

Institutional Effectiveness Committee

October 15, 2004

2:40pm – 4:00pm

Draft Minutes

Present: Clayton Akatsuka, Patti Chong, Ellen Ishida-Babineau, Nancy Heu,
Leslie Lyum, Janice Nuckols, Frank Palacat, Inge White

Unable to Attend: Russell Chan, Robert deLoach, Malie Hirao, Paul Field, Sandy Matsui,
Mikki O’Phelan, Tara Severns, Jean Shibuya

- I. Meeting convened at 2:40pm by Ellen Ishida-Babineau.
- II. September 24, 2004 minutes approved as is.
- III. Report: Status of units currently in the assessment cycle – Robert deLoach.
Robert absent – no discussion.
- IV. Pending Business
 - A. Review of academic/service goals for departments/units.
 - Frank indicated that the different levels to be reviewed.
 - College Mission
 - College Goals (listed on page2 of the catalog)
 - Departmental Goals
 - Discipline – Up to the department if you are going to list.
 - Student Learning Outcomes (Instruction) or Service Outcomes (Academic Support & Student Services) – Measurable behaviors.
 - Massage SLO to fit goals. Show the connection so that it proves the larger goal and the bigger picture – the mission statement.
 - **Some departments will revisit their goals and resubmit before October 25, Monday so posters can be made.**
 - B. **Poster Session/President McClain’s visit: October 29, Friday from 2:00-4:00.**
 - **Poster Session will include all goals submitted. The IEC portion will start at 2:00. President McClain is scheduled to speak/answer questions from 2:30-3:30. He will tour the campus after 3:30.**
 - **Refreshments: 4 bottles of white wine donated by Diane in Kafe Koolau; Jean S. will donate red wine. Leslie will donate paper goods and cups. Ellen will request from SD money for the refreshments.**

Humanities: Must meet at least 3 Departmental SLOs
(Hypothetical example)

Course	Humanities Department SLO					
	1	2	3	4	5	6
ART 101	X		X		X	
HIST 151		X	X	X		
REL 150				X	X	X

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Meeting adjourned at 4:00pm

Recorded by Patti Chong