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MĀNOA

MĀNOA ASSESSMENT COMMITTEE (MAC)

MEETING MINUTES

MEETING DATE: October 23, 2015
LOCATION: HH 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		EX-OFFICIO / NON-VOTING/ GUESTS TIME	
ABHARI, Kaveh	P	KRAFT-TERRY, Stephani e	P	PAGKALINAWAN, Leticia	P	ZAKIMI, Kelly (ASUH)	P
BOVARD, Penny-Bee	P	LE SAUX, Olivier (Vice Chair)	P	PANG, Adam	P	MCKEE, Amy (GSO)	P
						HILL, Yao (AO)	P
HARRISON, George	P			TSE, Alice (Chair)	P	STITT-BERGH, Monica (AO)	P
				VACANT (A&S)		MANINI, Bonnyjean (SEC)	P

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	3:00 pm BonnyJean Manini, convener, SEC liaison	
OLD BUSINESS FROM 2014-2015	1. No SEC issues for MAC at present 2. Graduate/Advance Degree ILOs –OGE requesting approval at Graduate Assembly (10/24/15)	
MEMBERSHIP	One (1) AS vacancy. Kelly Zakimi representing Scott Nishihara (ASUH). The MAC listserv is: uhm-faculty-senate-mac@lists.hawaii.edu	Notify either BonnyJean Manini (SEC) or John Kinder (UHMFS) if AS faculty is interested and name will be submitted to CFS for appointment
2015-16 ELECTIONS	Chair: Alice Tse Vice Chair: Olivier LeSaux Secretary: rotating	Unanimous approval vote by MAC members



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ANNUAL ASSESSMENT REPORTS	<p>(Informational):</p> <ul style="list-style-type: none"> assessment reports address program level assessment 238 academic degrees; 117 programs (to-date) requesting feedback Role of MAC – provide feedback to programs requesting feedback Feedback style – collegial, encourage effective ways for program level assessment Committee member assignments (RE: program feedback) – 14-15 reports / member <p>(Feedback):</p> <ul style="list-style-type: none"> Read assessment report; draft feedback using Assessment template (Laulima site) Check “resources” on Laulima site for ideas on crafting feedback Draft feedback (strengths, comments) Discuss feedback at next MAC meeting (1st week of Nov meeting) Revise feedback <p>(Laulima site overview):</p> <ul style="list-style-type: none"> Assessment feedback folder (Resources) Also see considerations and examples document Guidelines folder <p>(Assessment Office website):</p> <ul style="list-style-type: none"> Academic reports Recommended language to use (feedback) <p>(Reviewing process):</p> <ul style="list-style-type: none"> Note patterns Note “good” examples 	<ul style="list-style-type: none"> Complete drafts by 1st week of Nov meeting Make sure to write program name on template; use naming convention Email completed feedback to Mānoa Assessment Office
ACTIVITY & TIMEFRAME	<p>Goal: assessment report feedback to Programs by Mid-Nov.</p> <p>3 weeks provide feedback on program Reviews (MAC to convene during week of Nov 2)</p> <ul style="list-style-type: none"> Individual committee member’s reviews drafted MAC meeting – discuss reviews/progress <p>2 weeks Assessment Office</p>	



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INDEPTH ORIENTATION	Tuesday Oct 20 • 1 PM CRAW 231 • 3PM CRAW 230 (repeat)	All Committee members may attend; attendance not mandatory
NEXT MEETING	WhenIsGood poll for 1st week in November	Alice to establish poll & distribute
ADJOURNMENT	4:05 PM	

Respectfully submitted by Alice Tse.

Approved on 11/3/15 with 7 votes in favor of approval and 0 against.