

Committee on Educational Effectiveness Meeting Minutes

MEETING DATE February 13, 2020
MEETING TIME 3:00 PM -4:00 PM
LOCATION Hawaii Hall 209

Attendance

Members

Name	Role	Attendance
Sen. Maile Speetjens	Chair - voting member	Present
Sen. Sandra von Doetinchem	Vice-Chair - voting member	Present
Sen. Vanessa Wong	Secretary - voting member	Present
Alice Tse	Faculty - voting member	Present
Robert Lipske	Faculty - voting member	Present
Stephanie Kraft-Terry	Faculty - voting member	Present
Katherine Burke	GSO (non-voting)	
Eugene Lao	ASUH Rep (non-voting)	Excused
Monica Stitt-Bergh	Assessment (non-voting)	Present
Paul McKimmy	SEC Liaison (non-voting)	Present

Guests

Name	Role	Time
None		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	1.	The meeting was called to order by Chair Speetjens at 3:04 pm .

MĀNOA FACULTY SENATE

Review of Minutes	1. The minutes of the 01/31/20 meeting will be reviewed prior to the next meeting when everyone has access to shared drive..	1. All members gain access to shared drive and review minutes prior to next meeting.
Chair's Report	1. None	
Action Items	1. Getting everyone access to the shared drive 2. Draft CEE portions of memo that will be sent to Laura Lyons, IAVCAA, then sent out to departments that need to respond to "use of results" section of program assessment. There are ~ 30/238 degree programs that are missing this information. 3. Monica shared list of programs missing the "use of results" section and potential comments to include in memo. 4. Monica also shared "Use of Program Assessment"	1. The google drive has been shared with all CEE members. 2. Chair Speetjens and Senator Kraft-Terry to draft initial memo to be shared with committee members by Fri 2/21. Review to be completed by Thur 2/27. Final memo to be forwarded to IAVCAA within the next month.
Guest(s)	1. None	1.
Committee Reports	1. None	1.
Unfinished Business	1. None	1.
New Business	1. CEE Monthly meetings will be on the first Thursday of every month, from 2:30- 3:30pm.	1. Check if students are also available at this time.
Adjournment	The next meeting of the CEE will be on Thursday, March 5, 2020 from 2:30 - 3:30pm.	Senator Wong made a motion to adjourn; seconded by Senator Von Doetinchem. Meeting adjourned by Chair Speetjens @ 3:59pm.

Respectfully submitted by Vanessa Wong on 02/13/20

Approved by acclamation on 03/05/2020.