

## Minutes of the Institutional Effectiveness Committee

February 25, 2009

Palanakila 117

Elizabeth Ashley, Interim Dean of Instruction, Division I  
Richard Fulton, Dean of Instruction  
Dave Krupp, Natural Sciences  
Leslie Lyum, ETC  
Ellen Ishida-Babineau, Language Arts  
Sarah Hadmack, Humanities  
Tara Severns, Academic Support  
Frank Palacat, Social Sciences  
Young-A Choi, Business and Math  
Nalani Quinn, Institutional Analyst

Non-voting members present: Paul Field, Curriculum and Academic Affairs Committee Chair  
Jan Lubin, Director of Planning and Program Evaluation, Convener and Notetaker

Voting members excused: Leslie Opulauoho, Student Services, Ingelia White, Natural Sciences; Brian Richardson, Social Sciences; New Student Representative;;

Guests: Jeff Hunt, Director Institutional Research, Nancy Heu, Academic Support

### Old Business

The meeting was called to order by Jan Lubin at 2:35 p.m. Jan introduced Young-A Choi as the new representative for Business and Math. Young-A asked what the Committee was doing. Jan stated that last semester the Committee's main task was the developing the Governance Perception Survey and forming the Governance Subcommittee of the IEC. The first set of surveys have been distributed to the Governance Unit leaders for self-assessment and the letters were going out today with the GSIEC's recommendations. Jeff Hunt will be at the meeting later to report more.

Tara had mentioned to Jan that minutes for November, December, and January had not been sent out or posted. Jan said that the November meeting was basically the election of members to the GSIEC, and that the members of the Committee will be posted on the web after the Policies and Procedures are adopted. Jan asked Sarah to write up the December minutes as the meeting was brainstorming how to use monies that may be available from Staff Development because Sarah had taken notes on this to present to Staff Development. The January meeting had 5 people total present. I didn't take notes, but have started again so January 2009 should be the only meeting without notes for this semester.

Jan then updated the Committee on what she has done so far this Spring. Jan set up meetings with all the departments (except Social Sciences) to meet with them two times regarding assessment. She met with Natural Sciences and was scheduled to meet with Humanities on Thursday, Business and Math on Friday, and Language Arts on March 5. She also sent all Department Chairs the Course Alignment Charts and Worksheets 1 and 2 from previous years to update. Frank asked that she also send a copy to him, which Jan has subsequently done.

IEC representatives should remind their Department Chairs to send new and modified course SLOs to Jan for inclusion in the catalog. Ellen said that Jan should be getting the new SLOs after the CCCAC has approved the courses from Instruction. VC Fulton said that the person who usually does this has been out, but that the office had been sending on the forms to Jan.

Jan asked about Curriculum Central and where Windward was in the process. VC Fulton said that Windward and Kauai were essentially waiting for the next move. He has heard that from a faculty member that it will take a lot of inputting of data and wasn't sure if it was worth it. Leeward is using the system now as is Kapiolani. Honolulu is not close to deploying the system. Jan asked that now that flo winger has retired, who is in charge at system. Dean Ashley said that she would check on this and report back to IEC. (per Dean Ashley: The person in charge of Curriculum Central at System is Joanne Itano.)

Dean Ashley also stated that it was not too late to put new information into the catalog. Jan will go through the new and modified courses and make sure that the new and/or modified SLOs are put into the catalog.

Jan will also modify the Master List of Courses and the SLO Master List and send on to the Departments by the end of the 1<sup>st</sup> week of March.

Jan also reminded the Committee of the System-wide Assessment Conference to be held at Windward on March 23-24. Jan will be presenting a workshop on Strategic Plan Performance Objective Assessment, Jeff Hunt will be presenting on Assessment of Governance, and Tara Steverns will be presenting on Rubrics. Sarah said that she felt that the Committee should be sending out information sooner rather than later informing people more about the conference since it is during Spring Break.

Jan then turned the meeting over to Jeff Hunt, Chairman of the GSIEC.

Jeff reiterated that the Survey Committee had developed the surveys for members and non-members that were distributed to the College. Those results have been returned to the GSIEC, who sent them back to the leader of the governance structure for self-assessment. The leader was to fill out the Self-Assessment Form developed by the GSIEC and return the assessment to the GSIEC. The GSIEC has received all the assessments and sent out letters to the leaders of the governance structures regarding further action.

The GSIEC is now preparing the distribution of the second group of surveys to the campus. These will be assessing Committees. Membership on the committees needed to be confirmed before these surveys could be sent out so that we could avoid people not knowing whether or not they should submit member or non-member surveys.

Jeff presented the final version of the Policies and Procedures of the GSIEC. Tara asked if he wanted suggestions and Jeff responded that the Committee is finished with the Policies and Procedures and is moving onto other things. He, Ellen, and Nancy stated that after the end of the first year, the Committee would start to assess the policies and procedures of the entire process and make recommendations based on the experience everyone had. That would be the time to voice your recommendations.

### New Business

Jan brought up the use of Themes which cut across the curriculum rather than Department-Specific SLOs as a means of assessing the AA degree by presenting part of a presentation that Christine Kory-Smith did for the Assessment Coordinators. A very animated discussion took place. The AA degree mapping that took place was designed to assess the AA degree, but had discipline-related outcomes. These could be reworked into Themes that would stress what students should be able to accomplish once they are out of the program. To sell this to the faculty, the exercise should be tied to revisiting the mission and vision of the College. This may be done at a retreat looking at the mission and vision

Currently disciplines are charged with mapping and assessing their SLOs. There was Course-Level alignment to General Education requirements that was supposed to lead to the assessment of the AA degree. The middle-level (Program or Department) was bypassed. However, the course-level assessment was part of the Departmental Report that was submitted to the Office of Instruction by the Department Chairs.

Since there had been no Program Review at Windward prior to 2004, Jeff mentioned that he had been assessing the AA-Transfer Degree, which is a subset of the AA Liberal Arts degree. There are about 50 courses that are omitted from the AA-Transfer Degree that are currently taught at Windward. All the rest of the CCs in the System are currently assessing the AA Liberal Arts degree. Windward, on the other hand is assessing the Agriculture Program, Developmental Education, and the AA-Transfer Degree, along with all the ETC Programs. System would like us to assess the AA Liberal Arts degree.

This was just the beginning of the discussion, but we need to form definitions before we proceed: What is General Education? Is it Foundation Courses? In addition, how do we develop themes from what already has been developed? Is it too soon to change? Should we assess the AA-Transfer degree or the AA Liberal Arts degree?

### Other Business

Members were encouraged to participate in the Assessment Conference at Windward on March 23 and 24.

Meeting adjourned: 4:15 p.m.

Next meeting: November 18, 2008, at 3:00 p.m. in Palanakila 117.