

Institutional Effectiveness Committee  
Meeting Minutes  
September 8, 2006

Present: Clayton Akatsuka, Patti Chong, Pam DaGrossa, Sarah Hadmack, Ellen Ishida-Babineau, Leslie Lyum, Likna Mullikin, Alex Nicholaychuk, Leslie Opulauoho, Frank Palacat, Jean Shibuya, Tara Severns

Unable to Attend: Russell Chan, Lemomi Dierks, Paul Field (ex-officio), Nancy Heu (ex-officio), Jeff Hunt, Janice Nuckols, Mikki O'Phelan, Inge White

I. Call to Order. The meeting was convened at 1:30 pm.

Handouts:

- March 10, 2006 Minutes
- August 16, 2006 Minutes
- Academic Department Chairs Handout 2006-07 Assessment Activities and Deadlines
- Assessment of Course Student Learning Outcomes
- Worksheet 1 Course Alignment with AA degree SLOs
- Worksheet 2 Course Level Assessment

II. Approval of Minutes. March 10, 2006 and August 16, 2006 were approved.

III. Reports – DC Memo, Goals

A. CAAC action and SLOs

1. Goal 4 Student Learning Outcomes – If your department has some courses without SLOs please have these completed and turned in by October 6, 2006. If there is a course without SLOs, it will be deleted from the catalog.
2. Goal 3 Alignment of courses to AA degree SLOs. Worksheet 1 is due to Ellen by October 6, 2006. One department has it completed.
3. Goal 5 Course Level Assessment
  - a. Should be assessing 3 SLOs.
  - b. Give results to DC
  - c. Use this data to justify asking for more funding, if necessary.
  - d. Each course will identify the tools for the assessment of their course. Adjust teaching if SLO is not being met. Then reassess. If the SLOs being assessed are being met, then can move to the next SLOs that need to be assessed.
  - e. 5 year cycle – Each course's SLOs will need to be assessed in the 5 year cycle
  - f. If there are multiple sections of a course being taught (eg There are 4 sections of Math 24 being taught in Fall 2006, with 3 different instructors teaching), then the teachers should collaborate and use the same assessment tool.

IV. Old Business

A. Planning for 2006-2007 goals – Workshops

IEC to offer workshops to teach the different assessment tools available.  
(eg: Embedded assessment, Rubrics, Knowledge, Portfolio) Ellen will set up teams.

V. New Business

VI. Adjournment.

The meeting was adjourned at 2:31pm.  
Recorded by Patti Chong