

Institutional Effectiveness Committee
Meeting Minutes
February 17, 2006

Present: Clayton Akatsuka, Russell Chan, Patti Chong, Leimomi Dierks, Sarah Hadmack, Nancy Heu, Leslie Lyum, Janice Nuckols, Frank Palacat, Jean Shibuya, Tara Severns

Unable to Attend: Paul Field, Jeff Hunt, Mikki O'Phelan, Leslie Opulauoho, Inge White

- I. Call to Order. The meeting was convened at 1:30 pm.
Handouts:
 - Ruth Stiehl Packet
 - Ruth Stiehl Workshop Planning sheet
 - General Education and the Associate in Arts Degree information
 - Directives Establishing Committees and Councils: IEC's charge
 - Policy Review 8/22/05 Version and 2/13/06 Revision
- II. Approval of Minutes. Minutes, February 10, 2006 meeting were approved.
- III. Old Business
 - A. Planning for March 3rd Workshop: Dividing up Responsibilities
 1. Registration: Nancy Heu, Leslie Lyum, Patti Chong
 2. Mission Statement and AA degree handouts: Frank Palacat
 3. Duplication of Ruth Stiehl handouts: Sharolyn
 4. Distribution of Ruth Stiehl holdouts: Frank Palacat, Sarah Hadmack
 5. Evaluation forms: Clayton Akatsuka
 6. Morning Refreshments: Tara Severns
 7. Afternoon Refreshments: Ellen
 8. Clean Up: Russ Chan, Janice Nuckols, Jean Shibuya
 9. Supplies and materials: Frank and Ellen
 - B. Course SLOs Update
 1. Not at 100%
 2. Ellen continues to work individually with faculty to revise SLOs.
- IV. New Business
 - A. General Education/AA Handout was discussed at the Department Chairs' meeting. This information clarified the relationship between the terms "AA" and "Gen Education."
 - B. Policy Review 8/22/05 Version and 2/13//06
 - Two problems:
 1. Content was changed.
 2. Process. Why wasn't there discussion.
 - 🍏 Ellen to draft a memo to the Chancellor, with a cc to the Dean to ask who, when, why the changes were made and why wasn't anyone notified of the changes. There was concern voiced that this affects the accreditation document. (Ellen will email a draft to the committee before sending it.
 - 🍏 Suggestion: bring these concerns up at the QA session on February 24th.
 - C. Directives Establishing Committees and Councils: Institutional Effectiveness Committee – Information about the IEC's charge.
- V. Adjournment.
The meeting was adjourned at 2:25 pm.