

Windward Community College  
**Institutional Effectiveness Committee**  
**Meeting Minutes April 13, 2007 Revised**

**Members Present:** Clayton Akatsuka, Pam DaGrossa, Sarah Hadmack, Jeff Hunt, Ellen Ishida-Babineau, Linka Mullikin, Mari Nakamura, Alex Nicholaychuk, Mikki O’Phelan, Jean Shibuya, Inge White

**Guest:** Nalani Quinn

1. **Meeting was called to order** at 12:32pm
2. **Approval of the minutes** of March 9, 2007 was deferred until copies could be made; later approved with one correction (adding Ellen I-B’s name as present)
3. **Reports**
  - A. **Director of the Office of Planning, Research, and Assessment (OPRA)**  
Ellen I-B. reported that the position closed last Tuesday and the hiring committee will meet next week
  - B. **Annual Report Update on Student Learning Outcomes**  
Linka M. confirmed that the new template will be followed and has been distributed to Department Chairs. Linka is happy to meet with Departments regarding the new report format. WCC is doing better than most campuses in terms of reporting on SLOs.
  - C. **Course SLOs**  
Ellen announced that Humanities is now at 100%; only Natural Sciences (85%) does not have all their SLOs in – we must encourage them to continue working on them.  
**Program Assessment**  
Program Profiles were distributed; several programs are still working on assessment
4. **Introduction of Nalani Quinn, Information Specialist in OPRA**
  - Jeff H. introduced Nalani Quinn and stated that she’ll receive assignments, some of which will be addressing requests for specific kinds of information from faculty/staff.
  - Some information is currently available on the Web page (<http://www.wcc.hawaii.edu/ir/>), and more will be posted as it becomes available.
  - Jeff announced that the Pacific Area of Institutional Researchers (PACAIR) is a coordinated effort of the various colleges to track students so we can know where they go after they leave our campus.
  - After a brief discussion of tracking WCC students after they leave, Jean S. suggested that students might get a discount on transcripts if they complete a survey.  
Ellen I-B. invited Nalani to join IEC or to come to meetings.
5. **Old Business – AA degree program map draft (distributed)**
  - All abbreviations on the map should be spelled out, even if the font were to decrease. The acronyms cause too much confusion.
  - WI courses should be removed from the Foundation Requirements grouping and be included in the Graduation Requirements grouping along with CIL et al instead.
  - The Entry Requirements arrow should point to the Compass Placement Test circle.
  - The Foundation Requirements grouping should be moved further right to make room for “c” above.

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- The English 100 circle should overlap a partial, shaded, crescent-shaped circle to indicate the Library Unit attached to this course.
- The Service Learning circle should not be touching the Language Arts circle.
- SSCI Work Study, Internships, and Service Learning should be in separate circles on the outside of Windward Community College
- In the Graduation Requirements grouping, 60 credits should be in its own circle.
- GPA should have its own circle as well.
- Windward Community College should be in a larger font and put at the bottom of the Program Level Map.
- The A. A. DEGREE should be highlighted.
- There was some discussion about the Career & College Fair circle outside of Windward Community College. If the AA Program Map were to include such activities, shouldn't others be given circles too or should everything that enhanced the AA degree be indicated by one circle entitled "Student Activities"? Should the AA Program Map leave out Career & College Fair altogether?
- Email any additional feedback to Ellen by April 20.

**6. New Business—Plans for Future IEC Activities**

- A. Ellen Ishida-Babineau will attend the April 19<sup>th</sup> DC meeting to remind people about the course-level assessments due this semester and to request that newly added courses to the curriculum be aligned to the AA degree SLOs.
- B. A brief mention was made about scheduling AA assessments since we have come one full cycle. The Math and English departments have recently continued the assessment loop. There is a need to look at other foundations requirements.
- C. There is also a need to start the ASC assessments by coordinators; however, the IEC will need to work with the DOI.

**7. May Meeting? Planning Session for Sharing Session**

- The IEC discussed the necessity of one more meeting in May before the end of Spring 2007 to plan the Sharing Session for the afternoon of Fall 2007 Convocation.
- The date decided on was May 11, 2007, from 9:00 am to 11:00 am.
- The IEC will participate in the Fall 2007 Convocation and will make arrangements through the Chancellor's office.

**8. Meeting adjourned 1:30 pm.**