Minutes of the Institutional Effectiveness Committee

November 22, 2010
2:00 p.m. – 4:00 p.m.
Kuhina 115

Leslie Lyum, ETC
Mary Segura, ETC
Young-A Choi, Business and Math,
Paul Briggs, Social Sciences (from 3 p.m.)
Dave Krupp, Natural Sciences (until 3 p.m.)
Sarah Hadmack, Humanities (until 2:45 p.m.)
Mariko Kershaw, Academic Support (until 3 p.m.)
Nalani Kaun, Institutional Research Office
Ellen Ishida-Babineau, Language Arts
Leslie Opulauoho, Student Services

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

Voting Members excused: Ardis Eschenberg, Division I Dean, Kathleen French, CCAAC Chair; Inge White, Natural Sciences

Guests: Jane Bopp

The minutes of the October 19, 2010, meeting were amended to state that the due date for the University Woman’s Grant was November 22, not November 8 and the Paul Briggs was excused and approved.

Jan handed out the revised WCC Philosophy of Assessment and will present it to the Faculty Senate at its next meeting.

Jan then handed out a draft of the Course SLO Template. Discussion ensued on the length of the form, where items should be, etc. Ellen will modify the form for the December meeting. Jan will send out a Doodle poll to see when people will be available between December 9 and 15.

Ellen reported that the IEC/Subcommittee for Professional Development in Assessment (SPDA) meet on November 5, 2010, at 12:30. The members of the sub-committee in attention to Ellen are Nancy Heu, Jean Shibuya, Janice Nuckols, Clayton Akatsuka, Frank Palacat, Inge White, Jane Uyetake, and Ardis Eschenberg. The goals of this sub-committee are:

• to identify essential assessment workshops to be conducted in this academic year;
• to create a schedule for these workshops;
• To plan for a consistent cycle of professional development in assessment; and,
To assist in institutionalizing these professional development efforts. The following are the general concerns of the sub-committee:

- How do we motivate the faculty to conduct assessment? What are the consequences of not doing the course level assessment? Will the Chancellor/VCAA be proactive in this matter?
- Will SPDA conduct the workshops?

The SPDA will recommend workshop topics. They will not conduct all the workshops. The IEC will help with the workshops and getting people to present the workshop topics which the sub-committee recommends with the help of the Administration.

After Ellen moved and Sarah seconded the motion, the IEC voted to hold the Administration accountable for making sure that all course assessments that are due in a year are completed. If a faculty member does not turn in a course assessment, there will be consequences/ramifications for that action. The Administration will determine what the consequences/ramifications are using due diligence pertaining to union issues.

SPDA also reviewed the list of workshops proposed by Ardis and Jan (see attached), and then brainstormed about possible topics:

- What are the steps in the assessment process?
- How will course level assessment be aligned with Degree and Institutional SLOs?
- At the program level, what are we assessing?
- Should we survey the faculty to find out what they think they need?
- Create curriculum proposal forms and course materials, Course Outline Guides (COG) (see attached)
- How will SLOs be assessed and what are they?
- What forms of assessment should/could be used? (rubrics, portfolios, knowledge surveys)
- How to interpret the results of your assessment.
- How to create meaningful course-level assessment reports.

SPDA had the following suggestions for Workshops:

- Poster sessions: Using the results for curriculum development; changes made because of assessments (suggested presenters: Pam DaGrossa and Sarah Hadmack)
- Having ½ day or day-long assessment activity every month, starting with convocation in January
- Having a workshop on creating SLOs once every semester
- How to gather your artifacts and how to present them
- Monthly or bi-monthly discussion and sharing re Institutional needs and policy
- How we meet Institutional SLOs

The next SPDA meeting will be December 3 at 12:30.

Jan mentioned that she and Ardis talked to Janet Fulks in the morning. She will be our presenter at Convocation. Staff Development has allocated their time to her. Therefore,
she will have around 2 hours in the morning, and then about 2 hours after lunch. She has also volunteered to stay for a ½ session on Friday. The discussion hit topics that were brought up in the SPDA meeting.

Jan handed out the three versions of the Mission Statement, and asked everyone to rank the statements. Discussion ensued about what the differences in each was and why IEC was looking at them. The differences in population were discussed. Nalani asked where the distinct populations in the Ke Kumu Pali statement came from. Jane said that they were in the Strategic Plan. Jan clarified that WCC’s Mission in the Strategic Plan did not include these populations, but that they were in the UH System and UHCC missions which WCC is committed to. Jane said that at the Pukua Council meeting, President Greenwood said that two schools had not added something about Native Hawaiians into their missions (Windward and Honolulu???) The Committee agreed with the suggestion from the Accreditation Steering Committee to remove the phrase “in science and the arts.” The final tally was:

- The Humanities version – 6 (4 present and two not present)
- The Ke Kumu Pali version – 5 (one guest)
- The MVC version – 1
- Abstain/Not Voting - 3

The meeting was adjourned at 3:45 p.m. The next meeting will be in December. Time and place to be determined.