Campus vote by May 1, 2005.

Discussion regarding SLO's of AA and the institutional outcomes and also the alignment of degree, program, and course outcomes ensued. Should the 1994 document of Competencies of the AA degree be reviewed? Should it align with the current SLO's? The committee agreed that the currently generated SLO's may be more valid and applicable today. There is also greater ownership than the 1994 document.

A matrix will be used to align courses and objectives(SLO), to identify where the SLO is introduced and where is it demonstrated. Assessment of the SLO should be conducted after a "demonstrated" level rather than an introductory level.

Role of Strategic Plan. Student demand and community needs should fit in the Strategic Plan and should therefore be considered during a program review.

(v) The institutional outcomes will be refined by IEC and then forwarded to Faculty Senate for their review.

IV. New Business.

A. Follow-up activities for this semester and fall 2005.

IEC to sponsor an Institutional Survey. Ellen will draft a survey using the KCC model. It was suggested that the survey be given to faculty and staff during the Fall 2005 convocation.

B. New member to IEC.

Momi Dierks, APT, was introduced. Welcome!

V. Adjournment. Meeting was adjourned at 2:35 pm.

Recorded by Clayton Akatsuka