

Institutional Effectiveness Committee
Meeting Minutes
October 13, 2006

Present: Clayton Akatsuka, Russell Chan, Pam DaGrossa, Sarah Hadmack, Ellen Ishida-Babineau, Leslie Lyum, Linka Mullikin, Alex Nicholaychuk, Janice Nuckols, Leslie Opulauoho, Jean Shibuya, Inge White (12)

Unable to Attend: Patti Chong, Lemomi Dierks, Paul Field (ex-officio), Nancy Heu (ex-officio), Jeff Hunt, Mikki O'Phelan, Frank Palacat, Tara Severns (8)

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

Handouts:

- September 8, 2006 Minutes
- Summary of Assessment Activities 2000 – present (pink)
- Summary of Assessment Activities August 2004 – March 2005 (yellow)
- Summary of IEC Activities and Recommendations 2005-2006 (blue)
- Summary of Progress and Future Actions – Updated August 12, 2006 (blue)
- 2006-2007 Assessment Activities and Deadlines (blue)
- Worksheet 1 Course Alignment with AA degree SLOs
- Worksheet 2 Course Level Assessment

II. Approval of Minutes. September 8, 2006 minutes were approved with the following amendments:

Clarification: III.A.1. If there is a course without SLOs, it is recommended that the department consider the deletion of the course, if there are no SLOs.

Correction: Linka changed to Linka

Motion: Jean Shibuya / 2nd Janice Nuckols

III. Reports – DC Memo, Goals

A. CAAC: Ad hoc committee on Curriculum Review Policy and Guidelines
Ellen Ishida-Babineau, Ross Langston and Patti Chong – create draft 2000 Guidelines of Curriculum Review Committee, including specific responsibilities of people in the process and perhaps timelines/deadlines to submit course proposals.

B. Worksheets on alignment of course SLOs to AA degree SLOs; and course-level assessment (Worksheet 1 Course Alignment with AA degree SLOs - Worksheet 2 Course Level Assessment)

1. Worksheets Submitted:
 - a. Business/Mathematics - complete
 - b. Language Arts - complete
 - c. Natural Science – Worksheet 1 submitted

- d. Social Science – pending
- e. Humanities – waiting on Art

These worksheets are to be included in the AA degree program review report. Some reports may be incomplete because of people on sabbatical.

- 2. ASC/CC – program maps (profiles) – entry – courses – exit (capstone)
 - a. Agriculture (Dave) – pending
 - b. Art (Snowden) – portfolio
 - c. Bio-Resource Dev & Mgt / Plant Biotech (Inge) – 2 capstone courses
 - d. Business (Marvin) - pending
 - e. Hawaiian Studies (Kalani/Liko) – proposed 1 credit capstone course
 - f. Psycho-Social Dev Studies (Frank) – pending

Suggestion of committee: - assessment can be modified from the AA/ASC or CC – don't make it more complicated

- ♣ what exists (standard criteria)
- ♣ what SLOs are not being met
- ♣ how to address or change program to meet the SLO
- ♣ capstone course

DC – collect information (program assessment) regarding the ASC by May 1st

*check with Patti regarding deadline for Graduation Certification (ASC/CC)

- 3. Workshop or Guidelines addressing “how” to use program numbers in a program review? Jeff Hunt? This is addressed in the Self-Study report.

IV. New Business

A. Course-level assessment teams

- 1. Courses identified by departments (20% selected) – assessed during Fall 2006 / Spring 2007
- 2. Assessment Plan should be in place
 - a. Identify Course
 - b. What SLO
 - c. Assessment Tool
 - d. Criteria / Standard
 - e. Completion Date
- 3. Reports due to DC by May 1st

B. Preparation for accreditation team visitation

1. IEC – Ellen, Jean and Chelsea – prepare “evidence of work” and summary of accomplishments (include handouts); read the reports to refresh your memories
2. Accreditation Visit (Monday 10/23 to Thursday 10/26)

V. Next Meeting: Friday, October 27, 2006 (1:30 pm)

VI. Adjournment.
The meeting was adjourned at 2:05pm.

Recorded by Leslie Opulauoho

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