Institutional Effectiveness Committee
Meeting Minutes
January 26, 2007

Present: Clayton Akatsuka, Pam DaGrossa, Sarah Hadmack, Ellen Ishida-Babineau, Leimomi Dierks, Leslie Lyum, Alex Nicholaychuk, Mikki O’Phelan, Leslie Opulauoho, Tara Severns, Inge White (11)

Unable to Attend: Russell Chan, Patti Chong, Paul Field (ex-officio), Nancy Heu (ex-officio), Jeff Hunt, Linka Mullikin, Janice Nuckols, Frank Palacat, Jean Shibuya(9)

I. Call to Order. The meeting was convened at 12:30 pm.
Handouts:
• December 1, 2006 Minutes

II. Approval of Minutes. December 1, 2006 minutes were approved

III. Reports –

A. Workshops on SLOs and Course Outline Template -
Ellen Ishida-Babineau – thanked Sarah & Pam for assistance with the January 4, 2007 Workshops – good opportunity to share info

B. Ruth Stiehl Workshop, February 16th and 17th: Eleven WCC people will
attend the workshops held on our campus:
Lui (Admin), Linka (Admin), Mari (ETC), Clayton (Math), Jean S. (LA/CCAC), Robert B. (LA), Sarah H. (Hum), Ross (Nat Sci), Frank P. (Soc Sci), Leslie O. (Counselor), and Ellen IB (LA/IEC)

Tuesday, February 6, 2007 – Manaleo 116 (12:40 – 1:20 pm)
Representatives will meet to Review the Ruth Stiehl Primer
(Outcomes/Mapping)
• Review a foundation of what’s going to happen
• General Education (SLOs)

IV. New Business
A. Changes on the Course Outline Template: email address, disability statement, and any other revisions.
1. Reviewed by ALL departments – add disability
   a. If it passes – where should it be placed on the form
   b. Front Page – consistency; perhaps on 2nd page
   c. Instructor prerogative (choice & control)
   d. If need assistance, want students to access resource ASAP
   e. Suggestion – right after the mission (broad campus policy)
      - disability - diversity statement
   f. Ask departments – seek input, then make recommendations regarding – where it should be placed
2. Contact Information – telephone, email, office hours, website
3. Course tasks and skills - optional
B. IE Committee and Chair – for next academic year
   1. Discussion -
      Office of Planning Research & Assessment (OPRAH)

      Director – strategic plan, IEC, assessment, institutional review
      (tenure track – faculty position) – close Feb. 1st
      Institutional Researcher – Jeff Hunt
      Data Person (similar to Scott Masuno) - # cruncher (title III)
      IEC involved in hiring – with 3-5 people on the committee
      (Ellen IB, Clayton, Frank P., Mikki, Tara)

   2. Role of IE Committee
      - focus on “course” SLOC
      - work with faculty
      - definition of “program” AA and ASC/CC
      - modification
      - assessment of procedure and flow

   3. Deans to assist with student help – input data
      - example: pre and post assessment / knowledge survey
      Need for Software (tools) available to assess information
      - zoomerang - software and hardware
      - “clickers”

   4. Accreditation
      Instructor–>course level assessment -->Departments
      Departments --> justification to Deans - > Program Review
      Program Review --> identify needs/demands
      Strategic Planning AND Budget Planning

      Instructor – assessments of course – benefits student & instructor
      Have direction – how does it all fit?
      - change attitude and change culture
      Review of Support Services – ALL units (not just instructional)
      - Reflections of each other - Focus on Instruction

C. Assessment Workshops for Spring 2007
   Tuesday and Wednesday – drop in workshops
   Sub-committee “Teaching Strategies”

D. Course Modification Form –
   Curriculum Papers
   Communication / Clerical / Paper Trail (file)

V. Next Meeting: Friday, February 23, 2007 (12:30 pm)

VI. Adjournment.
The meeting was adjourned at 1:45 pm
Recorded by Leslie Opulauoho