

Institutional Effectiveness Committee
Meeting Minutes
May 11, 2006

Present: Nancy Heu, Leslie Lyum, Inge White, Jean Shibuya, Patti Chong, Ellen Ishida-Babineau, Janice Nuckols, Sarah Hadmack, Frank Palacat, and Russell Chan.

- I. Call to Order. The meeting was convened at 11:00 a.m.
Handouts: *Summary of Progress and Goals for IEC, April 27, 2006, WCC website: Program Reviews and Annual Assessments, Learning Outcomes for AA degree, Program Profile, Sample Program Level Map, EOY Annual Department Report, Course Outline Template, and Assessment of Course Student Learning Outcomes.*
- II. **Approval of Minutes.** Minutes of the March 10, 2006 meeting and April 7, 2006 were not available at this time.
- III. Reports: refer to handouts for progress report.
- IV. Old Business.
Course SLOs Update: 80% courses on Master List: SLOs written; at least 76% will be in the 2006-2007 catalog.
- V. New Business—refer to handout on *Proposed IEC Sponsored Activities, Spring 2006-Spring 2007* for IEC goals next academic year.
- VI. Adjournment.
The meeting was adjourned at 12:00 p.m.

Recorded by Ellen Ishida-Babineau