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MĀNOA

COMMITTEE ON EDUCATIONAL EFFECTIVENESS
MEETING MINUTES

MEETING DATE: October 23, 2017 **10:00 AM to 11:00 AM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Jacqueline Ng-Osorio	P			Hui-ya Chuang	P	None	
William Chapman	P	Leticia Pagkalinawan	E	Mandy Westfall-Senda	E		
Amy Brown, Vice-Chair	A	Yao Hill	P	Stephanie Kraft-Terry	P		
Konia Freitas	P	Monica Stitt-Bergh	E				
Thomas Conway, Chair	P	Christine Sorensen Irvine, SEC liaison	E	John Kinder, Staff	P		

SUBJECT	DISCUSSION / INFORMATION		ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER			Meeting was called to order by Chair Tom Conway at 10:05 AM
REVIEW OF MINUTES	1. The minutes of the October 4, 2017 had been circulated electronically for comments.		Motion by W. Chapman to approve the October 4, 2017 minutes; seconded by K. Freitas. Approved unanimously.
CHAIRS REPORT	1. None		
UNFINISHED BUSINESS	1. None		
BUSINESS	1. Approve next CEE meeting schedule 2. High DFIW courses		1. Approved meeting on November 13th from 10:00 AM - 11:00 AM in HH 208. 2. No action.



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	<p>3. Support and outreach for programs needing assistance with Assessment process. Student quantitative reasoning is a challenge. Develop protocol based on best practices. Identify key stakeholders for policy development. Identify partnerships, etc. Lack of motivation, incentives needed. Provide support for faculty. 36 programs not completed for ILOs (in various steps of the process).</p> <p>Currently there are two areas that need CEE's attention: assessment at program level and assessment at institutional level. At the program level, it is possible for MAC to reach out to programs needing assistance with assessment process. Currently there are 36 programs that still need to complete the program assessment cycle. At the institutional level, CEE can act upon institutional assessment results. Start with identifying key stakeholders for policy development and identify partnerships between offices. We need to provide support for faculty conducting assessment as well as using assessment for supporting teaching and learning.</p> <p>4. Professional development support based on successful models on campus. Yao Hill and Hui-Ya Chuang will write up proposal for providing assistance.</p> <p>5. Update assessment reports to identify why assessments are not being completed.</p> <p>6. The annual assessment changed to 2-3 years cycles were welcomed. If required every 3 years campus wide then scaffold support throughout the 3 year period.</p> <p>7. Monica and Yao will present the ILO results in next meeting (November 13)</p>	<p>3. No action.</p> <p>4. Yao and Hui-Ya will prepare report.</p> <p>5. No action.</p> <p>6. No action.</p> <p>7. Approved.</p>
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ADJOURNMENT	Our next CEE meeting will be on November 13, 2017 in Hawaii Hall 208 from 10:00 AM - 11:00 AM.	Motion to adjourn by W. Chapman; seconded by K. Freitas. Passed unanimously. Meeting adjourned at 11:05 AM

Respectfully submitted by Thomas Conway, Chair.

Approved on December 4, 2017 with 6 votes in favor of approval and 0 against.