

Institutional Effectiveness Committee
Meeting Minutes
September 9, 2005

Present: Ellen Ishida-Babineau, Clayton Akatsuka, Russell Chan, Patti Chong,
Leslie Lyum, Mikki O'Phelan, Inge White, Frank Palacat, Jean Shibuya and
Tara Stevens.

- I. Ellen Ishida-Babineau convened the meeting at 1:40pm.
- II. Minutes of August 8, 2005 meeting were approved.
- III. Old Business
 - a. Convocation activities
 - i. Departments completed survey of direct and indirect methods. Draft was presented to IEC committee for additions/updates. Survey will be forwarded to IR for data compilation.
 - ii. Time did not permit continuation of ASC/Certificate program review.
 1. IEC will meet with individuals or schedule workshops with ASC/CC program leaders.
- IV. New Business
 - a. Planning for AY 2005-2006
 - i. Annual reports from ASC/CC's, departments & support units will be due by December 1, 2005.
 1. Templates for departments will be developed. Ellen will send template drafts to IEC members for comment/review.
 2. Support units are developing their own templates
 - b. Curriculum Review
 - i. Ellen introduced *Curriculum Review for Courses on the Master List* at CAAC meeting.
 1. Form will be used to update master list located at www.hawaii.edu/officesapp/cc.
 - c. Membership on IEC Committee
 - i. Chair shall be 3-year renewable term including one year overlap for incoming chair
 - ii. IEC representation will continue to be composed of faculty, staff, administration and students.
 - d. Common reporting form for academic units
 - i. Development continues
 - e. Program Review Cycle: AA degree (core)
 - i. Development continues
- V. Meeting adjourned at 3:15pm