

**Manoa Assessment Committee (MAC) Meeting Minutes
November 30, 2012, 12:00 PM, Hawaii Hall**

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

Committee Members

Sang Yee Cheon
George Harrison
Peter Hoffmann (chair)
Daniel Jenkins
Adam Pang
Sang-Hyop Lee

Ex-Officio & Invited Guests

Tom Conway (Senate Executive
Cmt)
Yao Hill (Assessment Office)
Monica Stitt-Bergh (Assessment
Office)

1. Meeting called to order by Peter Hoffman, 12:05
 - a) Motion to approve minutes from last meeting with quorum (10/12) was advanced, seconded, and approved unanimously. Notes from a meeting on 11/9, as that meeting did not have a quorum.
2. Assessment Report Evaluations
 - a) Monica suggested members could break into groups to review issues.
 - b) Yao Hill reviewed her reaction to report evaluations; she indicated that reviews generally used specific simple language, were constructive, gave concrete details on suggestions, and endorsed this kind of approach in providing feedback to programs.
 - c) Committee broke into 3 groups of 3 to discuss individual program feedback, to share and address effective approaches/ concerns, and to craft appropriate feedback.
 - d) Whole committee reconvened to share outcomes of individual group discussions.
3. Peter shared memo from SEC identifying potential areas that Manoa Faculty Senate would like to focus on for resolving issues in the relationship between UH System and Manoa.
 - a) MFS would like to get feedback on the composition of issues.
 - b) Monica indicated that Manoa sends academic advisors to Kapiolani to advise students; financial aid concerns for students split between campuses, taking distance courses, etc.
 - c) Monica also indicated that student feedback would be especially important.
 - d) Peter indicated that he would circulate the draft memo again for MAC to review and discuss more specific ideas on next meeting.
4. Next meeting is January 11, 12:00 – 1:00 PM

Adjourned at ~1:05 PM