Minutes of the Institutional Effectiveness Committee

January 20, 2011
1:30 p.m. – 3:00 p.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
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; Inge White, Natural Sciences

Jan convened the meeting at 1:30 p.m.

Ellen shared the results of the handout distributed at Convocation, and discussed how IEC would be rolling out 2 – 3 workshops at Excellence in Education, March 4. Jan mentioned that she thought that Excellence in Education Day and the day after were to be used for the Achieving the Dream System Institute, which was going to take place at Windward in 2011.

Discussion ensued about whether IEC workshops could be integrated into the Achieving the Dream Institute or be a stand-alone alternative. It was brought out that not everybody would want to attend the Achieving the Dream Institute, and these workshops would be an alternative for those who did not want to attend the Institute. Staff Development is also looking into activities for Excellence in Education Day. We need to be in contact with them about this. Paul and Mariko are on both committees, so hopefully the line of communication will be clear and March 4 will be productive for everybody.

Other workshops based on the topics gleaned from the Convocation Questionnaire will be held throughout the remainder of the Spring semester.

Jan handed out the evaluations of Janet Fulks’ presentations at Convocation. They were mostly positive. A few people felt that they were overly repetitive, but others said that the information was new to them. The IEC hopes that in the future, a member of the
Committee will be invited to speak about the importance of assessment on campus at New Faculty/Staff Orientation.

Sarah Hadmack and Young-A Choi commented on using the new assessment form. Discussion centered on adding questions to the form to guide faculty/staff on its use. The questions suggested were from an email that Ardis sent to Sarah after she had submitted her assessment for the committee to review. Jan will send the suggestions to Ellen so she can modify the form. Also, the Committee decided to change two headings on the form: The fourth heading, “Success Criteria,” was modified to read “Success Criteria and Assessment Results;” and the fifth heading, “Assessment Results and Interpretation,” was modified to “Assessment Analysis.”

The following people will use the form to assess a course or an office for the next meeting:

- Paul Briggs: SS
- Young-A Choi: Math/BUS
- Ardis Eschenberg: LA
- Sarah Hadmack: HUM
- Dave Krupp: NS
- Jan Lubin: Chancellor’s Office

The meeting was convened at 3:40 p.m. The next meeting will be held in February. Time and place TBD.