Institutional Effectiveness Committee  
October 15, 2004  
2:40pm – 4:00pm  
Draft Minutes

Present: Clayton Akatsuka, Patti Chong, Ellen Ishida-Babineau, Nancy Heu, Leslie Lyum, Janice Nuckols, Frank Palacat, Inge White

Unable to Attend: Russell Chan, Robert deLoach, Malie Hirao, Paul Field, Sandy Matsui, Mikki O’Phelan, Tara Severns, Jean Shibuya

I. Meeting convened at 2:40pm by Ellen Ishida-Babineau.
II. September 24, 2004 minutes approved as is.
   Robert absent – no discussion.
IV. Pending Business
   A. Review of academic/service goals for departments/units.
      • Frank indicated that the different levels to be reviewed.
         o College Mission
         o College Goals (listed on page 2 of the catalog)
         o Departmental Goals
         o Discipline – Up to the department if you are going to list.
         o Student Learning Outcomes (Instruction) or Service Outcomes (Academic Support & Student Services) – Measurable behaviors.
         o Massage SLO to fit goals. Show the connection so that it proves the larger goal and the bigger picture – the mission statement.
         o Some departments will revisit their goals and resubmit before October 25, Monday so posters can be made.
   B. Poster Session/President McClain’s visit: October 29, Friday from 2:00-4:00.
      • Poster Session will include all goals submitted. The IEC portion will start at 2:00.
        President McClain is scheduled to speak/answer questions from 2:30-3:30. He will tour the campus after 3:30.
      • Refreshments: 4 bottles of white wine donated by Diane in Kafe Koolau; Jean S. will donate red wine. Leslie will donate paper goods and cups. Ellen will request from SD money for the refreshments.

Humanities: Must meet at least 3 Departmental SLOs
(Hypothetical example)
<table>
<thead>
<tr>
<th>Course</th>
<th>Humanities Department SLO</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>ART 101</td>
<td>X</td>
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<tr>
<td>HIST 151</td>
<td>X</td>
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<tr>
<td>REL 150</td>
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Meeting adjourned at 4:00pm
Recorded by Patti Chong