

Institutional Effectiveness Committee
11/9/07 Meeting Minutes, Palanakila 117

Attending: Clayton Akatsuka, Elizabeth Ashley, Patti Chong, Margaret Coberly, Pam DaGrossa, Sarah Hadmack, Ellen Ishida-Babineau, Dave Krupp, Mikki O'Phelan, Tara Severns, Jean Shibuya

Distributed: 10/19/07 minutes
Linka's report to AACJC re: assessment
Handouts (pink and blue) on UHM Gen Ed Foundations and Focus requirements

1. **Meeting called to order** at 1:33pm.
2. **Minutes** of 10/19/07 approved by motion.
3. **Report** (Ellen), **OPRA position** – Committee sent their recommendation to the Chancellor in whose hands the decision now lies. We can expect to see the individual in December. This Director will be in charge of IEC. Ellen will continue on the committee as a member.
4. **Old Business**
 - A. **Course Level Assessment Schedule** – Reminder to do this if it is not already done for the departments. Some discussion ensued as to whether any Ag classes fall under the AA degree; it seems AG 120 does, so will need to be included in the schedule. Humanities has been updated but has not yet been received by Ellen.
 - B. **AA Degree Assessment** – Linka's report suggested that AA assessment had gone through the first cycle, but we need to relook at how we are doing the AA degree. How can we make this more efficient? As it is now it is very cumbersome. How do we handle the different disciplinary sides? It was agreed that we form a subcommittee to recommend simpler ways to assess the AA degree. Currently there are 10 AA SLOS; the committee may also look at reducing that number. *Volunteers for the AA Assessment Subcommittee are Margie, Elizabeth, Ellen, Pam, and Jean.* Ellen suggested that each department should be represented, so give the names to Ellen.
5. **New Business**
 - A. **AACJC Team Visit, November 15** [since changed to November 13], all day. The Team will meet with IEC members at 1:30 in Hale Kuhina 115. Anyone who is available, please go.
 - B. **Report from Linka (6/14/07)** – Please read the **p. 4 Action Plan**. We are on track.
 - a) All SLOS will be in place by end of February (for the new 08-09 catalog). Send SLOs for new courses to Ellen.
 - b) SLO tools – We had the convocation poster session. We will work with Staff Development to put on additional workshops. Ellen will talk with Elizabeth Ratliff.
 - c) Assessment is continuing as scheduled. The DOI will remind the DCs that these are due with the departmental reports. It is good if instructors submit their assessment forms by the end of the spring semester.
 - d) Ad Hoc Committee will review AA SLO assessment.
 - e) AA Degree Map is ready to go. The DOI will do the final check then send it to Bonnie. Everyone should have a copy in his/her office.
6. **Adjourned 2:12pm**