

Institutional Effectiveness Committee  
Meeting Minutes  
January 6, 2006

Present: Nancy Heu, Leslie Lyum, Inge White, Jean Shibuya, Tara Severns, Ellen Ishida-Babineau, Clayton Akatsuka

- I. Call to Order. The meeting was convened at 9:40 am.  
Handouts: Proposed Windward Community College Institutional Assessment Plan, Institutional Assessment Components at the Program Level, Sample Template: Course Outlines
- II. Approval of Minutes. Minutes December 2, 2005 meeting were approved.
- III. Reports.
  - A. IEC Chair. Ellen discussed the proposed assessment plan as drafted in the handout. This plan is an attempt to “pull things” together: the assessment activity, method, who administers it, the target group, timeline, purpose.

Question: What do we do with this plan?

- B. Status of Curriculum Action, Curriculum Review Reports.  
Jean Shibuya, CAAC Chair, reports that deleting courses from the Master Course List as part of curriculum review will be done by departments rather than course by course. For the Spring 2006 semester only, departments will submit a list of courses to be deleted. This action will not require the creation of a new form. Henceforth, the deletion of a course from the Master List will be conducted the usual way.

All curriculum action will be forwarded to Department Chairs and included in the departments’ end-of-the-year reports. The CAAC will send the course SLOs update to the DCs for their reports.

- IV. Old Business.
  - A. Review of Student Learning Outcomes for inclusion into upcoming catalog. It was suggested that the IEC sponsor a SLO Workshop in January or February to assist with the completion of the SLOs for all courses. There is an expectation held by the accreditation team that the entire UHCC will have course SLOs published in the catalogs. More importantly, the visiting team recommended having all course SLOs completed to allow the completion of program reviews! The plan of completing the SLOs for 20% of the courses is to be updated to 100% of the courses. Having the SLOs of all courses will allow program coordinators to show the alignment of course SLOs with their program goals as well to departments’ and the institutional goals.

The timeline to have course SLOs completed and ready for inclusion in the new catalog is thought to be February 17<sup>th</sup>. Ellen will check on the deadline with the Dean of Instruction.

Ellen will continue to work with departments and individuals to update submitted course SLOs.

- B. Assessment Workshops. The following workshops will be scheduled in January and early February prior to the Ruth Stiehl workshop: Course SLOs, Rubrics, Portfolio, Knowledge Surveys. A recommended plan for the Course SLO Workshop is to have complete course SLOs, development an Assessment plan for the Course SLOs, and complete an alignment of the Course SLOs with the other levels via a matrix. It was suggested that we work with the administration and piggyback our workshops with their Question and Answer sessions on Fridays to increase attendance. The follow timeline of meetings and workshops was suggested:

1/13/06	IEC meeting at 1:00 pm
1/27/06	Q&A Session at 12:30pm, SLO Workshop at 1:30
2/10/06	IEC meeting at 1:00 pm
2/17/06	IEC meeting: Planning for the R. Stiehl Workshop
2/24/06	Q/A Session at 12:30 pm, Portfolio Workshop at 1:30 pm.
3/3/06	Ruth Stiehl Workshop*
3/10/06	Q/A Session at 12:30 pm, IEC planning meeting
3/28/06	IEC SLOs Workshop 8:30 am – 3:00 pm Activities to include: translating SLOs to assessment tasks, assessing, writing reports. It was suggested that we have a keynote speaker

4/7/06 IEC meeting  
\*It was suggested that we have a drawing (prize to be determined) during the Ruth Stiehl Workshop. A person earns a chance/ticket for the drawing by attending a workshop.

It is anticipated that by the end of Spring Break: (1) all course SLOs will be completed (an opportunity to update and revise SLOs will be conducted on a yearly basis) and (2) an alignment of course SLOs with Department goals as well as program and institutional goals will be completed.

V. New Business.

A review of the Institutional Assessment Components at the Program Level (draft 2: 12/30/05) was conducted. This handout outlines which reports are needed to complete which reports. It was suggested that there be a staggered deadline for the reports; an earlier deadline for those reports needed by others.

For example: the General Education courses will have the earliest deadline, followed by the ASC deadline. The Departments' deadline may be 6/30/06 followed by the AA report on 12/1/06.

IEC will present this handout to the Chancellor with the recommendation that this plan be implemented. So, by 6/30/06 all course SLOs and the assessment (formal or informal) of all course SLOs will be completed.

Next meeting: Friday, 1/13/06, at 1:00 pm.

VI. Adjournment.

The meeting was adjourned at 12:15 pm.