

Institutional Effectiveness Committee  
Meeting Minutes  
April 7, 2006

Present: Nancy Heu, Leslie Lyum, Inge White, Jean Shibuya, Patti Chong, Ellen Ishida-Babineau, Janice Nuckols, Sarah Hadmack, Frank Palacat, Russell Chan, Clayton Akatsuka, Jeff Hunt, and Angela Meixell

- I. Call to Order. The meeting was convened at 1:35 pm.  
Handouts: Assessment of Course Student Learning Outcomes (March 2006, with email attachments) and Master List of Course SLOs (4/6/06)
- II. **Approval of Minutes.** Minutes of the March 10, 2006 meeting were not available at this time.
- III. Reports.
  - A. **March 28, 2006 Workshop.** There were 75 people in attendance at this Course Assessment Workshop. Angela said it was “exciting” to have this many people attend the workshop during Spring Break. The Chancellor distributed pencils and WCC envelope openers to the IEC members for their work.
  - B. **Meeting with Chancellor, DOI, and Acting Assistant DOI.** Ellen met with the Chancellor, DOI, and Acting Assistant DOI to discuss the college’s assessment efforts. The administration pledged their full support and agreed on a full time position with the responsibility to oversee the IEC/assessment and IR efforts.
- IV. Old Business.

**Course SLOs Update.** IEC members will receive Course SLOs checklist to identify courses ready for catalog inclusion. A review of the submitted SLOs and revisions, if any, should be completed by April 12, 2006.

How should the course SLOs be introduced or labeled in the catalog? A discussion of using the phrasing “Students will be able to...” or “Students should be able to...” followed. It was decided to use “The Student Learning Outcomes are,” with the course SLOs listed beneath will bullets. A suggestion was made to include, in the catalog, an explanation of what SLOs are. Another question raised: Must a student attain all SLOs in order to pass the course? No, the attainment of SLOs are not tied to grades.

IEC members were reminded by Jean Shibuya that the CAAC wants course SLOs to be independent of course descriptions unless the SLOs are systemwide SLOs. This will allow changes to be made to SLOs without having to go through the course modification process.

V. New Business.

- A. **Course Assessment Report Form.** A review of the Assessment of Course Student Learning Outcomes form was conducted. A discussion on the alignment of course SLOs with the institution level, program level, and department level outcomes resulted in an agreement that the course SLOs will be aligned with the AA degree or certificates (including the ASCs, CCs and the noncredit certificates).

The goal is to have as many instructors as possible complete the assessment of their course SLOs and file a formal report using the Assessment of Course Student Learning Outcomes template. A suggestion was made to have the template available online. Ellen said that Emi Troeger has volunteered to do this.

The completed forms are to be submitted to the department chair, who in turn submit it to the DOI. Copies will be kept on file in the IEC office. Program Coordinators need to work with the respective departments of courses that are part of their programs for course SLOs assessment results.

- B. **Reorganization of IEC/Assessment Efforts.** A full time position for a person whose responsibility will be to oversee the IEC/assessment and IR efforts is being considered. This will include planning, monitoring program reviews, and facilitating and overseeing processes including decision-making processes for the entire college, strategic planning, budgeting, etc. The position will be funded by additional funds provided by the Legislature (in progress, awaiting approval) earmarked specifically for assessment purposes. It is uncertain exactly when the funding will be available and therefore, it is uncertain when this position will be filled.

The IR will be an instructional, technical, and administrative person. The IEC will focus on student learning with subcommittees for specific assessment tasks.

- C. **Upcoming Activities.** Ellen will be e-mailing committee members on upcoming IEC activities: items due and deadlines in Fall and Spring, and the final Course Outline template. The CAAC will be meeting next Tuesday (April 18<sup>th</sup>) to finalize the template. The Course Outline template will be available online.

**Next meeting:** Thursday, 5/11/06, at 11:00 am.

VI. Adjournment.

The meeting was adjourned at 1:40 pm.

*Recorded by Clayton Akatsuka*