

Manoa Assessment Committee (MAC) Meeting Minutes  
October 5, 1:30 PM, Hawaii Hall

Meeting started at ~1:30 PM, with following participants:

Committee Members

Violet Harada  
Peter Hoffmann  
Daniel Jenkins  
Adam Pang  
Beth Pateman  
Lilia Santiago (Cmt. Chair)  
Amy Schiffner

Ex-Officio & Invited Guests

Tom Conway (Senate Executive Cmt)  
Kyle Kurashima (ASUH Rep.)  
Marlene Lowe (Assessment Office)  
Monica Stitt-Bergh (Assessment Office)  
Kirstin Pauka (for Mo Wells, GSA Rep.)

- Announcements (Santiago)
  - Introduction of Graduate (Kirstin Pauka) and Undergraduate (Kyle Kurashima) Student Representatives to the Committee.
    - Report on Sept. 21 Manoa Faculty Senate (MFS) meeting and proposed amendment of by-laws to make MAC a permanent committee of MFS.
  - i) One CAB member dissented to proposal, expressing concerns about assessment (and not the committee); meeting ran out of steam before resolution of issue.
  - ii) Not clear what the difference between a permanent and standing committee is.
  - iii) It is anticipated that next faculty senate and faculty congress meeting MAC will be made a standing committee.
- Open discussion on MAC duties, roles and responsibilities.
  - Student participants were solicited for their perspective; Beth, Monica, and Daniel summarized the role of assessment in response to student inquiry.
    - It was explained that members do not represent colleges, but are representatives of various disciplines across the campus.
    - Adam inquired what the role of the committee is; Monica explained that the ongoing expectations of the committee are summarized in the committee by-laws. In addition, MFS has charged the committee with specific objectives for the academic year (segue to agenda item 3).
- Update on issues/ charges for MAC
  - Draft Institutional Learning Objectives for the Manoa campus
  - i) Monica explained that there are emerging expectations that all undergraduates should be subjected to common learning objectives/ outcomes; to this end WASC has been exploring common learning objectives for its

member institutions, and a national research group ("Lumina Degree Profile") had been convened to determine learning objectives that all US university graduates should be subject to.

ii) Monica recommended that MAC table this charge until recommendations from WASC are available, and MAC members also have the opportunity to familiarize themselves with the outcomes of Lumina Degree Profile.

iii) Adam recommended that MAC work on this charge now in order to be prepared when the WASC revised guidelines with changes to the common learning objectives are available

- Critical Thinking Working Group- 2-3 volunteers were solicited to represent the committee on this group; Adam, Peter, and Violet volunteered.
  - Follow up on MFS discussion of DFIW courses (those with high rates of 'D', 'F', Incomplete, and Withdraw grades).
- i) Lilia summarized some of the issues from last year, where MAC studied issues related to DFIW courses, and how policies might be enacted to better facilitate student success in these "barrier" courses.
- Discussion of how committee members can support the mission of the Manoa Assessment Office
  - Monica indicated that the Assessment Office administers workshops each semester (scheduled near finals week in the Fall), and that support/ participation/ attendance of committee members would be helpful
    - Amy recommended that some opportunity for "professional development" to help committee members better understand the issues of assessment in general would be very helpful in getting them to be engaged, and more effectively fulfill their duties and advocate for quality assessment
    - Monica indicated that students have been proactive in lobbying for effective assessment- e.g., ASUH passed a resolution last year to ask that faculty be required to explain what students are expected to learn in their courses. Monica suggested that students can exert a positive influence on their professors to be more engaged in effective assessment.
- Other items...
  - Part of role of assessment is to correct misinformation in order to enlist broader participation
  - i) Beth indicated that many faculty resent "assessment" because they believe that objectives are mandated from outside, when in fact the faculty have the liberty to decide on objectives appropriate for their own program.
  - ii) Peter suggested that another myth is that once assessment evidence is filed, it disappears into a "black hole" (e.g., conducting assessment is pointless)
  - iii) Marlene indicated that assessment reports are in fact used by the assessment office as documentary evidence of effective assessment practice to fulfill accreditation requirements, and stated that the main goal of assessment is institutional improvement at the program level (e.g., that programs and faculty performing assessment should have a feedback loop to improve their programs/courses based on assessment).
- Next MAC meeting is scheduled for Wednesday, November 9, at 1:30 PM (Nov. 2 was rejected since Assessment office staff would be at a

conference, and committee members felt strongly that their leadership/  
guidance would be invaluable.

Meeting adjourned at 2:30 PM.

Daniel Jenkins, Rotating Secretary