Institutional Effectiveness Committee  
Meeting Minutes  
December 2, 2005  

Present: Ellen Ishida-Babineau, Jean Shibuya, Janice Nuckols, Inge White, Tara Severns, Russell Chan, Nancy Heu, Leslie Lyum, Patti Chong, Momi Dierks, and Clayton Akatsuka

I. Call to Order. The meeting was convened at 1:30 pm.
Handouts: Course Student Learning Outcomes Fall 2005, Learning Skills 035 Course Content and Assessment (a sample template for course SLOs and assessment), and Alignment of Student Learning Outcomes to Skills and Competencies in Remedial and Developmental English Courses (a sample template).

II. Approval of Minutes. Minutes of the November 18, 2005 meeting were approved with correction.

III. Reports:
A. IEC Chair report. None.
B. Reports on curriculum review from departments. All departments have completed their curriculum review. Reports are on file in the IEC office.
C. Departmental reports on course SLOs. Each department has submitted SLOs for at least 20% of the departments’ courses.

IV. Old Business.
A. Review of Student Learning Outcomes for inclusion into upcoming catalog. Ellen distributed the Course Student Learning Outcomes Fall 2005 containing SLOs for more than 130 courses (from all departments/disciplines). The IEC members reviewed and discussed the course SLOs with focus on the exemplary ones. The SLOs for GEOG 101L, AG20/120, PHYS 151, PSY 202, and SPAN 101/102 were identified as exemplary. The committee next looked at SLOs that would be difficult to assess and made the following recommendation: Do not begin a SLO with “understand,” “demonstrate and understanding of,” “know,” “appreciate,” and “begins to.”

Ellen will be attending department meetings to address writing and assessing the course SLOs and will follow-up with instructors individually if further assistance is needed.

Leslie reported that ETC will be using Ellen’s Learning Skills 035 Course Content and Assessment template to conduct course SLOs.
The new catalog will post course descriptions and the course SLOs. Later, skills and competencies may be included in the online version of the catalog.

B. Assessment Workshops. Ruth Stiehl’s workshop on March 3, 2006, will focus on Program SLOs: how to assess, use of rubrics and other assessment techniques (for example, portfolios, capstone projects). Ellen is also following up on using local resources: Frank Mattos and Informal Classroom Techniques, and the Wo Champions and Portfolio Reviews.

V. New Business
The next meeting is January 6, 2006 at 9:30 am.

VI. Adjournment.
The meeting was adjourned at 2:45 pm.

Reported by Clayton Akatsuka.