Minutes of the Institutional Effectiveness Committee

November 19, 2009

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Paul Briggs, Social Sciences
Richard Fulton, Dean of Instruction
Leslie Lyum, ETC
Leslie Opulauoho, Student Services
Young-A Choi, Business and Math,
Sarah Hadmack, Humanities
Tara Severns, Academic Support

Non-voting members present: Jan Lubin, Director of Planning and Program Evaluation, Convener and Notetaker

Voting members excused: Ellen Ishida-Babineau, Language Arts, Dave Krupp, Natural Sciences
Ingelia White, Natural Sciences, Nalani Kaun, Institutional Research, Vandtn Sek, ASUH-WCC Representative

Non-voting members excused: Paul Field, Curriculum and Academic Affairs Committee Chair

Guest: Jeff Hunt

The meeting was called to order by Jan Lubin at 3:30 p.m. Richard Fulton stated that he now had 100 percent of the department reports from all divisions. Jan stated that Friday, November 20 was the Planning and Budget Council deadline for all Program Reviews and Budget Requests for the Vice Chancellors and Director of Vocational and Continuing Education for the biennium.

Jan then turned the meeting over to Jeff Hunt to discuss the GSIEC Surveys. Jeff stated that he hoped to start round 2 of the GSIEC Surveys sometime in November. He estimated that the earliest probable start date was November 30. The same groups will be evaluated in the same order as they were evaluated last year. The surveys will be distributed to members and non-members and will consist of the same questions as those last year to facilitate longitudinal data analysis.

The next item on the agenda was the update on Course Currency. As this is done in conjunction with the Curriculum Committee, and Paul Field was excused, the topic will come up again at the first meeting of the IEC in January. This is to assure that all the courses in the WCC Catalog are active. In essence it is a course audit. The next item on the agenda was an update on Curriculum Central. Richard reported that there is an operating plan, but that they are still in the early stages of development. Paul Field will still be lead on Curriculum Central although he has turned over the Chairpersonship of the Curriculum Committee to Dave Ringuette.

Jan has a sheet of WCC courses to be assessed, updated from 2009-2015. She wants the departments to go over the sheets carefully to see if there are any additions or deletions of courses. This will ensure that WCC is assessing 20 percent of the courses per program per year. She also wants Program Maps from each department by the first meeting of 2010. The current maps need to reflect changes made by
the departments since 2004. There should be maps for the AA degree and each of the ASC programs. These must be accurate because they will appear in the WCC Catalog and online. Jan will send the older maps to the departments.

Jan distributed the IEC Yearly Calendar via email on November 18. Some changes will need to be made based on the Planning and Budget Council timelines. For instance, Assessments will probably be due November 20th, not November 1. Departments need to make any revisions to the IEC calendar and fit into the Planning and Budget Council timelines.

IEC will have at least two and perhaps three workshops in Spring 2010. Suggestions for workshops included how to analyze of program review data, general statistics, assessment strategies, and summative assessment.

The meeting was adjourned at 4:30 p.m. The next meeting will be held the in late January or early February. Time and place to be determined.