

# COMMITTEE ON ASSESSMENT (MAC)

## MEETING MINUTES

**MEETING DATE:** January 7, 2016  
**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	P	PAGKALINAWAN, Leticia	P	BAKER, Jordan (ASUH)	E
HARRISON, George	P	LE SAUX, Olivier (Vice Chair)	E	PANG, Adam	E	LIEBREICH, Hannah (GSO)	P
				TSE, Alice (Chair)	P	HILL, Yao (AO)	P
				VACANT (A&S)		STITT-BERGH, Monica (AO)	E
				VACANT (MFS)		MANINI, Bonnyjean (SEC)	E

SUBJECT	DISCUSSION / INFORMATION		ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>	3:00 pm		
<b>OLD BUSINESS</b>	Approve Minutes (11/3 /15 and 11/24/15) TABLED; quorum not met at start of meeting		
<b>Assessment software vendor demonstrations</b>	Feedback needed on functionality of software; task is not to select a vendor. Feedback to Assessment Office needed by last week in January Committee members to split up; each group to review one demo (each demo approximately 60 min) Feedback to be discussed at the next MAC meeting		Develop list of criteria (Yao) Obtain details for viewing each vendor's demo (Yao) Send criteria list and viewing details to Alice (Yao) Divide MAC members into groups; assign demos for viewing (Alice) Coordinate MAC review (Alice)
<b>Develop TENTATIVE schedule of Committee Activities for Spring 2016</b>	ACTIVITY	TIMELINE	Dates and timeline tentative; amend as needed
	View & give feedback on vendor software demos	Jan 11-21	
	Make recommendations to SEC for "motivators" for faculty participation on MAC	Feb	Also see List of Assessment Office activities (Spring 16) attached
	Explore alternative strategies for accomplishing the annual assessment report reviews Assist with review of poster exhibit applications	March	
	Develop guidance for writing assessment report Assist with review of Assessment Leadership Institute Workshop applications	April	

	Consult on program's assessment activities as needed (coordinated via the AO)	Feb-April	
<b>Review Meeting Schedule</b>	Conflict between MAC meeting times and class/teaching schedules noted. Committee reviewed the scheduling poll and suggested two possible alternating times.		<p>Verify acceptability of the alternating meeting times with the 2 member's whose schedules are affected (Alice)</p> <p>Finalize Spring 16 meeting times/dates, schedule meeting room (Alice)</p>
<b>NEXT MEETING</b>	January 21, 2016, Hawai'i Hall 208		
<b>ADJOURNMENT</b>	4:00 PM		

Respectfully submitted by Alice Tse.

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



**University of Hawai'i Mānoa  
Assessment Office**

**Save The Dates! Upcoming Assessment Activities for Spring 2016**

Date	Event
Mon, Feb 1	Poster Exhibit: Call for Proposals and Reviewers
Fri, Feb 26	Poster Exhibit: Proposal Deadline
Mon, Feb 29	Poster Exhibit: Email reviewers proposals ALI: Call for Applicants
Mon, Mar 14	Poster Exhibit: Reviewer deadline, email accepted proposals
Thurs, Mar 31	ALI: Application deadline
Mon, Apr 4	ALI: Email Reviewers applications
Fri, Apr 15	<b>Annual Assessment for Curricular Improvement Poster Exhibit</b>
Mon, Apr 25	ALI: Reviewer deadline
Fri, Apr 29	ALI: Acceptance Letters Administered
Mon-Thurs, Aug 1-4	<b>Assessment Leadership Institute</b>