Institutional Effectiveness Committee  
Meeting Minutes  
October 13, 2006  

Present: Clayton Akatsuka, Russell Chan, Pam DaGrossa, Sarah Hadmack, Ellen Ishida-Babineau, Leslie Lyum, Linka Mullikin, Alex Nicholaychuk, Janice Nuckols, Leslie Opulauoh, Jean Shibuya, Inge White (12)  

Unable to Attend: Patti Chong, Lemomi Dierks, Paul Field (ex-officio), Nancy Heu (ex-officio), Jeff Hunt, Mikki O’Phelan, Frank Palacat, Tara Severns (8)  

I. Call to Order. The meeting was convened at 1:30 pm.  
Handouts:  
• September 8, 2006 Minutes  
• Summary of Assessment Activities 2000 – present (pink)  
• Summary of Assessment Activities August 2004 – March 2005 (yellow)  
• Summary of IEC Activities and Recommendations 2005-2006 (blue)  
• Summary of Progress and Future Actions – Updated August 12, 2006 (blue)  
• 2006-2007 Assessment Activities and Deadlines (blue)  
• Worksheet 1 Course Alignment with AA degree SLOs  
• Worksheet 2 Course Level Assessment  

II. Approval of Minutes. September 8, 2006 minutes were approved with the following amendments:  
Clarification: II.A.1. If there is a course without SLOs, it is recommended that the department consider the deletion of the course, if there are no SLOs.  
Correction: Likna changed to Linka  
Motion: Jean Shibuya / 2nd Janice Nuckols  

III. Reports – DC Memo, Goals  
A. CAAC: Ad hoc committee on Curriculum Review Policy and Guidelines  
Ellen Ishida-Babineau, Ross Langston and Patti Chong – create draft 2000 Guidelines of Curriculum Review Committee, including specific responsibilities of people in the process and perhaps timelines/deadlines to submit course proposals.  

B. Worksheets on alignment of course SLOs to AA degree SLOs; and course-level assessment (Worksheet 1 Course Alignment with AA degree SLOs - Worksheet 2 Course Level Assessment)  
1. Worksheets Submitted:  
a. Business/Mathematics - complete  
b. Language Arts - complete  
c. Natural Science – Worksheet 1 submitted
d. Social Science – pending  
e. Humanities – waiting on Art

These worksheets are to be included in the AA degree program review report. Some reports may be incomplete because of people on sabbatical.

2. ASC/CC – program maps (profiles) – entry – courses – exit (capstone)  
a. Agriculture (Dave) – pending  
b. Art (Snowden) – portfolio  
c. Bio-Resource Dev & Mgt / Plant Biotech (Inge) – 2 capstone courses  
d. Business (Marvin) - pending  
e. Hawaiian Studies (Kalani/Liko) – proposed 1 credit capstone course  
f. Psycho-Social Dev Studies (Frank) – pending

Suggestion of committee: assessment can be modified from the AA/ASC or CC – don’t make it more complicated  
♣ what exists (standard criteria)  
♣ what SLOs are not being met  
♣ how to address or change program to meet the SLO  
♣ capstone course

DC – collect information (program assessment) regarding the ASC by May 1st  
*check with Patti regarding deadline for Graduation Certification (ASC/CC)

3. Workshop or Guidelines addressing “how” to use program numbers in a program review? Jeff Hunt? This is addressed in the Self-Study report.

IV. New Business  
A. Course-level assessment teams  
   1. Courses identified by departments (20% selected) – assessed during Fall 2006 / Spring 2007  
   2. Assessment Plan should be in place  
      a. Identify Course  
      b. What SLO  
      c. Assessment Tool  
      d. Criteria / Standard  
      e. Completion Date  
   3. Reports due to DC by May 1st

B. Preparation for accreditation team visitation
1. IEC – Ellen, Jean and Chelsea – prepare “evidence of work” and summary of accomplishments (include handouts); read the reports to refresh your memories
2. Accreditation Visit (Monday 10/23 to Thursday 10/26)

V. Next Meeting: Friday, October 27, 2006 (1:30 pm)

VI. Adjournment.
The meeting was adjourned at 2:05pm.

Recorded by Leslie Opulauoho