



COMMITTEE ON ASSESSMENT (MAC)

MEETING MINUTES

MEETING DATE: February 18, 2016
LOCATION: HH 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		EX-OFFICIO / NON-VOTING/ GUESTS	
BOVARD, Penny-Bee	E	KRAFT-TERRY, Stephanie	P	PAGKALINAWAN , Leticia	E	BAKER, Jordan (ASUH)	A
HARRISON, George	P	LE SAUX, Olivier (Vice Chair)	E	TSE, Alice (Chair)	P	MCKEE, Amy (GSO)	A
		VACANT (<i>non A&S</i>)		VACANT (A&S)		HILL, Yao (AO)	P
				VACANT (MFS)		STITT-BERGH, Monica (AO)	E
						MANINI, Bonnyjean (SEC)	E

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	1:00 pm	
OLD BUSINESS	Minutes of 2/4/16 not acted on (no quorum present).	
Commercial assessment software Package	UH System is not going forward with a RFP for an Assessment software. The AO will be meeting with the OVCAA	Await further information
Initial invitation to join ILO assessment	Reviewed the longer and shorter versions of the email invitation. Suggestions are: -- Use a short initial invitation message so it engages the recipient; long messages tend to get pushed to the back burner -- Remove the assessment "jargon" - write to the faculty who has little exposure to assessment and/or ILOs -- Insert a statement in the initial message that this is a quality improvement initiative - take the 2 lines from the AO/MSA website about "Do I need permission . . ." and add to the initial message. This may help to deal with the concern about needing student consent. -- Consider sending the invitation from you as AVCAA	AO (Yao) to refine the message



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	<ul style="list-style-type: none">-- Time the follow-up request from the AO so it is in close proximity to this initial message-- The longer explanation is very useful and can be blended into the follow up request from the AO-- Implement this process very soon since we are heading into Spring Break. After that, everyone begins to scramble to finish up the semester and by then, faculty may have returned their papers to the students.	
NEXT MEETING	February 18, 3-4 pm in HH 208	
ADJOURNMENT	2:00 PM	

Respectfully submitted by A. Tse.

Approved on 3/10/16 with 5 votes in favor of approval and 0 against



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