

Manoa Assessment Committee (MAC) Meeting Minutes
May 6, 2014, 11:00 AM, Hawaii Hall 208

Meeting started at ~11:05 PM, with following participants:

Committee Members

Lilia Santiago (Vice Chair)
Adam Pang
Ron Riggs
Scott Robinson
Amy Schiffner
SangYee Cheon

Ex-Officio & Invited Guests

Stacey Roberts (Senate Executive Cmt Liaison)
Yao Hill (Assessment Office)
Monica Stitt-Bergh (Assessment Office)

Excused: Daniel Jenkins, Olivier Le Saux (Chair), Aron Levine (Grad Student Representative),

Absent: Kimberly Onishi (Undergrad Student Representative)

Minutes:

1. Amy Schiffner motioned to approve the minutes, seconded by SangYee Cheon. the minutes were approved unanimously.
2. The Organizing Document review committee proposed the changes to MAC Organizing Document which was originally approved in 2009.
 - Stacey Roberts examined the Faculty Senate by-law and confirmed that our proposed changes are conforming with the by-law.
 - Members present at the meeting discussed these changes.
 - Lilia Santiago motioned to adopt the changes and Amy Schiffner seconded the motion. The changes to the Organizing Document were adopted unanimously by all voting members present. See the Organizing Document adopted in the attachment.
 - Stacey Roberts will bring the MAC adopted Organizing Document to the Chair of Senate Executive Committee to determine the next steps.
3. The Committee thanked George Harrison, Daniel Jenkins, Adam Pang, Scott Robinson for having served their term.

RESOLUTION TO APPROVE A PROPOSAL TO ESTABLISH A MĀNOA
ASSESSMENT COMMITTEE AS A PERMANENT COMMITTEE OF THE
MANOA FACULTY SENATE

(January 21, 2009)

WHEREAS the purpose of the Mānoa Assessment Committee (MAC) is to lead coordinating and monitoring assessment activities and to develop assessment policy directed at understanding and improving educational effectiveness, and

WHEREAS, the MAC will serve as a repository of assessment activities, provide consultation to the Administration and relevant offices regarding gaps in available assessment information, recommend changes in assessment processes, review the usefulness of assessment strategies, and promote the use of assessment data to inform decision-making and improve student learning, and

WHEREAS, MAC will work closely with the Assessment Office and Office of Faculty Development and Academic Support, General Education Office and General Education Committee, and the Office of the Vice Chancellor for Academic Affairs and will have the following responsibilities:

- a) Establish academic assessment policies necessary to foster a campus-wide understanding of and commitment to improvement-oriented educational assessment.
- b) Identify the most appropriate practices and uses for assessment of student learning at Mānoa.
- c) Review assessment resource needs and recommend concomitant budgetary allocations by the institution.
- d) Liaise with faculty to promote effective academic assessment practices, especially in support of degree programs.
- e) Consult with subject matter/content area experts as necessary.
- f) Produce an annual report (due at the end of each fiscal year, June 30) to the Faculty Senate on the status of academic assessment at UHM, and

WHEREAS, MAC will consist of 13 members: 9 voting and 4 non-voting members.

Voting members (must include at least two members from Faculty Senate):

- 4 faculty from the Colleges of Arts and Sciences, chosen to ensure academic diversity
- 5 faculty from the remaining Mānoa Colleges/Schools or Units, each from a different College/School or Unit

Non-voting ex-officio members:

- 1 SEC liaison
- 1 faculty member from the Assessment Office
- 2 students, one graduate and one undergraduate, and

WHEREAS, voting members and the SEC liaison will be appointed by the Mānoa Faculty Senate (MFS), the undergraduate representative will be appointed by the Associated Students of the University of Hawai‘i (ASUH) and the graduate representative will be appointed by the Graduate Student Organization (GSO), and

WHEREAS, the voting members nominate and vote for the chair and vice chair of MAC annually. Faculty members who plan to be on sabbatical shall not be nominated into the chair or vice chair position. All voting members serve three-year terms, renewable for a maximum of one additional term. After serving a maximum of 6 consecutive years, a voting member can apply for membership after a break of one semester. The committee needs to ensure that there is at least 40% overlap in committee composition over consecutive terms, and quorum consists of a majority of the voting membership, and

WHEREAS, MAC reports to the MFS and the Chairperson has the following duties:

- Preside at all meetings and ensure that minutes are taken
- Develop an agenda for each meeting
- Appoint subcommittees as necessary
- Coordinate the writing of MAC reports
- Liaise with the Faculty Senate, administration, and the university community, and

WHEREAS, the Vice-Chair will perform the duties of the chair in the event that s/he is unable to serve, and

WHEREAS, at minimum, this organizing document shall be reviewed, and amended as appropriate, every five years at the end of the fiscal year (starting June 30, 2014) by the Faculty Senate in accordance with Senate Bylaws. Particular responsibility falls upon the MAC to periodically and regularly review this document in terms of its structure, faculty participation on the committee, and the success of its resulting operations, and to report on needed revisions to the MFS, then be it

RESOLVED, The Mānoa Faculty Senate approved the establishment of a Mānoa Assessment Committee (MAC) as a permanent committee of the Mānoa Faculty Senate.