

Minutes of the Institutional Effectiveness Committee

April 27, 2009

Kuhina 106

Ellen Ishida-Babineau, Language Arts
Young-A Choi, Business and Math
Richard Fulton, Dean of Instruction
Sarah Hadmack, Humanities
Dave Krupp, Natural Sciences
Leslie Lyum, ETC
Leslie Opolauoho, Student Services
Frank Palacat, Social Sciences
Ingelia White, Natural Sciences

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: Tara Severns, Academic Support; Nalani Quinn, IRO

The meeting was called to order by Jan Lubin at 12:40 p.m. Jan asked Paul Field to update the Committee on Curriculum Central. Paul stated that Windward CC has no choice, and must utilize Curriculum Central. The [CCAAC](#) would be the initial liaison with Curriculum Central, and that he was trying to arrange a demonstration of Curriculum Central for the [CCAAC](#). The demonstration would help show the [CCAAC](#) how the database worked and how input would need to be done. Curriculum Central also has an assessment area for course SLOs. The demonstration will show whether or not this arm can also assess Program and Institutional SLOs.

Jan then handed out an example of what she has given to the Department Chairs to work on for reporting to the ACCJC regarding mapping program SLOs to Institutional SLOs. Ellen reminded everyone that there was a retreat in 2004 that established these SLOs, which were then put up on the IEC site on the web. . It is important to understand that the AA degree SLOs are embedded in the Institutional SLOs; therefore, once the program SLOs are mapped to the Institutional SLOs, it will be easy to map the individual courses to both the Program and Institutional SLOs. The ACCJC Annual Report is due on June 30, so Jan needs this information by June 15 at the latest.

Jan then handed out the Program Outcome Guide (POG). This guide should be used by the ASC Coordinators, thus changing the acronym to ASCOG. Frank indicated that he had done this before and asked where the information was. Ellen said that the outcomes from the retreat are in the Assessment Office, which is now being packed up to be moved into another area so that the current office can be used for faculty. Jan said that it was a good time to revisit this especially since we will be revisiting the mission, vision, and values of Windward CC next year.

Since we are not sure of the timeline for Windward to go on to Curriculum Central, Jan handed out the current Assessment of Course Student Learning Outcomes Form and asked the representatives to go back to their departments for suggestions on how to modify it. Dave said that the [format](#) is not the

| [same format](#) needed in the Departmental Reports and that a lot of cutting and pasting needed to be done.

Finally, Jan handed out a timeline for Program Assessment and asked the members of the IEC to take it back to their departments for modification. Before the meeting was adjourned, the timeline for Academic Support and Student Services was changed to match that of Instructional Programs.

Jan also brought up that she felt that it would be better if she was not both the convener of the IEC and the ALO for the College. Discussion took place on this issue, which will be deferred until the new Chancellor arrives.

The meeting was adjourned at 1:30 p.m. There is no meeting planned for May.