

Institutional Effectiveness Committee
11/30/07 Meeting Minutes, Palanakila 117
(approved 1/4/08)

Attending: Elizabeth Ashley, Patti Chong, Margaret Coberly, Pam DaGrossa, Sarah Hadmack, Ellen Ishida-Babineau, Dave Krupp, Letitia Oshiro, Nalani Quinn, Tara Severns, Jean Shibuya, Inge White

Distributed: 11/9/07 minutes

1. **Meeting called to order** at 1:32pm.
2. **Minutes** of 11/9/07 approved by motion.
3. **Report** (Ellen) – **Accreditation Visit** went quite well. Thank you to those who attended. What did come up in the report is the need to continue to develop LOs and faculty workshops – there are always new faculty and faculty who did not attend the previous workshops. Jan Lubin is the Director of Planning and Program Evaluation (and spring chair of IEC).
4. **Old Business**

Subcommittee for AA degree – When finals are over, Ellen will call people during the Christmas break or early in the spring semester. Maile Lau Kong agreed to represent Humanities.
5. **New Business**
 - A. **Staff Development Activities for Spring Convocation** – SDC will be planning a series of workshops, so Ellen suggests that IEC plan some assessment workshops for this event. After some discussion about possible topics, faculty apathy, and general needs, it was agreed to offer a 1-hour general intro to assessment techniques (“A Taste of Assessment” – Pam and Jean will do); survey faculty (Jean will write) on what they want to know more about in terms of assessment.

Sarah reported that **WILD Day** will be March 7 with several different strands – one is professional development which isn’t all that developed at this point. We might do a poster session and/or workshop. Possible workshops: Portfolios (Robert Barclay?); lab workshop on SLOs, rubrics (“Relishing Rubrics”), reporting on your assessment, Pat Cross’ Classroom Assessment Techniques.

Brian Richardson is running a Scenarios online course for new faculty. We might make sure that assessment is a part of that, perhaps in offline discussion groups.
 - B. **Meeting Jan Lubin** (Director of PPE) on January 4, 2008, 9:00am, location TBA.
6. **Adjourned 2:29pm**