

Institutional Effectiveness Committee  
Meeting Minutes  
January 26, 2007

Present: Clayton Akatsuka, Pam DaGrossa, Sarah Hadmack, Ellen Ishida-Babineau, Leimomi Dierks, Leslie Lyum, Alex Nicholaychuk, Mikki O'Phelan, Leslie Opulauoho, Tara Severns, Inge White (11)

Unable to Attend: Russell Chan, Patti Chong, Paul Field (ex-officio), Nancy Heu (ex-officio), Jeff Hunt, Linka Mullikin, Janice Nuckols, Frank Palacat, Jean Shibuya(9)

- I. Call to Order. The meeting was convened at 12:30 pm.  
Handouts:
  - December 1, 2006 Minutes
- II. Approval of Minutes. December 1, 2006 minutes were approved
- III. Reports –
  - A. Workshops on SLOs and Course Outline Template -  
Ellen Ishida-Babineau – thanked Sarah & Pam for assistance with the January 4, 2007 Workshops – good opportunity to share info
  - B. Ruth Stiehl Workshop, February 16<sup>th</sup> and 17<sup>th</sup>: Eleven WCC people will attend the workshops held on our campus:  
Lui (Admin), Linka (Admin), Mari (ETC), Clayton (Math), Jean S. (LA/CCAAC), Robert B. (LA), Sarah H. (Hum), Ross (Nat Sci), Frank P. (Soc Sci), Leslie O. (Counselor), and Ellen IB (LA/IEC)  
  
Tuesday, February 6, 2007 – Manaleo 116 (12:40 – 1:20 pm)  
Representatives will meet to Review the Ruth Stiehl Primer (Outcomes/Mapping)
    - Review a foundation of what's going to happen
    - General Education (SLOs)
- IV. New Business
  - A. Changes on the Course Outline Template: email address, disability statement, and any other revisions.
    1. Reviewed by ALL departments – add disability
      - a. If it passes – where should it be placed on the form
      - b. Front Page – consistency; perhaps on 2<sup>nd</sup> page
      - c. Instructor prerogative (choice & control)
      - d. If need assistance, want students to access resource ASAP
      - e. Suggestion – right after the mission (broad campus policy)  
- disability - diversity statement
      - f. Ask departments – seek input, then make recommendations regarding – where it should be placed
    2. Contact Information – telephone, email, office hours, website
    3. Course tasks and skills - optional

B. IE Committee and Chair – for next academic year

1. Discussion -  
Office of Planning Research & Assessment (OPRAH)

Director – strategic plan, IEC, assessment, institutional review  
(tenure track – faculty position) – close Feb. 1st

Institutional Researcher – Jeff Hunt

Data Person (similar to Scott Masuno) - # cruncher (title III)

IEC involved in hiring – with 3-5 people on the committee  
(Ellen IB, Clayton, Frank P., Mikki, Tara)

2. Role of IE Committee
  - focus on “course” SLOC
  - work with faculty
  - definition of “program” AA and ASC/CC
  - modification
  - assessment of procedure and flow

3. Deans to assist with student help – input data
  - example: pre and post assessment / knowledge surveyNeed for Software (tools) available to assess information
  - zoomerang - software and hardware
  - “clickers”

4. Accreditation
  - Instructor → course level assessment → Departments
  - Departments → justification to Deans → Program Review
  - Program Review → identify needs/demands
  - Strategic Planning AND Budget Planning

Instructor – assessments of course – benefits student & instructor  
Have direction – how does it all fit?

- change attitude and change culture

Review of Support Services – ALL units (not just instructional)

- Reflections of each other - Focus on Instruction

- C. Assessment Workshops for Spring 2007  
Tuesday and Wednesday – drop in workshops  
Sub-committee “Teaching Strategies”

- D. Course Modification Form –  
Curriculum Papers  
Communication / Clerical / Paper Trail (file)

- V. Next Meeting: Friday, February 23, 2007 (12:30 pm)

- VI. Adjournment.  
The meeting was adjourned at 1:45 pm  
Recorded by Leslie Opulauoho