IEC Meeting
Friday, September 4 from 2:00-3:30 in Palanakila 117.

Attendance: Jan Lubin (Chair), Robert Barclay (Language Arts), Lance Uyeda (Curriculum Chair), Jodi Strom (Math and Business for Johnny Singh), Amy Rozek (Guest), Ardis Eschenberg (Guest), Ellen Ishida-Babineau (Admin), Nalani Kaun (IR), Mike McIntosh (IT), Joe Yoshida (Student Affairs), Frank Palacat (IEC Representative to the Planning and Budget Council), Jessica Spencer (ASUH), Ronald (ASUH), Ross Langston (Natural Sciences), Kathleen French (Social Sciences), Doug Dykstra (Guest)

(1) Introductions and establishing a Notetaker:
   Intros and Notetaker established

(2) Course/Program Currency - Ardis, Lance, and Jan
   Currency is on a 5-year cycle. Jan and Nalani will look at courses that were not offered in the last 5 years. Departments will review list and any changes will be sent to Curriculum Committee. Programs with no graduates and low enrollment will be looked at. ASCs will also be looked at for currency. Look at moving ASCs into a concentration under a program. Program Learning Outcome Currency will be done to ensure there is mapping of Outcomes. Course SLO Currency will be done in the spring. In the spring 50% a simple question will be used to determine currency.

(3) Focus Groups - Frank and Jan
   Focus Groups will be conducted on the following assessments:
   1. Governance
   2. Institutional
   3. Student
   4. ARPD
   5. SLO
   6. Departmental Reports
   7. PBC

   Five Questions were developed for the focus group
   1. What elements of the current assessment process are working?
   2. What elements of the current assessment process are not working?
   3. What would it take to improve the assessment process?
   4. How are the assessment results used?
   5. How does the assessment process reflect our Mission Statement?

An email will be sent out to those who have participated in each type of assessment to take part in a focus group. Volunteers are needed to help facilitate the focus group discussion planned for September 18 from 9am – 12pm.

Volunteers to Facilitate; Nalani, Ellen, Joe
(4) Institutional and Student Surveys - Frank and Jan
   Another review is needed for feedback. Jan will send a link to the survey
   for feedback. A student event will be on September 23.

(5) Volunteer for Mission, Vision, Core Values Committee
   Robert Barclay and Johnny Singh will be on the Committee

Meeting adjourned at 3:30. Next meeting is September 18 from 2-3:30 in
Palanakila 117.