

Institutional Effectiveness Committee

September 3, 2004

1:30-2:05pm

Present: Clayton Akatsuka, Patti Chong, Ellen Ishida-Babineau, Robert deLoach, Malie Hirao, Leslie Lyum, Sandy Matsui, Janice Nuckols, Tara Severns, Jean Shibuya, Inge White

Unable to Attend: Russell Chan, Paul Field, Nancy Heu, Frank Palacat, Mikki O'Phelan

- I. Meeting convened at 1:35pm by Ellen Ishida-Babineau.
- II. August 9, 2004 minutes approved.
- III. Handouts from the Chair
 - A. Compilation of the departmental goals activity at convocation. (pink handout)
 - B. Fall 2004: A Report on the Status of Assessment – WCC
 - C. A Revised Assessment Glossary for the UH-Windward Community College
- IV. Reports
 - A. Chair: Convocation Update
 - =>1. Departmental Goals are to be fine tuned and turned in to the IEC by October 15, 2004. Departments can refer to the pink handout. Departments can begin to work on SLOs/SOs. Remember that these will need to be measurable or can be quantifiable with data.
 2. Robert deLoach reported that the 2004-2005 catalog, page 27, should have separate the Written & Oral Communication.
 - B. Robert reported that the initial cycle of assessment for the administration and Academic Support departments have been completed. SO are not the same as the Instructional departments. Pick 3 areas that the department would like to initially target.
- V. Pending Business
 - =>A. Glossary – IEC members should review and be ready to comment on or have suggestions on which term to use consistently.

Future meeting dates: 9/24/04, 10/15/04, 10/29/04, 11/12/04, 12/3/04
Fridays at 1:35pm in Palanakila 117

Meeting adjourned at 2:05pm

Recorded by Patti Chong