

Institutional Effectiveness Committee
Meeting Minutes
October 27, 2006

Present: Clayton Akatsuka, Pam DaGrossa, Leimomi Dierks, Sarah Hadmack, Ellen Ishida-Babineau, Leslie Lyum, Linka Mullikin, Alex Nicholaychuk, Janice Nuckols, Leslie Opulauoho, Frank Palacat, Jean Shibuya, Inge White

Unable to Attend: Russell Chan, Patti Chong, Paul Field (ex-officio), Nancy Heu (ex-officio), Jeff Hunt, Mikki O'Phelan, Tara Severns

- I. Call to Order. The meeting was convened at 1:40 pm.
- II. Approval of Minutes. The October 13, 2006 minutes, with a spelling correction noted, were approved.
- III. Reports
 - A. Accreditation. The following items relating to the recent accreditation visitation were shared by those interviewed:
 1. The visiting team was impressed by assessment activities and the resulting curriculum changes made by the History and Mathematics disciplines.
 2. Benchmarks. In the assessment of the SLOs at the various levels, a benchmark (n%) needs to be identified, that is, what per cent of the students satisfactorily achieve a particular SLO?

For example, in developmental education courses, a benchmark of roughly 30% is considered the norm.

It was suggested that UHCC system-wide as well as national trends be reviewed when establishing benchmarks at the course and program levels.
 3. During the evening Open Forum, WCC received high praise for its faculty and facilities in the Arts and Theatre areas by community members, especially members of the Art Council.
 4. The chairperson of the Visiting Team recommended that the IT position (reassigned time) report to a Director of Planning (11-month position). An APT support staff position also report to the Director.
 5. The chairperson also made a specific recommendation for the Strategic Committee: All members of the committee must have training to learn how to plan, strategize, read and interpret data.
 6. A question asked of the noncredit side of the College was "How is ETC different from high school classes?" The responses from ETC students were overwhelmingly positive and complimentary of the teachers of ETC.

B. An update of the worksheet on alignment of course SLOs to AA degree SLOs and course-level assessment. The worksheet to align courses with the AA student learning outcomes was completed by all departments/disciplines except Art. All departments/disciplines completed the worksheet identifying the 20% of department courses to be assessed except Humanities.

C. Course-level assessment progress.

1. 83% of all course SLOs are completed. It is expected that a 100% completion rate will be reached by March 2007. This includes courses that were not taught recently but are listed in the catalog.

An updated list of courses without SLOs will be sent to the department chairs. Some of the courses without SLOs are MUS 177 - Introduction to Hawaiian Music (Catalog, page 74), HUM 100 - Introduction to Humanities (Catalog, page 60), and ART 280 - Introduction to Eastern Art (Catalog, page 46. NB: Inge White has completed the SLOs and will be forwarding it to IEC)

2. The deadline to file course level assessment to the department chairs is May 2006. The course level assessment results will be used in program reviews with strategic planning and budget implications, as well as in the department chair's annual review to the Deans.
3. The IR must conduct workshops to train people to interpret data for course level assessment and program reviews. It was suggested that a workshop be conducted for department chairs on how to use the Course SLOs assessment results in their end-of-the-year report. It was also suggested that a system-wide training program be conducted to pool resources.

IV. New Business
None.

V. Adjournment.
The meeting was adjourned at 2:45pm.
Recorded by Clayton K. Akatsuka