Present: Ellen Ishida-Babineau, Clayton Akatsuka, Russell Chan, Patti Chong, Leslie Lyum, Mikki O’Phelan, Inge White, Frank Palacat, Jean Shibuya and Tara Stevens.

I. Ellen Ishida-Babineau convened the meeting at 1:40pm.
II. Minutes of August 8, 2005 meeting were approved.
III. Old Business
   a. Convocation activities
      i. Departments completed survey of direct and indirect methods.
         Draft was presented to IEC committee for additions/uploads.
         Survey will be forwarded to IR for data compilation.
      ii. Time did not permit continuation of ASC/Certificate program review.
         1. IEC will meet with individuals or schedule workshops with
            ASC/CC program leaders.
IV. New Business
      i. Annual reports from ASC/CC’s, departments & support units will
         be due by December 1, 2005.
         1. Templates for departments will be developed. Ellen will
            send template drafts to IEC members for comment/review.
         2. Support units are developing their own templates
   b. Curriculum Review
      i. Ellen introduced Curriculum Review for Courses on the Master
         List at CAAC meeting.
         1. Form will be used to update master list located at
            www.hawaii.edu/officesapp/cc.
   c. Membership on IEC Committee
      i. Chair shall be 3-year renewable term including one year overlap
         for incoming chair
      ii. IEC representation will continue to be composed of faculty, staff,
         administration and students.
   d. Common reporting form for academic units
      i. Development continues
   e. Program Review Cycle: AA degree (core)
      i. Development continues
V. Meeting adjourned at 3:15pm