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COMMITTEE ON ASSESSMENT (MAC)

MEETING MINUTES

MEETING DATE: November 3, 2015
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)	P
HARRISON, George	P	LE SAUX, Olivier (Vice Chair)	E	PANG, Adam	P	MCKEE, Amy (GSO)	P
				TSE, Alice (Chair)	P	HILL, Yao (AO)	P
				VACANT (A&S)		STITT-BERGH, Monica (AO)	P
				VACANT (MFS)		MANINI, Bonnyjean (SEC)	P

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	3:00 pm	
OLD BUSINESS	Minutes of 10/13/15 meeting unanimously approved.	
Assessment Reports	2 ND MFS representative position vacant. (B. Manini has requested replacement member from CFS) Additional assessment reports re-assigned.	Feedback due by midnight of November 20. Send feedback to airo@hawaii.edu
Feedback on Assessment Reports	Priority of feedback should be given to items in order on the assessment report (AR), i.e., SLOs, curriculum map, assessment question/goal, evidence, and use. FOR EXAMPLE: <ol style="list-style-type: none"> 1. In the case of SLOs only addressing knowledge, feedback can offer advice about future SLOs addressing what students can value and/or do, since ILOs include skills beyond just knowledge. 2. When the assessment question/goal does not address SLOs, even though encouraged to, feedback can still acknowledge program's assessment activity with a reminder that each SLO should be assessed at least once every 5 	



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	years, so all SLOs needn't be assessed every year.	
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AR Feedback (continued)	When a program's AR seem to not directly address any of the AR prompts, MAC can make the recommendation that the program create/support an assessment coordinator position in order to help the program build the capacity for assessment so as to meet the assessment needs of the university.	
Upcoming events	Alice and Monica will meet with SEC on November 23 to brief them on MAC activities/functions.	
Upcoming MAC meeting with OGE	Next meeting will be a joint meeting between OGE and MAC to discuss revised graduate SLOs (RE: language addressing Hawaiian values)	
NEXT MEETING	(joint meeting with OGE) November 24, 3 pm in HH 208	
ADJOURNMENT	4:08 PM	

Respectfully submitted by Adam Pang.

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