

Institutional Effectiveness Committee
Meeting Minutes - Draft
December 1, 2006

Present: Clayton Akatsuka, Russell Chan, Pam DaGrossa, Leimomi Dierks, Ellen Ishida-Babineau, Leslie Lyum, Linka Mullikin, Alex Nicholaychuk, Janice Nuckols, Frank Palacat, Jean Shibuya, Tara Severns, Inge White

Unable to Attend: Patti Chong, Paul Field (ex-officio), Nancy Heu (ex-officio), Jeff Hunt, Mikki O'Phelan, Sarah Hadmack, Inge White

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

Handouts:

- Assessment of Course Student Learning Outcomes (March 2006)
- Extreme Assessment: Creating a Flow of Learning Evidence (Ruth Stiehl Workshop)
- WCC Master Course List SLOs (11/29/06)

II. Approval of Minutes. The October 27, 2006 minutes were approved.

III. Reports

A. Worksheets on alignment of course SLOs to AA degree SLOs; and course-level assessment.

The worksheets to align courses with the AA student learning outcomes and to identify the 20% of department courses to be assessed were completed by all departments except Humanities and Natural Sciences.

B. Course-level assessment progress.

The handout, Assessment of Course Student Learning Outcomes (March 2006), should be used as the report template with a copy of the report given to the respective Department Chair and another filed with the IEC.

Reminder: Courses identified for assessment this academic year must be assessed, and the completed Assessment of Course Student Learning Outcomes forms submitted to the DC and IEC by May 1, 2007.

C. Program-level assessment.

The Dean of Instruction will be meeting to discuss the use of a simpler program review/assessment report template for use by ASC/CC program coordinators.

Reminder: Assessment of Program SLOs should be completed by May 1, 2007.

D. Course SLOs.

Each department representative received a course by course update of the status of their course SLOs: Completed, revised, and ready for inclusion in the next catalog.

Reminder: Reviewed Course SLOs should be sent via e-mail attachment to Ellen by March 23, 2007 to ensure publication in the catalog.

IV. New Business

A. Convocation workshops: Creating SLOs and completing the Course Outline template.

It was decided that the IEC sponsored workshops - Creating or Revising Course SLOs and Completing the Course Outline Template, will be held on January 4th rather than in conjunction with Convocation.

B. Ruth Stiehl, "Extreme Assessment" 1.5 day workshop.

The Ruth Stiehl workshop is tentatively set for February 16 and 17, 2007 at WCC. The handout provides an overview of the workshop as well as a tentative schedule of events for both days.

V. Adjournment.

The meeting was adjourned at 2:30pm.

Recorded by Clayton K. Akatsuka