

Institutional Effectiveness Committee  
Meeting Minutes  
November 18, 2005 **Corrected**

Present: Ellen Ishida-Babineau, Janice Nuckols, Inge White, Tara Severns, Russell Chan, Nancy Heu, Leslie Lyum, Patti Chong, Momi Dierks, and Clayton Akatsuka

I. Call to Order. Ellen Ishida-Babineau convened the meeting at 1:35 pm.  
Handouts: Sample Course Outline (LSK 035 with SLOs) and *Writing Goals, Objectives, and Student Learning Outcomes (SLOs)*

II. Approval of Minutes. Minutes of the October 28, 2005 meeting were approved.

III. Reports:

- A. IEC Chair report. Ellen thanked members that attended the November 15<sup>th</sup> meeting with the visiting accreditation team. Overall the feedback from the team seemed positive and supportive of the efforts of the IEC.
- B. Reports on curriculum review from departments. Social Sciences report is “in progress.”
- C. Departmental reports on course SLOs. Janice reported that Humanities (especially the fine arts) need to work on the use of assessable verbs when writing SLOs and requested a workshop with Ellen.

The SLOs for the Business area are complete. The SLOs for the developmental mathematics courses will be completed soon.

It was decided that IEC would review the course SLOs from all departments focusing on the use of “action” verbs and the assessability of the written SLOs.

IV. Old Business.

- A. Course Outcomes Analysis. Ellen distributed a draft of her LSK 035 Course Objectives that displays the course SLOs, competencies/skills, and assessment tools. The Course Outcomes Analysis should show an alignment with the department, program, and institutional goals. It was recommended that we use Ellen’s LSK 035 Course Content and Assessment as the basis for a template for course SLO assessment.

The IEC office will serve as the repository for all data (all levels, all programs).

IEC will recommend to the Dean of Instruction that a directive be sent to each department to complete course SLO assessment every x (specify) years.

The committee reviewed the *Writing Goals, Objectives, and Student Learning Outcomes (SLOs)* handout. It was noted that SLOs are a hybrid of goals and objectives, and is a more general statement. SLOs are not competencies because they are too specific.

- B. Next step: Curriculum Review and SLOs. The IEC recommends that the next step for Curriculum Review and SLOs be made through the CAAC. The CAAC should draft policies that oversee curriculum reviews and SLOs and forward the recommendations to the Faculty Senate. For example, a policy should state that if a department reports that it will offer a course within three years and doesn't, then the course will be deleted. Addressing this concern, the IEC chair will draft a policy mandating that every year, the SLOs of 20% of the courses will be assessed by the end of the year with the assessment of SLOs of all courses completed by the end of a 5-year period.

What are the current duties of the CAAC? There should be a review of the CAAC's duties with appropriate updates made.

V. New Business.

- A. The Ruth Stiehl workshop, scheduled for March 3, 2006, will focus on assessment tools for Program SLOs.

It was suggested that we use local resources to offer (assessment tools) workshops such as (1) Portfolio Review – utilizing the Wo champions, (2) Informal Classroom Techniques – Frank Mattos, and (3) Direct vs Indirect assessment methods – IEC.

- B. The next meeting is December 2, 2005.

VI. Adjournment.

The meeting was adjourned at 2:45 pm.

Reported by Clayton Akatsuka with the assist of Patti Chong.