

Institutional Effectiveness Committee
Meeting Minutes (Draft)
February 23, 2007

Present: Ellen Ishida-Babineau, Patti Chong, Linka Mullikan, Alex Nicholaychuk, Pam DaGrossa, Leimomi Dierks, Mari Nakamura, Mikki O'Phelan, Tara Severns, Clayton Akatsuka

- I. Call to Order. The meeting was convened at 12:30 pm.
Handouts: Proposed IEC Sponsored Activities Spring 2006 - Spring 2007, *Summary of Progress and Future Actions (updated, August 12, 2006)*; August 21, 2006 memo to Angela Meixell, Chancellor, and Linka Mullikan, Dean of Instruction, on *Summary of IEC Activities and Recommendations, 2005 - 2006*; *Direct Methods to Assess Student Learning* by Mary J. Allen.

Refreshments were provided by Patti Chong.

- II. Approval of Minutes. The minutes of the January 27, 2007 meeting were not available.

- III. Reports.

A. **Workshops on course level assessment.** While no one attended the 2/13/07 and 2/14/07 workshops, the workshops held on 2/20/07 and 2/21/07 were attended by four faculty members - one from WCC and three from ETC. Representatives were asked to remind their department members to contact Ellen if they need help with course level assessment.

B. **Ruth Stiehl Workshop.** The two-day, February 16th & 17th, workshop held on our campus went smoothly, and Ellen extended her thanks to all who helped with the set-up as the workshop moved from the Akoakoa conference rooms to the Palanakila classrooms to Na'auao.

What did we learn from the workshop? First, we recognized that our AA degree SLOs needs to be reviewed and perhaps rewritten using fewer "robust" statements. Currently, our AA degree SLOs tend to be discipline oriented. The workshop participants feel that a move towards "themes" may result in a better organization of the SLOs as it would foster strands "across the curriculum" as well as facilitate assessment. It was suggested that we undertake this task during the next review of the College's Mission Statement.

Another idea from the workshop is having a whole campus "sharing" day which would include a celebration of the accomplishments relating to assessment as well as the interpretation of data. Perhaps this "sharing" day could be held in conjunction with the Wo Champion day activities.

C. **Director of the Office of Planning, Research, and Assessment.**

Currently, the ad hoc hiring committee is developing interview questions. Although we anticipate a small applicant pool, it is hoped that the position is filled by mid-March.

IV. New Business.

A. **IEC committee and chair for the next academic year.** Ellen will be serving as the Chair of the IEC committee for one more semester, Fall 2007. One of her major duties will be to train the new IEC chairperson.

B. **Plans for future IEC activities in the light of the Ruth Stiehl workshops.** According to the *Proposed IEC Sponsored Activities, Spring 2006 - Spring 2007* handout, efforts to have 100% of the catalog courses published with SLOs must be continued; an assessment of the program review process must be made; “triangulation” methods in assessment, particularly at the program levels should be utilized. Triangulation is the use of three sets of data including external stakeholders such as prospective employers and community members to obtain another perspective or another voice in the assessment of SLOs. It is further recommended that at least one direct method of assessment be utilized (such as exams and activities with rubrics). Indirect methods may include the Graduate Leaver Survey and the Knowledge Survey.

C. **Meeting Dates.** The next meeting is scheduled for Friday, March 9th, 12:30 pm - 1:30 pm.

VI. Adjournment. The meeting was adjourned at 1:27 pm.
Recorded by Clayton Akatsuka