

Manoa Assessment Committee (MAC) Meeting Minutes
09/07/12, Hawaii Hall 208, 12:00-1:00

Present

Tom Conway, SEC Liason
Peter Hoffmann, chair
Sang-Hyop Lee
Adam Pang
Scott Robinson, vp & sec
Amy Schiffner
Sang Yee Cheon

Intro to MAC

Purpose of the MAC: Provide feedback to Assessment Office to add value to the assessment reports and promote assessment across the university.

Old Business

There are two continuing working groups with MAC involvement:

1. Sang-Hyop Lee volunteered to continue to work on High Failure Courses carry over from last year.
2. Amy Schiffer volunteered to continue to serve on working group dealing with Institutional Learning Outcomes (ILOs) carry over from last year.

The Critical Thinking Group (Adam and Peter) has not yet been continued from last year. No other Working Groups requiring MAC involvement until Peter Hoffmann attends Leadership meeting with SEC and committee chairs later this month, then it will be more clear the work in which MAC will be involved.

New Business

Program Assessment Review & Feedback

Questions for consideration.

How much do we want to be involved in reviewing assessment reports?

Do we want to provide feedback on the best reports?

How much time commitment can we to put into this project?

How does this play into WASC accreditation? (All reports go into files for WASC report.)

How many reports will be reviewed? Need clarification from Monica.

Suggestion: those (programs) who request assessment feedback ought to be given priority for program review and feedback.

Suggestion: ask programs to provide testimonials on how the assessment review system has been helpful for their program growth and development.

Suggestion: Start with undergraduate programs.

Suggestion: Notify programs that may not receive feedback this round. Statement on how to review

reports are prioritized would be a courtesy to all programs who submit assessment reports.

Discussion:

Main focus of the MAC will be to provide feedback on assessment reports.

Review "Annual Report Feedback Form" provided by Monica.

Suggestion: Combine "Results and Use of Results" in the Feedback Form.

Suggestion: Provide a set of stock reviewer comments for the various criteria used to evaluate reports.

Announcements

Upcoming Meetings:

Faculty Senate Meeting: September 19.

next MAC meeting is October 12, Hawaii Hall 208, 12:00-1:00.

Future meetings Nov 19 and Nov 30.

Meeting adjourned

sr