

Institutional Effectiveness Committee  
Minutes of the December 3, 2004 Meeting  
Hale Akoakoa 105 @ 3:30 p.m.

Present: Patti Chong, Robert deLoach, Ellen Ishida-Babineau, Janice Nuckols, Frank Palacat, Nancy Heu, Jean Shibuya, Inge White, Clayton Akatsuka, Russell Chan, Mikki O'Phelan, Leslie Lyum

- I. Meeting convened at 3:30 p,m by Ellen Ishida-Babineau.
- II. Minutes of November 12<sup>th</sup> meeting approved.
- III. Guest: Chancellor Meixell extended her gratitude for the work done by the committee. She reported that our campus will need to work on a program review policy. This policy should be drafted by administration (Dean Mullikin and Chancellor Meixell).
  - The IEC will provide feedback and recommend the timetable for program review. Programs have not been identified yet. The suggestion is to use the “programs” listed in the catalog as the starting point.
- IV. Reports:
  - Robert deLoach distributed the AA degree with areas that have undergone the assessment process.
  - Frank P. and Ellen IB briefly reported on two-day workshop sponsored with Carl Perkin funds. The assessment process covered in this workshop is ideal for doing program reviews. They recommend that we use this process on certain programs this spring. This would also be a way to train others in the process for future program review.
- V. New Business – Deferred because of time restraints.
- VI. Next Meeting: December 28, Tuesday at 9:30 p.m. in Palanakila 117.  
Homework: Look over the “programs” listed in the current catalog.  
Shall we officially use this listing for programs to be assessed?

Meeting adjourned at 4:15 P.M.  
Recorded by Ellen Ishida-Babineau