Minutes of the Institutional Effectiveness Committee

February 14, 2011
2:00 p.m. – 3:30 p.m.
Alakai 118

Young-A Choi, Business and Math,
Paul Briggs, Social Sciences (from 2:45 p.m.)
Leslie Opulauoho, Student Services
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; Doug Dykstra, Chancellor

Voting Members excused: Dave Krupp, Natural Sciences, Sarah Hadmack, Humanities,
Leslie Lyum, Writing Lab; Mary Segura, Writing Lab; Inge White, Natural Sciences

Non-voting members excused: Kathleen French, CCAAC Chair

Jan convened the meeting at 2:00 p.m.

The minutes from the January 20, 2011, meeting were approved. Jan will send to Brian for posting.

The course assessment forms for the Chancellor’s Office, Math 206, and ECON 120 were handed out for discussion. Jan said that it was hard to use the course assessment template for a non-instructional office. Although there were Gen Ed SLOs and AA Degree SLOs that may be pertinent to the office, it was hard to use the form with the information provided in the template and the Chancellor’s Annual Assessment.

Ellen mentioned that the assessment task for the Chancellor’s Office should be a survey, i.e. the GSIEC or accreditation surveys, so that the outcomes could be measured. Unfortunately, this was not how the Annual Assessment of the Chancellor’s Office was done. The GSIEC was mentioned, but the survey on perceptions of the institution as a whole which was done previously for accreditation, and would have helped assess the first process SLO, was not administered. Therefore, it was hard to define the assessment task, the success criteria, and then do a thorough analysis.

Young-A’s assessment of MATH 206 was more thorough. She wondered why we had combined the Success Criteria with Assessment Results and Analysis. From the last meeting, Jan said that within the discussion about changing the headings on the form that
people felt that the Analysis needed to be emphasized, and that people were just putting the criteria without doing any analysis. Therefore, the committee wanted to separate the two. Ardis responded that in Young-A’s assessment, the Assessment Task and the Success Criteria seemed to mesh well. Ellen moved and Leslie seconded the motion to combine Success Criteria with Assessment Task so that the heading would read, Assessment Task and Success Criteria. The Committee voted unanimously to accept this change.

Discussion then turned to the GE and AA SLOs and how similar they were. We are hoping to revisit these SLOs now that the Mission, Vision, and Core Values have been voted on by the institution. We would like a convocation activity, but need to make it less of an assessment related activity since the last two convocations have been heavy into assessment and faculty are feeling “assessment overload.” Suggestions are welcomed and will be discussed at the next meeting.

Ellen handed out the Proposed Professional Development Assessment Activities for the Spring Semester. The first Brown Bag Seminar concerned with Course-Level Student Outcomes entitled “Creating SLOs and Assessment Tools” will be held on February 24 in Alakai 118 from 12:40 – 1:20. The next in this area, “Refining Current SLOs,” will be held on March 9 in Palankila 117 from 2:00 – 3:30. A Workshop on Creating/Assessing Non-Instructional Unit Student Learning Outcomes will be held on March 10 in Palanakila 117 from 12:40 – 1:20. A Workshop on using the new Course-Level Assessment Form will be held on March 16 in Palanakila 117 from 2:00 – 3:00. Tara Severns will facilitate workshops on “Creating and Using Rubrics” on March 30 in Palanakila 117 from 2:00 – 3:00, and on “Sharing Rubrics” on April 29 in Palanakila 117 from 1:30 – 2:30. Workshops on Interpreting Data for Course-level and Program-level Assessment will be held on April 7 from 2:30 – 3:45 and April 15 from 2:00 – 3:30 in Palanakila 117. An additional workshop on Linking SLO Assessment to Budget and Planning will be held on April 21 in Palanakila 117.

On Excellence in Education Day, March 4, the Achieving the Dream Institute will be held at Windward. The Institute will focus on “Best Practices” for Student Success. In addition, Staff Development will hold a series of workshops, two of which will be assessment related. The first Workshop from 9:00 – 10:30 will focus on Linking SLO Assessment to Budget and Planning. The workshop will be facilitated by Richard Fulton with support from Jeff Hunt and Jan Lubin. The second workshop from 10:45 – 12:15 will be on Interpreting Data, which will be facilitated by Richard Fulton with support from Jeff Hunt and Nalani Kaun. Ellen and the IEC Sub-Committee on Assessment should be commended on establishing the workshop schedule and soliciting facilitators.

Jan reported that the Faculty Senate asked for a shorter, more Windward focused Philosophy of Assessment. Ardis suggested that Jan bring examples of different schools Assessment Philosophy to the next meeting.

The committee was tasked to review the Timeline of Assessment Activities for the next meeting.
Paul Briggs shared his ECON 120 Assessment with the Committee. He chose to do one course SLO that was tied to four General Ed SLOs and five AA SLOs. Again, Paul stressed the similarities of the Gen Ed and AA SLOs, and the Committee mentioned that a Convocation Activity was being planned to remedy that for the Fall. Paul had attached the artifact (an Excel Spreadsheet) to the assessment, but Jan brought only one copy of the artifact to the meeting. Discussion continued on how the Committee had voted earlier to combine the Success Criteria with Assessment Tasks so that the heading would read, Assessment Task and Success Criteria, which Paul said would work for his assessment. Discussion, then turned to the analysis of the results, which could have been made stronger by moving (1) and (2) under actions proposed to the analysis as an assessment based on the artifact from the Economic Testing Council related to pedagogy rather than a proposed action. The proposed action, then would be tied to the pedagogical assessment and national benchmarks.

The meeting was convened at 3:40 p.m. The next meeting will be held in February 24 at 2:00 p.m.