



COMMITTEE ON ASSESSMENT (MAC)
MEETING MINUTES

MEETING DATE: May 5, 2016
LOCATION: HH 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		EX-OFFICIO / NON-VOTING/ GUESTS	
BOVARD, Penny-Bee	A	KRAFT-TERRY, Stephanie	P	TSE, Alice (Chair, MFS)	P	BAKER, Jordan (ASUH)	P
CHUANG, Hui-Ya	P	LE SAUX, Olivier (Vice Chair)	E	WESTFALL-SENDA , Mandy	P	VACANT (GSO)	A
HARRISON, George	P	PAGKALINAWAN, Leticia	E	VACANT (MFS)		HILL, Yao (AO)	P
						STITT-BERGH, Monica (AO)	E
						MANINI, Bonnyjean (SEC)	E

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	3:05 pm	
Minutes	Minutes of 4/21/16 reviewed	Approved with minor wording modifications
OLD BUSINESS		
Mechanism for determining names of students who opt out of course work submission for UHM program learning assessment	<p>Discussed potential concerns of students and need for option to opt out of course work submission for UHM program learning assessment.</p> <p>AO explained that opting out procedure exists for faculty and students to opt out. Faculty also have the option to opt out students if they believe assignment responses contain sensitive personal information.</p> <p>Wording drafted by MAC (4/21/16) for UHM catalog RE: ILO assessment and student option to opt-out is undergoing review by AVCAA (D. Halbert), Gen Ed Director (H. Aikau), and Accreditation Liaison (W. Pearson).</p>	AO to coordinate across reviewing groups



Assessment for ILOs, Gen Ed outcomes, and five WASC core competencies	<p>Reviewed the gaps in the “WASC Core Competencies, ILO, and Gen Ed Outcomes Assessment Status Overview” (Updated 03/29/2016). The table displays the core competencies: oral communication is the area that exhibits most gaps and is the area to advance with data collection and evaluation. AO remarked that data collection and evaluation for ILO assessment is difficult because of the lack of consistency in the format and assignment quality of the work collected. AO tentatively proposed using signature assignment templates as one way to address the problem.</p> <p>The Committee discussed the challenges and noted the potential for resistance among faculty and the perception of a “top-down” approach to assessment requirements. The discussion for best strategies to approach signature assignments is tabled.</p>	<p>AO to continue work on continuing to refine the data activities during Summer 2016.</p> <p>MAC to revisit in Fall 2016.</p> <p>Agreed role of MAC is consultative and represents the faculty interests, needs and perspectives</p> <p>Revisit topic of “signature assignments” in AY 2016-17</p>
Program self-rating on annual assessment report		Tabled
NEW BUSINESS		
Review of MAC role and responsibilities	<p>MAC description/responsibilities (UHMFS website) reviewed. The majority of MAC’s actions during AY 2015-16 involved reporting to and seeking feedback from [faculty] constituent groups in order to provide consultation to the AO rather than “Establishing academic assessment policies.”</p> <p>The role of MAC potentially may benefit from clarification. Based on the activities and actions of the Committee for this year, MAC primarily addresses the voice of the faculty.</p>	<p>In order to align the committee’s actions, this document should be shared with the committee at the start of each academic year.</p>



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Alignment of NSSE items with ILOs, Gen Ed outcomes, and WASC core competencies	Alignment of NSSE items with ILOs. ~1300 UHM seniors responded to the NSSE survey AY15-16. Discussed need for content alignment and further determination of how the items align with ILOs. The NSSE toolkit is a resource that identifies which NSSE items may be used for institutional assessment. Student satisfaction and learning opportunities types of questions cannot be used to assess student learning; however, student self-report questions (reflecting own behavior or knowledge) are useful for indirect measures of learning.	Committee supports the use of existing data; e.g., culling out items from the NSSE for documentation of ILOs and WASC requirements. Activity to be continued in Fall 2016. Further review needed to determine whether NSSE identifies items that can be used for institutional assessment, and there is a need to evaluate the alignment of the questions to the ILOs. This type of analytical work will help collect content evidence of the validity of using NSSE for ILO Assessment.
MECHANISM FOR APPROVAL OF MAY 5 MINUTES	Discussed	5/5/16 minutes to be circulated by A. Tse and approved via email
OTHER	None	
NEXT MEETING	Fall 2016	
ADJOURNMENT	4:04 PM	

Respectfully submitted by George Harrison.

Approved on 5/10/16 with 7 votes in favor of approval and 0 against



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