

Institutional Effectiveness Committee  
Meeting Minutes  
September 23, 2005

Present: Ellen Ishida-Babineau, Jean Shibuya, Inge White, Leslie Lyum, Nancy Heu, Patti Chong, Clayton Akatsuka.

- I. Call to Order. Ellen Ishida-Babineau convened the meeting 1:30 pm.  
Hand Outs: *Program Outcome Guide (POG)*, *WCC 2004-2005 Annual Assessment Report (Language Arts Department)* – a sample, and Memo: *Summary of Assessment Activities for Fall 2004 – present*.
- II. Approval of Minutes. Minutes of the September 9, 2005 meeting were approved.
- III. Old Business.
  - (1) Ellen will be conducting workshops on Student Learning Outcomes (SLO) for the Natural Science Department (September 29, 2005) and the Social Sciences Department (September 28, 2005). The Business/Math Department will be contacting Ellen to schedule a SLO workshop. No word has been received from the Humanities Department if such a workshop is need.  
  
As part of the Curriculum Review process, SLOs must be written for each course. The SLOs will be included with course descriptions in the next Catalog as well as in Course Outlines. It was suggested that Department goals and perhaps, the College's mission statement also be included in Course Outlines.
  - (2) Ellen will follow up on the ASC/Certificate program reviews. The *Program Outcome Guide* handout was reviewed. The question, "What can we have students do in this program to show final evidence of the intended outcomes?" briefly was discussed. It was emphasized that assessment should be more than grades earned. Students should be able to demonstrate skills through, for example, a capstone project for the program.
  - (3) Every unit (department/program) will be turning in a Program Review report by December 1, 2005. The *WCC 2004-2005 Annual Assessment Report (Language Arts Department)* handout was reviewed as a sample and possible template for the Program Review reports. A discussion on whether program health indicators (PHI) should be included in the report ensued. How are PHIs going to be used? How do we make writing this report as simple as possible?

It was suggested that if a Program Review was conducted for the academic units (Gen Ed: all academic courses numbered 100 and above), then the necessary data for the AA program review could be extracted from it.

IV. New Business

- A. Leslie Lyum shared ideas from the “knowledge survey” workshop. Handout: *email from Cynthia Smith, General Equivalence of Some Models of Adult Thinking, Knowledge Survey – Individual Development, and The Knowledge Survey: A Tool for All Reasons.*

Leslie explained what a knowledge survey is and its role in assessment. It can be a very useful tool for instructors.

HCC will be hosting another workshop on Knowledge Surveys by Edward Huhfer on October 28<sup>th</sup> at 9:00 am. It was decided to explore the possibility of using HITs to air the workshop at WCC.

- B. Ellen informed the committee of the March 3<sup>rd</sup> Ruth Stiehl workshop vs. staff development/Work activities situation. She will be attending a 3:00 pm meeting to further discuss plans for March 3<sup>rd</sup>. Should WCC pursue having Ruth Stiehl here? If so, should attendance be mandatory? Should only faculty attend? Staff? Heads of departments/units only? Is this an administrative decision? What becomes of Wellness Day?

It was finally decided that all faculty and staff should be required to attend!

- V. Adjournment. Meeting adjourned at 2:55 pm.

Reported by Clayton Akatsuka