

Institutional Effectiveness Committee
Minutes of the August 03, 2005 Meeting
Palanakila 117

Present: Ellen Ishida-Babineau, Clayton Akatsuka, Russell Chan, Patti Chong, Leimomi Dierks, Leslie Lum, Janice Nuckols, Mikki O'Phelan, Frank Palacat, Jean Shibuya, Inge White.

- I. Ellen Ishida-Babineau convened the meeting at 1:20 pm.
- II. Minutes of the April 08, 2005 meeting were approved.
- III. WCC is still on accreditation warning. Ellen met with Angela, Steve Nakasone, Linka, Elizabeth, Sandy Okazaki, Paul Field, Jeff Hunt, and Charles Whitten. Reference to 11x17 handout (chart) of ACCJC statements, WCC responses, and action(s) required. General Ed. And Library is already done. Program review is needed!! Not SLO's and assessment. Need to address how this information will be used in budget decision making.
- IV. We have a program review policy, but it is still in draft form (blue packet). Angela needs to accept the draft as an official policy.
- V. IEC responsibilities (blue handout, page 2, #E.2.) We don't want to be involved with program review. The DOI's on other campuses does program review. There should be a system wide way of doing program reviews. IEC should only monitor and assist. The IRO reviews and publishes reports. Who is the appropriate body to assure timeliness submission? IRO?
- VI. Annual reports and mini reports, blue handout, page 3. 2 separate assessments: support units and academic/instructional units. Regarding outcomes and expectations, the numbers provide support for budget and funding requests as well as resource allocation. Information on budgeting (decision making) is not commonly shared, and no sharing process is established or in place. Program review and decisions are based on the strategic plan and budget development. There is no integrated policy review that gets plugged in to budgetary decisions.
- VII. Certificate programs go through assessment process. Data and numbers are collected such as: job placement numbers, enrollment management, budget. Community needs survey could be established and administered. Data should be submitted by programs for December report. ASC (academic subject certificate) program reviews and the issue of the number of graduates per every 5 years. One year may have many graduates, followed by few graduates. Would it be best to do an annual report, and compile the data from the annual reports for the comprehensive report? What is the criteria for the program? Number of graduates, or job placement, or entrepreneur? What is the point to their education? Should be a departmental decision. The numbers are important! Where do the students go? How do they do? Do they get a job, or go to another college? What college do they transfer to? This information is trackable.
- VIII. Report due in October!
- IX. Part of IR's data—goal identification of students. Source of information?
- X. AA degree cutbacks – 60 credits needed. Some not required for a Bachelor's core. Some students leave before completing their AA.

- XI. Program review cycles (yellow handout). Cycles are recommendations. For the AA and General Ed. Cycles, who will write it? DOI's. Need to look at Developmental Ed. and Distance Ed.!! Also need to look at data portfolios and enrollment for staffing management.
- XII. Jeff will prepare a student survey by 09-01-2005. What about a faculty and staff survey?
- XIII. Need to systematize our program reviews. Make it similar to the other CC's.
- XIV. March 11 follow up activities:
 - a. Revised outcomes are on file.
 - b. Refine AA degree outcomes. Not done yet. Need to submit to CAAC for approval. What are the results of the AA requirements?
 - c. Refine institutional outcomes. Need to decide and finalize at the next meeting on Monday, August 08, 2005.
 - d. Assessment tools and plan of action. Will do this at convocation. Look at forms of assessment for program outcomes, especially the AA and ASC's.
 - i. Academic/instructional units
 - ii. Support units
 - e. Are 20% of our courses/curriculum reviewed?
 - f. Fill in data pukas on the purple handout (program review report).
 - g. AA report produced by December (going back to Fall 2004?).
 - h. Collect faculty records of numbers of internships, scholarships, and job placement. Those numbers are good evidence of analysis of program (purple handout, Part VII), evidence of quality and evidence of student learning.
 - i. Employee satisfaction surveys?
 - j. Addition of staffing not addressed on purple template/handout, such as position counts. For example, numbers of counselors and faculty hired at 0.50 and 1.0 FTE. Those numbers could provide a good growth indicator. Break the numbers down by year and provide a narrative along with the numbers. What about lectureships? How to address in annual reports vs. 5-year comprehensive reports? How are these numbers tied into the strategic plan? DOI's office should provide/write the narrative.
 - k. Jeff should collect the data and get on the people to submit it.
 - l. Should we address student interests? Numbers of interested students? What are they interested in? Is that data worth collecting? How? ASC's have coherency, AA's don't. Students often ask if a particular class is being offered as it is advertised for the ACS, but not the AA. Classes are being advertised, but not offered. Connection is lacking.
 - m. Need to look at the department as a whole and the AA degree for evidence of learning and quality, not necessarily by courses. Courses may not be aligned or connected to the AA outcomes.
- XV. For convocation:
 - a. 5-year review by December 01, 2005.
 - b. Purple handout/template, handout for all. Specify duties we need to accomplish.
 - c. Alignment of courses with AA degree.
 - d. Make forms for departments and have them fill in the gaps. Unclear who would make the forms. (Assessment results chart for program SLO's.)

- e. Reviewed convocation schedule to plug in IEC activities. Need to contact and confirm with DOI's office and Chancellor's office. Ellen will follow up.
- V. For next meeting on August 08, 2005:
 - a. Suggested forms of assessment. Create forms/templates for/at next meeting on August 08, 2005.
 - b. Ellen will bring SLO's.
- VI. Next meeting on Monday, August 08, 2005, 12:45 pm at Palanakila 117.
- VII. The meeting was adjourned at 3:00 pm.

Recorded by Leimomi Dierks