

Manoa Assessment Committee (MAC) Meeting Notes
10/23/13

Committee Members Present

Ian Belton
George Harrison
Olivier Le Saux
Adam Pang

Ex-Officio & Invited Guests present

Stacey Roberts (Senate Executive Committee Liaison)
Yao Hill (Assessment Office)
Aaron Levine (Graduate Student Representative)
Monica Stitt-Bergh (Assessment Office)

Excused

Sang Yee Cheon
Daniel Jenkins
H. Ron Riggs
Lilia Santiago
Amy Schiffner
Kim Onishi (Undergraduate Student Representative)

Quorum not met.

Meeting started at 10:05.

The committee reviewed the Institutional Learning Objectives Implementation Committee's (ILOIC) draft of the formal memo, regarding undergraduate core competencies, to Reed Dasenbrock. Committee decided to wait until the next MAC meeting to formally vote on whether any edits are suggested. The committee discussed and clarified parts of the document with each other.

The committee discussed the MAC assessment-report feedback assignments. There was brief discussion on what goes into feedback and ways to formulate the feedback. We can use the previous year's feedback—available in the PDF Monica recently posted on Laulima, *Assessment Reports 2012 Consolidated Feedback*—as examples to inform our ratings this year, particularly in tone and with the overall purpose of increasing faculty buy-in in the assessment process. Monica also sent out a template for the feedback—*2013 Annual Assessment Report Feedback Form Templat.doc*. The reports are available online—Monica will email us the link. By our next meeting, we are to have reviewed our assigned assessment reports and provided feedback.

Meeting ended at 11:01.

Meeting notes submitted by George Harrison