Minutes of
the Institutional Effectiveness Committee
October 19, 2010
Palanakila 117
3 – 4:30 p.m.

Members attending: Ardis Eschenberg, Ellen Ishida-Babineau, Mariko Kershaw, Inge White, Dave Krupp, Sarah Hadmack, Young-A Choi

Non-Voting Members Present: Kathleen French and Jan Lubin

Members Excused: Mary Segura, Nalani Kauan, Paul Briggs, and Leslie Opulauoho

The minutes for the September 30, 2010, meeting were approved.

Based on the Curriculum Central Grid from Kathleen, the Committee voted unanimously to send the following SLO-related questions to the CCACC Curriculum Central Sub-Committee for inclusion:

- Question 18: Specific Course Objectives
- Question 43: Course Competencies for Developmental Education, Health Occupations, and Facilities Maintenance and Construction Courses
- Question 68: Assessment Date

Question 62: Level of Mastery may be added later.

It was noted that Course-Level Assessment does not appear in the Departmental Reports with consistent analysis. This will need to change and expanded to include both Program and Institutional SLO Assessment in the future. This requires a commitment from both the WCC Administration and campus faculty to a dialog and sharing of ideas. Possible venues for this dialog are Excellence in Education Day and Convocation. Math appears to be the only department that reviews and discusses all the courses it assesses regularly. External review may be appropriate. Possible Convocation Workshops topics are: General Education Assessment, General Student Learning, and Integrating SLOs into the Planning and Budget Process.

Jan handed out a draft of the WCC Philosophy of Assessment (see Attached). After Ellen moved and Inge seconded the motion, the group voted to accept this document, with the proviso that the last paragraph be modified and moved up to after the definition of what student learning outcomes and the assessment cycle are. Therefore, the paragraph after that will now read:

“Student learning outcomes are the result of a collaborative effort on the part of the entire academic community. Collaboration is best achieved through the clarification of roles and responsibilities. The assessment of student outcomes is ultimately the assessment of the institution's ability to provide learning opportunities consistent with its mission. Assessment data is used solely to improve teaching, learning, and services. Data will not be used for any personnel decisions such as tenure and promotion.”

Jan will present this to the Faculty Senate in November.

Ellen is in the process of organizing a series of workshops with Clayton, Frank, Jean O., and Jean S..
IEC will help promote these workshops. The schedule and topics will discussed at the next meeting.

After Ellen moved and Inge seconded the motion, the group voted to accept the following as a new template for assessment (see attached). The group also stipulated that every three years discussion would take place on how well the assessment process is working. Jan will present this to the Faculty Senate in November.

Ardis presented an outline for the University Women's Grant, due on November 8. The group voted to have Ardis work on extended the outline into a proposal.

Jan will send committee members a link to the presentations from the ACCJC-WASC Conference on Student Success that she and Ardis attended in October.

The meeting was adjourned at 4:45 p.m. The next meeting will be in November. Time and place to be determined.