

**Manoa Assessment Committee (MAC) Meeting Minutes  
January 11, 2013, 12:00 PM, Hawaii Hall**

Meeting started at ~12:05 PM, with following participants:

Committee Members present

Sang Yee Cheon  
Peter Hoffmann (chair)  
Daniel Jenkins  
Sang-Hyop Lee  
Adam Pang  
Scott Robinson (vice-chair)  
Amy Schiffner

Ex-Officio & Invited Guests present

Tom Conway (Senate Executive  
Cmt)  
Yao Hill (Assessment Office)  
Monica Stitt-Bergh (Assessment  
Office)  
absent - George Harrison (excused)

1. Meeting called to order by Scott at 12:03 (Peter arrived just in time to approve minutes due to a traffic delay)
  - a) Motion to approve minutes from last meeting with quorum (11/30) was advanced, seconded, and approved unanimously.
2. Peter reviewed last semester's activities in MAC and inquired about what additional activities might be undertaken by the committee this semester
  - a) Monica indicated that acknowledgements received from programs related to assessment report feedback was positively received, and programs were grateful for the comments/ suggestions, and zero negative response (though all feedback returned was solicited by the programs, and the feedback was written as constructively as possible).
  - b) Monica urged that the practice of returning feedback to programs be continued in the future.
  - c) Sang Yee suggested that AO might highlight especially good assessment reports as models for other programs.
  - d) Yao indicated that some questions on reports are misinterpreted (e.g., how many individuals provided evidence of achieving outcomes? was intended to refer to evidence of student work evaluated- not the number of faculty providing evidence).
3. Peter initiated conversation about reviewing outcomes of the high DFIW (courses with high incidence of Drop/ Fail/ Incomplete/ Withdraw) committee from the previous semester.
  - a) Sang-Hyop indicated that many DFIW flagged courses have already implemented modifications to address the problem; results were mixed/ inconclusive- some courses improved after modifications, others didn't...
  - b) Adam indicated that committee is still struggling to find the right statistical sampling to identify DFIW courses (e.g., total number of DFIW, or percentage of DFIW grades in course?).

- c) There are also some concerns about publicizing information about high DFIW courses (e.g., they may unduly bias student decisions about which courses they take, or otherwise be misused; how do you balance and evaluate standards for students to enable them to successfully navigate to a degree *and* successfully achieve program outcomes?).
- 4. Summary of ILO committee progress from previous semester (Monica)
  - a) ILOs were mapped to degree program outcomes from several programs/ colleges (e.g., Engineering, Schidler/ Business), and significant overlap/ conservation was observed.
  - b) A number of committees related to curricular matters and initiatives were compiled and consulted about how their efforts can be coordinated to help ensure that ILOs can be effectively achieved.
  - c) Committee will do more outreach to facilitate assessment by individual programs.
- 5. Assessment Office update:
  - a) There are 5 workshops scheduled this semester- titles/ topics will be circulated shortly (they are still being refined).
  - b) Workshops will be Fridays at 1:30 PM.
- 6. Peter circulated list of potential items that need to be addressed to improve relationship between UH system and UH Manoa- e.g. ballooning administration- solicited members to advance other issues that need to be addressed.
  - a) Tom indicated that this list has been compiled/ circulated by MFS to different committees on campus to get different perspectives; encouraged MAC members to consider these issues and inform MFS SEC about any concerns they have.
  - b) “Hawaii Innovation Initiative” was brought up- why is the system leading this effort when UHM is the primary research institution in the system?
- 7. Dates for next meetings are February 8, March 8, and April 12 (all 12:00 – 1:00 PM in Manoa Hall 208).

Adjourned at ~12:55 PM