Minutes of the Institutional Effectiveness Committee

April 27, 2010

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Paul Briggs, Social Sciences
Ardis Eschenberg, Division I Dean
Leslie Lyum, ETC
Mary Segura, ETC
Young-A Choi, Business and Math,
Sarah Hadmack, Humanities
Inge White, Natural Sciences
Ellen Ishida-Babineau, Language Arts
Nalani Quinn, Administration
Mariko Kershaw, Academic Support

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

Voting Members excused:  Leslie Opulauoho, Student Services;  Dave Krupp, Natural Sciences

Non-voting members excused:  Dave Ringuette, CCAAC Chair

(1) Curriculum Central Update
   • Jan spoke to Paul Field and has a list of the archived courses that are to be archived.  This list will be sent out to the IEC committee.
   • Not a lot of progress on Curriculum Central, at the same spot as at the beginning of the semester.  College’s that have made the most progress have a dedicated person to Curriculum Central.
   • Jan Lubin will work with the new CCAAC Chair, Kathleen French to make sure that there will be a timeline so that Curriculum Central things are done.
   • The choosing of questions we want to use in Curriculum Central related to curriculum and to assessment are most important to start the process.
   • Ellen recommended a task force be set up of CCAAC and IEC members to move this ahead.
   • Jan will work with Kathleen on establishing such a task force.
   • Curriculum committee has been working on questions for each course and for curriculum actions, and was supposed to let the IEC know when they could start deciding on which assessment questions to ask.  This seems to have stalled, and therefore, not a lot of progress has been made over the past Academic Year on the project.
   • Frank Palacat has volunteered to input of information on Social Science courses into Curriculum Central, even though it is labor intensive, because of
his knowledge of the system. No one has stepped up though to volunteer.

- Ardis asked if this was just inputting data. If so, then maybe student help can do it. This question needs to be looked into further as the inputting of data will be very labor intensive.
- Discussion of whose responsibility it was to look in depth at SLOs started. In the past, Ellen would discuss the SLOs with the instructor, but now thinks there should be a more formalized procedure.
- Curriculum Committee feels that IEC should look at the SLOs prior to them coming to them. Jan will meet with Kathleen to discuss a more formalized procedure.
- SLOs have been bogging down the CCAAC, so they cannot work on other business, i.e. Curriculum Central.
- An idea was floated to have a joint meeting of IEC and CCAAC to hammer out a policy on SLOs. At the last CCAAC meeting, it was agreed that the proposer should submit new course proposals to IEC before they are reviewed by the CCAAC. The IEC will form a sub-committee to review the proposal. A discussion on policy and procedures may take place in a joint session of the CCAAC and IEC at the beginning of next semester.
- Jan stated that in AY 2010 Doug is going to push for SLO assessment and development so that the College will be at proficiency level as dictated by the ACCJC Rubrics by 2012.

(2) Mission, Vision, and Core Values Update

- A forum was held on April 8, and a revised Mission, Vision, and Core Values statement was produced. A meeting will be held on Friday, April 30 to further revise the statements. An all WCC retreat is scheduled for August 16, time and place to be determined. Prior to the retreat the statement or statements to be presented at the retreat will be posted on the web so that the WCC community can provide input. Finalizing the Mission/Vision/Core Values Statements will be at Convocation or soon after.

(3) Self Study Update

- Standard chairs- Standard 1: Alan Ragains, Standard 2: Jean Okumura, Standard 3: Mike Tom, and Standard 4, Kathleen French, Editor: Robert Barclay, and Documentarian: Jane Bopp
- Teams will be posted on the Accreditation Self-Study Web Page the week of May 3.

(4) Fall 2010 Convocation Preview and Discussion

- SLO activity at convocation. Possibly inviting BKG to do the presentation that she did at the CC Assessment Conference on aligning Course, Program, and General ED SLOs.
• There will be a real push on assessment of SLOs from the Chancellor’s office.
• Realignment of SLOs and course currency will need to be aligned with any new Mission/Vision/Core Values statement adopted by the College.
• SLO assessment needs to be integrated into program review and the budget process in order to meet the ACCJC Rubric proficiency level by 2012.
• Convocation will be on Thursday, August 19.

The meeting was adjourned at 4:30 p.m. The next meeting of the IEC will be in August or September (possibly a joint meeting with CCAAC to formulate policy and procedure for SLOs for new courses and a formation of a task force on Curriculum Central).