

Institutional Effectiveness Committee
Meeting Minutes
January 13, 2006

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

- I. Call to Order. The meeting was convened at 1:03 pm.
Handouts: 2006 Calendar of IEC and Assessment Activities, "Writing Goals, Objectives, and Student Learning Outcomes (SLOs)," Ruth Stiehl Workshop Updates.
- II. Approval of Minutes. Minutes January 6, 2006 meeting were deferred to the next meeting.
- III. Old Business.
 - A. Assessment Workshop Planning:
 - (1) Ruth Stiehl Workshop (March 3, 2006). A review and discussion of workshop options were conducted (see handout: Ruth Stiehl). Work sessions #2(Assessment criteria/tools for college wide outcomes), #4(Course alignment with outcomes), and #5(Assessment criteria/tools for program outcomes) were tentatively selected. All sessions are 1.5 – 3.0 hours long. The all day workshop will include a 45-minute lunch and a 15-minute break.

The question of attendance was raised: is attendance mandatory for faculty?
 - (2) Knowledge Survey Workshop: Friday, 2/17/06.
 - (3) Rubric Workshop: date – TBA. It was suggested that the IEC also offer follow-up sessions.
 - (4) Portfolio Workshop: 2/24/06
 - (5) It was suggested that a workshop on data extraction be offered.
 - B. Handout: 2006 Calendar of IEC and Assessment Activities. The handout posts suggested deadlines of various assessment activities, including:
 - (1) Revision of SLOs already submitted: 2/14/06
 - (2) Completion of SLOs and assessment plan for all courses: 4/1/06
 - (3) Completion of the assessment of course SLOs: 5/12/06. It was decided that all sections, including those taught by lecturers, of all courses must complete an assessment of the course SLOs. The assessment results are to be submitted to the department chairs. The chairs will compile course reports in their end-of-the-year reports.

IV. New Business.

A. What is the definition of General Education? The definition of “general education” was not clear. Does this include foundation courses, remedial/developmental courses, AA courses? How does the AA differ from the Gen. Ed.? We need to have a clear definition of what is included in General Education to determine which reports are included in which as well as to avoid confusion. The definition of General Education and AA will be completed by 1/31/06.

B. Recommendation to Chancellor. It will be recommended to the Chancellor that the OIR and IEC websites be conjoined with the OIR assuming responsibility of the website. This will include discarding duplication and working out discrepancies.

C. IEC Chair’s Report. Ellen conducted an SLOs workshop with the Humanities department on 1/12/06. The workshop focused on the revision of Course SLOs that were already submitted. The blue handout: *Writing Goals, Objectives, and Student Learning Outcomes (SLOs)* was used.

Course Outline Templates. The Dean of Instruction is reviewing the template and is considering the adoption and requirement of this template beginning with the Fall 2006 semester.

Next meeting:

IV. Adjournment.

The meeting was adjourned at 2:10 pm.