

Institutional Effectiveness Committee  
Meeting Minutes  
February 10, 2006

Present: Patti Chong, Lemomi Dierks, Leslie Lyum, Janice Nuckols, Leslie Opulauoho, Frank Palacat, Jean Shibuya, Inge White

- I. Call to Order. The meeting was convened at 1:30 pm.  
Handouts: Ruth Stiehl Packet
- II. Approval of Minutes. Minutes, January 13, 2006 meeting were approved.
- III. Old Business
  - A. Course SLOs
    1. The printing all of the classes from the Master Course List is in progress. There are approximately 300 courses still active on the books; however, not all of the courses are in the current catalog.
    2. The revisions of the SLOs are due by 2/15/06.
    3. Faculty members have the opportunity to have individual assistance to write their course SLOs.
    4. Sequence courses should not have the exact same SLOs. Specific detail may be included to reflect the course difference.
    5. April 1, 2006 – All SLOs should be done.
      - a. It was suggested that a group review all of the SLOs after the Ruth Stiehl workshop for a final editorial check before it is published in the catalog.
      - b. It was suggested that only the courses that have SLOs be published in the catalog. If the course is not in the catalog, then the course would not be offered in the next academic year. The IEC chair will confer with the Dean of Instruction.
    6. The Template for the Course Outline should be reviewed by 3/28/06. This is a change from the original deadline and will allow for departmental feedback. The template will be emailed to the Faculty with a reminder that this should be discussed in a department meeting. If no revisions are forthcoming, then this would be the template used for Fall 2006.
    7. LCC has a central software depository for all of the course proposals and course outlines. Elle will get more details from LCC.
  - B. March 3<sup>rd</sup> workshop: Handout - materials sent by Ruth Stiehl
- IV. New Business

- A. 2/17/06 - Classroom Assessment Techniques workshop planned for February 17th at 1:30 was cancelled, but the IEC will meet during this time for the final planning for 3/3/06 Ruth Stiehl workshop.
  - B. “Clickers” – Frank Palacat reported that this method of collecting information for the Knowledge surveys may be an effective and easy way to do assessment.
  - C. 2/24/06 – The Portfolio Workshop
- V. Adjournment.  
The meeting was adjourned at 2:35 pm.