Minutes of the Institutional Effectiveness Committee
October 27, 2009
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Ellen Ishida-Babineau, Language Arts
Paul Briggs, Social Sciences
Richard Fulton, Dean of Instruction
Dave Krupp, Natural Sciences
Leslie Lyum, ETC
Leslie Opulauoho, Student Services
Nalani Kaun, Institutional Research
Young-A Choi, Business and Math,
Sarah Hadmack, Humanities
Tara Severns, Academic Support
Vandtn Sek, ASUH-WCC Representative

Non-voting members present: Paul Field, Curriculum and Academic Affairs Committee Chair; Jan Lubin, Director of Planning and Program Evaluation, Convener and Notetaker

Voting members excused: Ingelia White, Natural Sciences

The meeting was called to order by Jan Lubin at 3:00 p.m. Jan started to give a brief overview of Vice President for Community Colleges, John Morton’s presentation regarding the ACCJC Rubrics. For SLOs, Windward had 5% Awareness = Chancellor’s Office, 10% Developmental = Social Sciences (No Departmental Report in 2 years) and 85% Proficiency Level. Discussion ensued and Paul Briggs asked for clarification of the reports at this point.

Departmental Reports – due June 30 are the reports generated by the academic departments so that the Vice Chancellor of Instruction can write the Annual Assessment for the Associate of Arts degree. They include the strengths and weaknesses of the department, what the department has accomplished, what NEW budget items (with Planning and Budget Council Summary Sheet) the department needs, and actions plans for the department. Currently, ETC is reporting their departments separately. They will change to reporting departments like the credit side next year when all programs will be doing a 5-Year review. Posted on Web.

Annual Assessments: Due from all Administrative Offices, Agriculture, Developmental Education, AA Degree, ETC, Academic Support, Student Services, and Office of Continuing Education – due November 20. ETC and AA degree are compilations of the departmental reports. All others are yearly summaries that are then compiled into a 5-year Program Review. These include all the same information as the Departmental Reports and follow established templates that have been set up by the Vice Chancellors and Directors and approved by the CC System Office. New budget requests require the Planning and Budget Council summary sheet. Posted on Web.

Program Reviews: 5-Year or as needed compilation of Annual Assessment Report. Submitted to Vice President for Community Colleges Office. New Budget items require Planning and Budget Council Summary Form. Posted on Web.
Richard stated that 40% of the departmental reports had been turned in: all for Division I. None of Division II reports had been turned in.

Jan, then continued with the ACCJC Rubrics. She said that she that we were at Developmental Plus/Proficiency Minus in Program Review and Planning, but had given Windward the benefit of the doubt, and reported that we were at Proficiency Level to Dr. Morton’s Office. She reported this because all Offices, except the Chancellor’s Office, and programs have been doing Program Reviews since 2004. However, since Social Sciences had not done a Departmental Report in two years and the analysis in the reports was inconsistent that Windward could be considered at the Developmental level. Also, although there is a culture of SLOs on campus, assessment of SLOs had not lead to new curriculum changes or program changes or development. The connection between Program Assessment and Budget had been started, but in reality, had not been solidified. The new Planning and Budget Council should solidify the connection, and the Department Chairs, Vice Chancellor, Deans, and Directors will need to make requests using the new Planning and Budget Council Form.

The IEC Committee members then reported where their departments felt Windward was based on the ACCJC Rubrics. Most reported that Windward was at the Proficiency Level or higher on SLOs and Program Review, but at the Developmental Level for Planning. Some felt that Windward was at the Developmental Level for both Planning and Program Review. This discussion will be continued as we start collecting evidence for the Self Study and will probably be used in completing the 2008 ACCJC Annual Report.

The meeting was adjourned at 4:15 p.m. The next meeting will be held the in November. Time and place to be determined.