

Institutional Effectiveness Committee
Minutes of the April 8, 2005 Meeting
Palanakila 117

Present: Ellen Ishida-Babineau, Clayton Akatsuka, Russell Chan, Patti Chong, Leimomi Dierks, Janice Nuckols, Frank Palacat, Tara Severns, Jean Shibuya, Inge White,

- I. Ellen Ishida-Babineau convened the meeting at 1:30.
- II. Minutes of March 11, 2005 meeting were approved.
- III. Several departments, such as Humanities, Natural Sciences and Social Sciences, have not yet turned in their Student Learning Outcomes Analysis sheets. Ellen reminded the IEC that all that was required as a brief report from each department. Humanities will address this report at their April 21 scheduled meeting. Ellen will send Janice the blank form for the report
- IV. Ellen asked if everyone had downloaded the planning and budgeting cycle sent to entire faculty by Chancellor Angela Meixell. Ellen asked for input on this cycle and on the program review schedule, which is still in draft form (now on the 3rd draft.) She reminded us that the present draft of the schedule doesn't meet the planning and budgeting cycle.
- V. Ellen reminded the IEC members of the April 15 deadline for revisions to the program outcomes generated at the March 4 event. Humanities department has to sign off on the Hawaiian Studies and the Art Academic Subject Certificates. The IEC will be responsible for the Institutional Outcomes.
- VI. The Program Review Template has not yet been received from the OIR. It was noted that we need data on transfers to HPU and Chaminade, because the number of AA degrees awarded is less and less important as a measure of effectiveness. More of our students are transferring to HPU's nursing program or Chaminade's education program without their A.A. It was also noted that the IEC should tell Angela of the need to have an IR person available during the summer to generate data, as indicated on the Planning and Budgeting Cycle.
- VII. Patty, Ellen and Clayton reported on the meeting last week with Accreditation team members. Most of the questions raised by the team had to do with the lack of system review and the lack of a Chancellor's office for the Community College system. Angela says that we won't get a written response for a while.
- VIII. Ellen handed out a draft of the Revised Program Review Policy for comments from the IEC members. A decision was made to drop the Interim Progress Report requirement, and instead have only an Annual Program Report and a Biennial Comprehensive Report.
- IX. The Institutional Outcomes from the March 4, 2005 meeting were reviewed and revised. These need to be approved by April 25, which

leaves time for IEC members to take these outcomes to their department meetings and for the CAAC and the Department Chairs Meeting to discuss. Ellen will also send out these outcomes by e-mail to the faculty. A ballot will then be sent out on May 2, 2005 with the vote to be tallied after the deadline of May 9, 2005.

- X. The IEC will meet at Pahke's restaurant on Friday, May 6 at 11:30 (since changed to Thursday, May 5), to use the gift certificate from Chancellor Meixell. The agenda will deal with preparing for Fall Convocation and establishing meeting dates over the summer.
- XI. The meeting was adjourned at 3 p.m.

Recorded by Janice Nuckols