

## Committee on Educational Effectiveness Meeting Minutes

**MEETING DATE**      October 26, 2020  
**MEETING TIME**     2:30 - 3:30 PM  
**LOCATION**             Zoom

### Attendance

#### Members

Name	Role	Attendance
Stephanie Kraft-Terry	Chair, A&S Natural Sciences	Present
Justin Walguarnery	Vice-Chair, A&S Natural Sciences	Present
Jessica Gasiorrek	Secretary, A&S CALL	Present
Vanessa Wong	Faculty Senate	Present
Sandra von Doetinchem	Faculty Senate	Present
Alice Tse	Non-A&S	Present
Vacant	Non-A&S	
Aimee Chung	Non-A&S	Present
George Harrison	Non-A&S	Present
Kat Burke	GSO	Present
Vacant	ASUH	
Monica Stitt-Bergh	Ex-officio (ACSC representative)	Present
Thomas Conway	SEC Liaison	Excused

#### Guests

Name	Role	Time
none		

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>	1. N/A	The meeting was called to order by Stephanie Kraft-Terry at 2:32PM.
<b>Review of Minutes</b>	1. September 28th, 2020 Minutes Alice moves to approve; Sandra seconds. Minutes passed. 9 approve, 1 abstain.	1. N/A
<b>Chair's Report</b>	1. N/A	1.
<b>Action Items</b>	1.	1.
<b>Guest(s)</b>	1. N/A	1.
<b>Committee Reports</b>	1. N/A	1.
<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>Letter created by CEE was sent on October 6th to 11 units. Responses acknowledging receipt; asking questions.</li> <li>Recap October 5th meeting with Associate Deans. Monica reports that two associate deans have followed up with her.</li> </ol>	<ol style="list-style-type: none"> <li>Other strategies to engage the associate deans?</li> <li>Discussion about drafting a letter to programs that have not done any assessment. Ideas for ways to support these programs without doing assessment for them.</li> </ol>
<b>New Business</b>	<ol style="list-style-type: none"> <li>December CEE report to SEC - Due week of December 7th</li> <li>Assessment Report Review Introductions - Volunteers. Option for programs to get feedback for people who complete 75% of their report. (Monica reviews report format). Training from Monica or Yao on how to provide feedback: typically 2-4 bullets of good things; no more than 4 bullets of "things to consider" (100 words or less). Roughly 1 hour per report. If 100 programs request feedback, 8 to 10 proposals per program. Approximate timeline: January 2021. Signed by the group of volunteers (rather than the single person who reviewed). Monica provides templates and samples of feedback reviewers can use. See also this folder with helpful materials</li> <li>Spring Activities. Noted that WASC visit is moved to Fall 2021 (tentatively October). Suggested that we have conversation about what we have learned (debrief) about what we have learned from providing report feedback. Suggested to revisit and update bylaws.</li> </ol>	<ol style="list-style-type: none"> <li>Stephanie will draft report and send to committee for comment.</li> <li>CEE (as a committee) agrees to provide feedback on reports. If individual circumstances do not allow an individual to provide feedback, contact Monica to let her know.</li> <li>Ask Tom Conway - process for changing bylaws in light of campus-wide reorganization (including dissolution of A&amp;S)?</li> <li>Potential future discussion of options to continue engagement with faculty and/or associate deans regarding assessment</li> <li>Stephanie will reach out to Tom to have everyone's starting date (on committee) on our roster.</li> </ol>

## MĀNOA FACULTY SENATE

<b>Adjournment</b>	Next regular CEE meeting on November 23, 2020	Stephanie made a motion to adjourn. Meeting adjourned at 3:23PM.
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Respectfully submitted by Jessica Gasiorek, Secretary

Approved unanimously on November 23, 2020.