

Institutional Effectiveness Committee
Meeting Minutes
December 2, 2005

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

- I. Call to Order. The meeting was convened at 1:30 pm.
Handouts: *Course Student Learning Outcomes Fall 2005*, *Learning Skills 035 Course Content and Assessment* (a sample template for course SLOs and assessment), and *Alignment of Student Learning Outcomes to Skills and Competencies in Remedial and Developmental English Courses* (a sample template).
- II. Approval of Minutes. Minutes of the November 18, 2005 meeting were approved with correction.
- III. Reports:
 - A. IEC Chair report. None.
 - B. Reports on curriculum review from departments. All departments have completed their curriculum review. Reports are on file in the IEC office.
 - C. Departmental reports on course SLOs. Each department has submitted SLOs for at least 20% of the departments' courses.
- IV. Old Business.
 - A. Review of Student Learning Outcomes for inclusion into upcoming catalog. Ellen distributed the *Course Student Learning Outcomes Fall 2005* containing SLOs for more than 130 courses (from all departments/disciplines). The IEC members reviewed and discussed the course SLOs with focus on the exemplary ones. The SLOs for GEOG 101L, AG20/120, PHYS 151, PSY 202, and SPAN 101/102 were identified as exemplary. The committee next looked at SLOs that would be difficult to assess and made the following recommendation:
Do not begin a SLO with "understand," "demonstrate and understanding of," "know," "appreciate," and "begins to."

Ellen will be attending department meetings to address writing and assessing the course SLOs and will follow-up with instructors individually if further assistance is needed.

Leslie reported that ETC will be using Ellen's *Learning Skills 035 Course Content and Assessment* template to conduct course SLOs.

The new catalog will post course descriptions and the course SLOs. Later, skills and competencies may be included in the on-line version of the catalog.

- B. Assessment Workshops. Ruth Stiehl's workshop on March 3, 2006, will focus on Program SLOs: how to assess, use of rubrics and other assessment techniques (for example, portfolios, capstone projects). Ellen is also following up on using local resources: Frank Mattos and Informal Classroom Techniques, and the Wo Champions and Portfolio Reviews.

V. New Business
The next meeting is January 6, 2006 at 9:30 am.

VI. Adjournment.
The meeting was adjourned at 2:45 pm.

Reported by Clayton Akatsuka.