

August 29, 2007

TO: Angela Meixell, Chancellor
Elizabeth Ashley, Acting Dean of Instruction

FROM: Ellen Ishida-Babineau
Institutional Effectiveness Committee Chair

SUBJECT: Summary of IEC Activities and Recommendations, 2006-2007

The following table summarizes the IEC activities during the 2006-2007 Academic Year

Activity/Action	Outcome	Comments/Recommendations
Created two worksheets: course level assessment five-year schedule and alignment of courses to AA degree SLOs. Meet with Humanities department.	Course-levels assessment schedule: all departments except Humanities and Natural Sciences have completed entire worksheets	Follow up Fall 2007. Ensure all departments have completed forms on record.
Monitored and assisted in course-level assessment.	20% of departmental courses should have completed course-level assessment. Each department included the information in the EOY Annual Department Reports to the DOI.	Continue to assist in and monitor course-level assessment.
Hosted and assisted with Ruth Stiehl workshops on WCC campus for CCs, February 16-17, 2006	WCC participants: Mari Nakamura, Sarah Hadmack, Clayton Akatsuka, Jean Shibuya, Robert Barclay, Ross Langston, Frank Palacat, Leslie Opulauoho, Lui Hokoana	Continue to involve senior and junior faculty and administration in campus-wide assessment activities.
Provided data to Dean of Instruction for <i>Annual Report Update on Student Learning Outcomes, 2006-2007</i> for ACCJC Commission's annual report. Continued to monitor the creation of course SLOs for all courses offered in the catalog.	Data included in the final report: <ul style="list-style-type: none"> • 94% of all courses have SLOs and are in the 2007-2008 catalog. • All certificate and degree programs have been mapped. • All certificate and degree programs have SLOs. 	Remaining courses need to be completed before October 1, 2007. Continue to monitor the completion of course SLOs. The AA degree map is undergoing further revision and should be finalized before the end of Fall 2007 and included in the 2008-2009 catalog.
Co-sponsored a revision of the CCAAC policy and procedures.	Draft is in CCAAC for final review and presentation to the Faculty Senate.	The policy will be approved and implemented by the start of the new academic year, if not earlier.

Created form for modification of course SLOs. Encourage the addition of both course SLOs and AA or program alignment in CCAAC course proposals.	Form ready for final CCAAC action. Action required by CCAAC.	By the end of Fall 2007, both the SLO modification form and an alignment form between course SLOs and program SLOs will be included in all course proposal forms.
Assisted individual faculty/administration with program review forms or assessment activities, including course-level SLOs.	Kalani Meinecke Dave Krupp Mark Hamasaki Paul Nash Ron Loo Kathleen French Gerri Kabei Linka Mullikin Bernadette Howard Pat Tamaye	Continue to work with individuals or departments.
Conducted meetings with IEC committee at least once a month. Supervised student help for both IEC and Accreditation (20 hours)	Minutes on WCC website and in hard copy. Student assisted faculty with assessment activities.	The IEC should become part of an office for institutional research, assessment, and planning and its role redefined. Student help is still necessary until an office devoted to institutional assessment and planning is established.
Met with Assessment Coordinators for UHCC.	Shared ideas, strategies and provided campus updates.	This group will continue to meet during the AY.
Conducted workshops, January 4, 2007: Creating Student Learning Outcomes and Using the Course Outline template.	Several faculty attended both workshops.	Continue to offer workshops in assessment strategies and related topics.
Planned with IEC members a course assessment poster session for Fall convocation.	Poster session held on August 16, 2007; eight faculty created posters: Mari Nakamura, Clayton Akatsuka, Jean Okumura, Tara Severns, Pam daGrossa, Robert Barclay, Leslie Lyum and Sarah Hadmack.	Will encourage other faculty to share their assessment activities and strategies in future poster sessions.