



COMMITTEE ON ASSESSMENT (MAC)

MEETING MINUTES

MEETING DATE: March 10, 2016
LOCATION: HH 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

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

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	1:00 pm	
OLD BUSINESS		
Minutes	Minutes of 2/4/16 approved with no changes. Minutes of 2/18/16 approved with no changes. Letters of appointment for MAC vacancies sent by CFS to: Hui-Ya Chang, Mandy Westfall-Senda & Jessica Nishikawa.	Welcome, new MAC members
Assessment management software update		Tabled; await further information from AO
SHEEO project update		Tabled; await further information from AO
NEW BUSINESS		
Human Subjects Protection and Assessment	From previous discussion on 2/18/16	AO (Yao) to obtain statement from UH IRB (RE: continuous quality improvement by the AO does not require IRB approval)



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Reduction of AO, MAC, and program's workload related to annual assessment report	<p>Committee brainstormed</p> <ul style="list-style-type: none"> ● Involve ad hoc reviewers: e.g., previous MAC members and faculty volunteers ● Develop standardized verbiage to articulate common issues found in annual assessment reports ● Organize the sections of the AO website and Laulima site containing examples, tips, best practices, etc. into one repository ● **HIGH PRIORITY** Using previously submitted reports as examples, provide intensive “hands-on” training workshop in early Fall (Aug/Sept) to current MAC members; level the selected reports from an excellent format (easy to review) to one that requires feedback (harder to review) ● Develop a “buddy system” so new MAC members partner with more experienced MAC members for reviewing the annual assessment reports ● Involve alumni of the Assessment Leadership Initiative (ALI) to assist with the assessment report reviews ● Provide meaningful recognition of ad hoc reviewer’s service to MAC ● Split the programs submitting their annual assessment reports into a Fall group and a Spring group ● Offer feedback every other year 	
NEXT MEETING	April 7 CANCELLED April 21, 1-2 pm in HH 208	
ADJOURNMENT	2:00 PM	

Respectfully submitted by A. Tse.

Approved on 4/21/16 with 5 votes in favor of approval and 0 against



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