



**Mānoa Assessment Committee
Fall 2012 Senate Committee reports**

The Mānoa Assessment Committee (MAC) was formed during the 2008-2009 academic year and first met in the fall semester of 2009. This report of MAC's activities for Fall Semester 2012 describes the committee's purposes and major tasks, lists the committee members, and describes the major activities undertaken by the committee during the semester.

Committee Purposes and Major Tasks

The purposes and major tasks of the MAC that were specified in the 2009 Senate resolution that authorized the committee were to (a) establish assessment policies, (b) identify the most appropriate assessment practices and uses, (c) review resource needs and recommend concomitant budgetary applications, (d) liaise with the faculty to promote effective practices, (e) consult with subject matter experts, (f) produce an annual report, (g) serve as a repository of assessment activities, (h) provide consultation to the administration about gaps in available assessment information, (i) recommend changes in processes, (j) review the usefulness of assessment strategies, and (k) ensure that the Mānoa campus uses assessment data to inform decision-making and improve student learning.

Committee Membership

The resolution authorizing the committee states that MAC membership should include nine voting members (four from Arts and Sciences and five from other units) and four non-voting members (the Senate Executive Committee [SEC] liaison, the Assessment Office [AO] Director, an undergraduate student, and a graduate student). The voting members in 2011–2012 were Chairperson Peter Hoffmann (John A. Burns School of Medicine), Vice-Chairperson Scott Robinson (Education), Daniel Jenkins (Engineering), George Harrison (Curriculum Research and Development Group), Adam Pang (Learning Assistance Center), Sang-Hyop Lee (Economics), Sang Yee Cheon (Languages, Literature and Linguistics), and Amy Schiffner (Theatre and Dance). Peter and Scott were the two Faculty Senators on the committee. The SEC liaison was Thomas Conway. Ruben Campos served as the graduate student representative and Cori Grunenwald represented the Associated Students of the University of Hawai'i. Monica Stitt-Bergh and the newly hired Yao Hill, faculty specialists serving as AO staff, attended the committee meetings contributed much information and expertise.

Major Committee Activities

The MAC met 4 times during the 2012 Fall Semester. Briefly, its activities included the following:

Hiring of new Assistant Specialist in the UH Manoa Assessment Office. With the departure of Marlene Lowe, a vacancy in the Assessment Office needed to be filled. A Search Committee was formed that included current and former members of MAC. Candidates were identified, interviews carried out, workshops were conducted by select candidates as well as oral presentations. The position was filled with the hiring of Yao Hill, who started as Assistant Specialist in November 2012.

Participation in the Institutional Learning Outcomes (ILO) working group. Amy Schiffner and Monica Stitt-Bergh participated the ILO working group. The ILO Working Group is laying the groundwork for ILO assessment. This semester the members started mapping ILOs to existing degree requirements (major and general education), drafted a FAQ and "ILO introduction" letter to departments, and brainstormed ways to inform the campus community about the ILOs.



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Participation in the HDFWI working committee. Sang-Hyop Lee and Adam Pang were MAC representatives on this working group. The DFIW working group (WG) reviewed past reports for recommendations based on 2005-2010 data. The WG found that some actions have already been taken, e.g., Psy 100 (unit mastery) has been restructured, and College of Natural Sciences has tutors in Learning Emporium targeting 100 and 200 level Math, Bio, Chem and Phys courses. The WG is set to review updated data from MIRO for Fall 2010-Spring 2012 to determine/update target courses. These and other issues will continue to be worked on by this group.

Assessment Office Annual Reports. Annual assessments are conducted by each program and submitted to the Assessment Office each fall semester. Of the 233 programs, 192 (82%) submitted assessment reports in Fall 2012. A total of 63 programs requested feedback from Assessment Office, with the important caveat that only those programs completing 100% of the report were given the option of requesting feedback. During the last year, MAC has discussed how to get programs to better participate. It was suggested that some program faculty feel that these assessment reports are either not meaningful or are never reviewed by anyone and thus not worthy of the effort. To better engage the faculty in the important task of assessing their programs in terms of meeting SLOs and providing a quality education to students, Assessment Office representatives with some suggestions by MAC developed a rubric to determine how well assessment reports analyze and report the programs' performance. This rubric was developed not as a scoring system, but to provide feedback to the departments as to how well the assessment was performed and how the SLOs were being met. After much discussion and refinement, a final rubric was established. The 63 assessment reports were assigned to different members of the MAC to have each report reviewed for strengths and weaknesses, with an average of eight reports per MAC member. The reports will be discussed at the final meeting of the Fall semester on Nov. 30, and final feedback forms completed. These feedback forms will be compiled, evaluated and, if necessary, further elaborated on by the Assessment Office representatives. This will provide the framework for giving feedback to Program officials who submit assessment reports and will add value to the process.