

Institutional Effectiveness Committee
Meeting Minutes
March 10, 2006

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

Unable to Attend: Russell Chan, Jeff Hunt, Paul Field, Mikki O'Phelan

I. Call to Order. The meeting was convened at 1:40 pm
Handouts: Student Learning Outcomes and Assessment Workshop Feedback

II. Approval of Minutes, February 17, 2006 meeting was approved (Jean/Janice)

III. Old Business

A. Planning for March 28, 2006 Work Session

7:00 am Set-up

8:00 am Refreshments

8:30 – 8:35 Focus of Workshop (Introduction – discussion – Course Level Assessment)

8:35 – 10:00 I. Breakout Sessions

a. Rubrics – Tara/Ellen

b. Portfolios – Jean/Reid/Leigh

c. Classroom Assessment Technology CAT – Frank M

d. Knowledge Surveys – Frank / Leslie L.

e. Embedded Assessment – Clayton/Janice

10:00 – 10:15 Break

10:15 – 11:45 II. Repeat of Breakout Sessions

11:45 – 12:00 Closing – next steps

March 28, 2006 – All Faculty – RSVP Confirmation

Deans and Chairs – Request RSVP

- Continuation of March 3rd Event
- Keep the Momentum Going
- Outcomes, Prepare and Timeline
- Working Session - leave with “something” concrete

Assessment – Courses – individual faculty to assess courses

Items to bring to Workshop:

Course Materials (items used for testing) – current assessments

Assignments SLO's Study Guides Lab Reports

Tests Rubrics Handouts from previous workshops

B. Student Learning Outcomes – Due by the end of the month

Individual Course SLO → AA SLO

WCC Mission → Department Mission → Course Mission

Calendar / Agenda

Leigh

DOI / Department Chair

1-12 Student Learning Outcomes – after course / experience – do 1-12 SLO

Assessment – has student / is student able to master SLO?

Grade is based on SLO

Goal – 100% SLO's for courses by the end of the year

Goal – All courses consistently taught, over the next 5 years will be assessed by the next program review (AA review).

IV. New Business

Accessibility of Information on Website

- Public vs. Faculty Access
- Should it be password protected?
- Concerned regarding – what information is internal vs. external?

V. Adjournment.

The meeting was adjourned at 2:30 pm