Minutes of the Institutional Effectiveness Committee

December 13, 2010
10:30 a.m. – 11:30 a.m.
Kuhina 106

Young-A Choi, Business and Math,
Paul Briggs, Social Sciences
Dave Krupp, Natural Sciences
Sarah Hadmack, Humanities
Mariko Kershaw, Academic Support
Nalani Kaun, Institutional Research Office
Ellen Ishida-Babineau, Language Arts
Inge White, Natural Sciences
Ardis Eschenberg, Division I Dean

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

Voting Members excused: Leslie Lyum, ETC, Mary Segura, ETC.; Leslie Opulauoho, Student Services

Jan convened the meeting at 10:40 a.m.

The committee critiqued the revised Course Assessment Form presented by Ellen (see attached). After much discussion, it was suggested that instead of having the Gen Ed and AA degree SLOs entered on the front page of the document, that these be included on page 2 of the document and that the person assessing fill them in on page 1 using the numbering system on page 2. A motion was made to accept this form and to pass it out to faculty/staff at convocation.

To see if the form worked, Sarah Hadmack and Young-A Choi volunteered to assess their courses using the form. Feedback from both of them will be forthcoming.

Jan handed out the proposed outline for Janet Fulks’ presentation on January 6 and 7. The Committee suggested that Janet concentrate on analysis of SLOs and tying SLOs to budget and planning. Jan will contact Janet and let her know the committee’s feelings about eliminating the portion of the January 6th session on what SLO assessment is and how to start assessing courses.

The meeting was convened at 11:50 a.m. The next meeting will be held in January. Time and place TBD.