

Institutional Effectiveness Committee
Meeting Minutes
August 16, 2006

Present: Liko Hoe (guest), Ellen Ishida-Babineau, Kalani Meinecke (guest), Alex Nicholaychuk, Janice Nuckols, Mikki O'Phelan, Jean Shibuya, Tara Severns, Inge White, Clayton Akatsuka

- I. Call to Order. The meeting was convened at 9:30 am.
Handouts: *Summary of Progress and Future Actions* (Updated August 14, 2006), *Summary of IEC Activities and Recommendations (2005-2006)* e-mail to the Chancellor and Dean of Instruction, *Program Profile - Plant Biotechnology (ASC in Bio-Resources & Technology)*, *Assessment of Course Student Learning Outcomes* template, *Language Arts Outcomes Alignment Matrix* and *Planned IEC Sponsored Activities for Spring 2006-Spring 2007*.

Refreshments were provided by Jean and Ellen to thank returning members for their service and to welcome new members.

Note: Paul Briggs will be serving as one of the Faculty Senate Chairs and therefore, will not be serving on this committee.

- II. Approval of Minutes. The minutes of the March 10, 2006 and May 11, 2006 meetings were not available. The Minutes of the April 7, 2006 meeting was reviewed and approved.

- III. Reports.

A. **Summary of Progress.** Copies of the handout, *Summary of IEC Activities and Recommendations (2005-2006)*, were distributed at Convocation on August 14th. A memo of this summary was sent via e-mail to the Chancellor and Dean of Instruction on August 15th. An updated version, *Summary of Progress and Future Actions*, was distributed in this meeting.

Program Review. Ellen distributed a copy of Inge's *Program Profile for Plant Biotechnology*. This handout serves as a model for the Program Profile template which clearly outlines the program: prerequisites and requirements, assessment and alignment, and Program Student Learning Outcomes. A detailed program map is also included. Ellen noted the new program review deadline in November. The Program Profile template is available online and Jeff Hunt will provide needed data by September 15th (this date to be confirmed).

B. **Course SLOs Update.** Academic departments need to complete all Course SLOs by the end of the academic year. Currently, there are 308 courses on the Master List. Academic departments must review their courses on the Master List and decide to either delete a course or provide SLOs for the course. Jean, CAAC chair, reminded members to use the Course Modification Form to delete a course and follow the usual CAAC procedures.

Course SLOs and the on-line catalog. October 6, 2006 is the deadline to have course SLOs which are not in the printed catalog listed in the on-line version. Copies of the not-previously-printed course SLOs should be submitted to the department chair, the IEC representative, and to Ellen, IEC chair, for review.

2007-2008 Catalog. The deadline to have course SLOs in the next catalog is March 23, 2007 (before Spring Break). Workshops will be scheduled if needed. Our goal is to have 100% of catalog courses with SLOs.

Course SLOs and Assessment. The goal is to have each department conduct an assessment of (at least) 20% of their courses currently being offered by the end of this academic year. Departments are to submit their assessment results using the *Assessment of Course Student Learning Outcomes* template. It is recommended that instructors select at least 3 course SLOs to assess. All sections of a course selected for assessment must complete the assessment. It is strongly recommended that the instructors for all sections of a selected course meet to collaborate on an assessment plan. For example, the instructors of all sections of Math 24 will meet during the fall semester to select the Course SLOs that will be assessed and discuss the method(s) of assessment (embedded assessment, portfolios, knowledge surveys, etc.) - while instructors may choose to use different methods, working with a common method may be easier to do. The actual assessment will be done in the Spring semester. Assessing the same course SLOs will make the interpretation of the results easier and more meaningful.

IV. New Business.

A. **Goals for the 2006-2007 AY.** Please refer to the handout: *The Planned IEC Sponsored Activities for Spring 2006-Spring 2007.*

B. **Planning.** An alignment of course SLOs to department and the AA outcomes will be initiated and completed by the end of Fall 2006 (proposed deadline). The *Language Arts Outcomes Alignment Matrix* handout shows the alignment of course SLOs to department outcomes and the AA outcomes. An "I" indicates in which courses a particular skill or competency is introduced, "P" indicates in which course the skill/competency is practiced, and "D" indicates in which course the skill/competency is demonstrated or tested/assessed.

C. **Meeting Dates.** The next meeting is scheduled for Friday, September 8th, 1:30 pm - 2:30 pm.

Please mark your calendars with the following meeting dates:

September 29

October 13

October 27

November 17

December 1

VI. Adjournment. The meeting was adjourned at 10:35 am.
Recorded by Clayton Akatsuka