

Institutional Effectiveness Committee
Meeting Minutes
October 28, 2005

Present: Ellen Ishida-Babineau, Jean Shibuya, Nancy Heu, Patti Chong, Leslie Lyum, Inge White, Frank Palacat, and Jeff Hunt

- I. Call to Order. Ellen Ishida-Babineau convened the meeting 1:35 pm.
Handouts: Sample SLOs, Workshop handout for Program Review sections IV, V, VII.
- II. Approval of Minutes. Minutes of the September 23, 2005 meeting were approved.
- III. Reports:
 - A. Chair's Report:
 1. Ruth Stiehl workshop is set for March 3rd.
 2. IEC will need to plan workshops on various assessment tools (formal and informal) so that programs, departments, and instructors can assess their outcomes.
 - B. CAAC/Department representatives reported that all departments except for Social Sciences have submitted their recommendations for curriculum review (keep or delete) courses that have not been taught for the last ten years.
- IV. Old Business.
 - A. Leslie Lyum presented information about the knowledge survey as an assessment tool. An instructor would poll students at the beginning of a course or topic their knowledge and course competencies. The benefits of using the survey are:
 1. An instructor can find out his or her students' knowledge base.
 2. It can provide students with a template of the course.
 3. It can be a quick way to get feedback: *Are what we are doing in the classroom realistic?* The results can be graphed.
 4. An instructor and student learn about student perceptions of the course at the beginning of the semester and the posttest allows the students to see what they know.
 5. The survey can be a catalyst for change.If you have already have competencies, it takes you about an hour to put them into a grid. Have students check off "I know this." "I know something about this," and "I know little or nothing about this."
- V. Adjournment. Meeting adjourned at 2:30 p.m.

Reported by Jean Shibuya