

## ACC Meeting Name: **Institutional Effectiveness Committee**

**Meeting Date:** November 18, 2011

**Time:** 1:30pm to 3:30pm

**Location:** HBC, Room 201

**Co-chairs:** Soon Merz and Ron Johns

**Members Present:** Steve Clary, Lyman Grant, Marcus Jackson, Ron Johns, Amanda Karel, Kirk Kelly, MaryJane McReynolds, Soon Merz, Daniel Ohanlon, Charles Quinn, Margaret Reid, Jason Vidrine,

**Support Staff:** Judith Wynn, Rhonda Boyce

**Members Absent:** Hector Aguilar, D'Maris Allen-Mierl, Robert Bermea, David Borden, Kathleen Christensen, Lola Cowling, Michiel Davis, Constance Elko, Sylvia Galvan-Gonzales, Rich Griffiths, Nancy Laudenslager, Willie Martinez, Mike McCarthy, Mike Midgley, Arlis Moore, Jim Nelson, Tracie Nobles, Laura Ore, Ann Palmer, Matthew Pappas, Kathy Walton, and Denise White .

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### **Agenda Item 1:** Welcome

Ron welcomed members to the committee.

**Presenter:** Ron Johns

**Discussion:** None

**Decisions/Actions:** No decisions at this time.

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### **Agenda Item 2:** Approval of Minutes from October meeting

**Presenter:** Soon Merz

**Discussion:** It was noted that MaryJane McReynolds name was misspelled. Lyman moved to approve the minutes with correction. MaryJane seconded the motion and the minutes were approved.

**Decisions/Actions:** With correction, the minutes for the October 21, 2011 meeting were approved.

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### **Agenda Item 3:** CurricUNET Report

**Presenter:** Daniel Ohanlon

**Discussion:** Daniel gave an update on CurricUNET. The core system is already live and the assessment module is under construction. The goal is for the assessment module to be live by Dec. 20<sup>th</sup>.

There are currently 137 people who have access to CurricUNET. They include deans, department chairs, and faculty coaches.

**Decisions/Actions:** No decisions at this time.

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### **Agenda Item 4:** Discipline Assessment Cycle (DAC) Worksheet Report

**Presenter:** Ron Johns

**Discussion:** Ron reported on the progress of the DAC worksheets that had been submitted. There were a total of 188 assessment worksheets submitted out of 253 total disciplines/degree plans (74%). Out of 188 that were submitted, 150 have been reviewed (80%) and feedback has been provided for 115, (77% of reviewed worksheets).

The next DAC review will be at HBC on Nov. 30<sup>th</sup> from 9:00am to 3:00pm.

**Decisions/Actions:** No decisions at this time.

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**Agenda Item 5:** Subcommittee Discussion

**Presenter:** Ron Johns/Marcus Jackson

**Discussion:** Ron opened the discussion by reviewing the functions and the charges of the current subcommittees covered by the Institutional Effectiveness Committee. He noted that there was a lot of overlap of functions. Soon clarified that the overlap is more hierarchical in nature. It was agreed that the duty of the Gen Ed Task Force to develop Gen Ed competencies has been completed and its recommendations have been approved by ACAC.

It had been previously discussed that the Student Learning Outcomes subcommittee had also fulfilled its duties and should be disbanded. However since the introduction of the DAC worksheet, the committee sees the need to keep the SLO subcommittee together in some form. Several ideas were shared regarding the type of committee needed to cover a broader spectrum of assessment practices.

**Decisions/Actions:** Ron, Marcus and Jason will meet to discuss the creation of a new committee that would be responsible for evaluating learning outcomes and assessment activities college-wide.

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**Agenda Item 6:** Announcements

**Presenter:** Soon Merz

**Discussion:** Soon announced that at the next IEC meeting on February 17<sup>th</sup>, the work plan for the remainder of the year would be discussed. Some issues for the upcoming year will also be discussed.

**Decisions/Actions:** The work plan discussion and subcommittee discussion will be on the agenda for the next meeting.

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**Agenda Item 6:** Adjournment

**Presenter:** Soon Merz

**Discussion:** The meeting was adjourned at 3:00pm.

**Decisions/Actions:** No decisions at this time.

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**Next meeting:** February 17th