

Institutional Effectiveness Committee
Meeting Minutes
May 11, 2007

Present: Ellen Ishida-Babineau, Patti Chong, Pam DaGrossa, Mari Nakamura, Tara Severns, Jean Shibuya, Sarah Hadmack, Inge White, Leslie Lyum, Clayton Akatsuka

- I. Call to Order. The meeting was convened at 9:10 am.
Refreshments were provided by several members and enjoyed by all.
- II. Approval of Minutes. The minutes of the April 13, 2007 meeting were approved.
- III. Reports.
Director of the Office of Planning, Research, and Assessment. The second advertising of the position did not result in a large enough pool of applicants; therefore, a third advertising of the position will be conducted sometimes during the summer. Additionally, the Minimum Qualifications will be reworked by expanding the degree requirement. For a similar position, Leeward CC used a broad range for the degree requirement. Ellen will forward a copy of LCC's ad to IEC members for information.
- IV. Old Business.
AA degree program map revisions and final review. A draft of the revisions (changes were made for consistency in the use of capital letters and abbreviations of course names, departments and programs) was circulated. Copies of the 4th draft will be placed in our mailboxes for a review of the program map before the final printing. The completed map will appear in the 2008 - 2009 Catalog.
- V. New Business.
Planning for Sharing Session, Fall 2007 Convocation. The Sharing Session will be held after lunch. It will be poster session style with several stations featuring the following presenters/assessment tools in a variety of courses and programs:
Pam - Knowledge Surveys, Sarah - portfolios and embedded assessment, Clayton - embedded assessment, Ron Loo (?) - embedded assessment, Robert Barclay (?) - portfolio, Jean O. (?) Math Department SLO assessment, results and implications, Tara - item analysis, CIL and Library Units, Leslie - Oral Communication Assessment, Peggy (?) - Web CT and Sakai, Mari - presentations, group discussions and self-evaluations, Donald Frost - ETC/Trades, Automotive activity logs.

Ellen will check with Robert Barclay and Ron Loo, Leslie will check with Donald Frost, and Clayton will check with Jean Okumura.

Presenters will prepare a poster and handouts sharing what they have done in their assessment activity. Observers will be able to browse and look at various poster displays. One idea is to have a card or form, which can be stamped by the presenter indicating the observer's participation. A drawing for prizes can be

conducted utilizing the completed stamped forms. Ellen needs to ask Angela for prizes.

- VI. **Adjournment.** The meeting was adjourned at 10:05 am.
Recorded by Clayton Akatsuka