

Institutional Effectiveness Committee
November 12, 2004
2:38pm – 3:38pm
Draft Minutes

Present: Patti Chong, Robert deLoach, Ellen Ishida-Babineau, Paul Field, Janice Nuckols, Frank Palacat, Tara Severns, Jean Shibuya, Inge White

Unable to Attend: Clayton Akatsuka, Russell Chan, Nancy Heu, Leslie Lyum, Malie Hirao, Sandy Matsui, Mikki O’Phelan,

- I. Meeting convened at 2:38pm by Ellen Ishida-Babineau.
Ellen’s Handout: *Core Indicators of Effectiveness for Community Colleges* by Richard Alfred, Peter Ewell, James Hudgins, Kay McClenney
- II. September 24, 2004 minutes – To be approved at the next meeting.
- III. Reports:
 - A. IEC October 29, 2004 Poster Session – Well received.
 - B. Status of units currently in the Assessment cycle – Robert de Loach
Handouts:
 - Mission of Windward Community College – Yellow handout.
 - “Formulating the Unit Assessment Plan” – Blue handout
 - Powerpoint – White, attached to Blue handout
 - Office of the Registrar Five-Column Model (Example) – Pink, attached to Blue handoutMeasurement is the heart of assessment. We’re here to see that we meet the WASC Accreditation Standards.
 - Does the college have evidence that it does what is says in its Mission Statement?
 - Does the institution show evidence of sustained evidence to improve?
- IV. New Business – What is our next step? (SLOs) – To be discussed at the next meeting.
- V. Next Meeting: December 3, 2004
Homework: Three highest priority Administrative Objectives handout. Complete it as you pertains to you personally.

Meeting adjourned at 3:38pm
Recorded by Patti Chong