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COMMITTEE ON ASSESSMENT (MAC)

MEETING MINUTES

MEETING DATE: Nov 24, 2015
LOCATION: HH 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		EX-OFFICIO / NON-VOTING/ GUESTS	
BOVARD, Penny-Bee	E	KRAFT-TERRY, Stephanie	E	PAGKALINAWAN, Leticia	E	BAKER, Jordan (ASUH)	P
HARRISON, George	p	LE SAUX, Olivier (Vice Chair)	p	PANG, Adam	P	MCKEE, Amy (GSO)	P
				TSE, Alice (Chair)	P	HILL, Yao (AO)	P
				VACANT (A&S)		STITT-BERGH, Monica (AO)	P
				VACANT (Non A&S)		MANINI, Bonnyjean (SEC)	P
						AUNE, Krystyna (Office of Graduate Education)	P
						MAEDA, Julie (Office of Graduate Education)	P

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
Call to order	3:05pm by the chair.	
Wording of the document: the fourth Advanced Degree Institutional Learning Outcomes – Professional Responsibility (inclusion of Native Hawaiian culture)	<ul style="list-style-type: none"> The AO summarized the ILO document's development, including its conception based on recommendations from WASC, the AO's role in identifying what UH programs are already doing, the early draft by OGE, the revisions, and MAC's involvement in earlier drafts. The document had undergone review by the graduate council and by the graduate assembly. In the graduate assembly, there were concerns about the language in the fourth ILO category, Professional Responsibility, specifically with the clause in ILO 6, "..., including consideration of and respect for Native Hawaiian and other cultural perspectives." The discussion addressed possible misconceptions about the role of programs in assessing ILOs. The context of undergraduate programs was discussed, specifically that it has been made explicit that each program is not held responsible for assessing each and every ILO. Undergraduate students take courses and engage in activities outside of their degree program. 	"Live" editing of the document occurred as the committee discussed



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	<p>But, unlike undergraduate programs, graduate degrees do not require general education coursework.</p> <ul style="list-style-type: none"> • The question arose as to whether the assessment should address the four larger categories rather than the seven ILOs. • The AO made the point that these are not program learning outcomes, but are institutional, and posed the possibility that the assessment be conducted through an alumnus survey. Committee discussed that the university experience is not restricted to programs' curricula or requirements. • The ILO under discussion reflects the university's strategic plan and historical context. • Edits of the document were suggested, including edits to the document's introductory paragraphs. The edits were made. 	
Vote on document approval and future timeline for approval of document	<ul style="list-style-type: none"> • The motion was made (GH) to approve the document inclusive of the current edits. The motion was seconded (OL). • The motion was approved by the members eligible to vote (four yes votes and zero <i>no</i> votes). 	AT to transmit the edited & approved document to Julie Maeda for subsequent presentation to the Graduate Chairs (~1/4/16)
Purchasing of UH System-wide assessment management software	<ul style="list-style-type: none"> • The AO discussed developing plans to purchase assessment management software that will assist programs in managing their assessment data and facilitate assessment reporting. • Vendor demonstrations scheduled for Nov 30; Recordings available • Request for MAC to provide selection input by 1/25/16. Purpose is to understand the functions of the software that are important to our assessment practices, NOT to select a vendor. 	<p>YH to disseminate the 11/30/15 presentation schedule/links</p> <p>Schedule MAC meeting in January to discuss software options.</p>
NEXT MEETING	To be decided after a WhenIsGood poll is completed.	At to send the poll and announce the next meeting
ADJOURNMENT	4:08 PM	

Respectfully submitted by George Harrison.



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Approved on 1/28/16 with 4 votes in favor of approval and 0 against.