

Committee on Educational Effectiveness Meeting Minutes

MEETING DATE September 29, 2021
 MEETING TIME 9:00 AM - 10:00 AM
 LOCATION Zoom

Attendance

Members

Name	Role	Attendance
Justin Walguarnery	Chair	Present
Gerald Busch	Vice-Chair	Present
Jessica Gasioerek	Secretary	Present
Lori Andersen	Senator	Present
Oceana Francis	Senator	Present
Aimee Chung	Member	Present
George Harrison	Member	Present
Lorenzo Perillo	Member	Present
Alice Tse	Member	Present
Monica Stitt-Bergh	Non-voting ACSC	Present
Anh Phan	Non-voting GSO Rep	Present
Shana Brown	Non-voting SEC liaison	Present

Guests

Name	Role	Time
none		

MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	1.	The meeting was called to order by SEC Liaison Shana Brown at 9:05AM .
Review of Minutes	1. The minutes of the 05/06/2021 CEE Committee were circulated electronically.	George made a motion to approve the 05/06/2021 meeting minutes; Seconded by Justin. The minutes were approved, 9 in favor, 0 against, 0 abstention.
Chair's Report	<ol style="list-style-type: none"> 1. Presentation from SEC Liaison Shana Brown 2. Attendance policy for Senators: 3 unexcused absences results in being dropped from the committee. Reach out to Chair if you are going to miss a meeting (to have absence excused). 3. MFS and Congress Meeting Schedule -- agenda items should be submitted two weeks before MFS meeting is scheduled. (Next meeting is October 20, 2021). 4. Resources from last year: Bylaws and Spring 2021 report 	
Action Items	<ol style="list-style-type: none"> 1. Reviewed CEE purpose and goals: support and improve assessment work of departments. See: https://www.hawaii.edu/uhmfs/committees/cee/ Noted that committee has fairly wide latitude for addressing assessment, including taking up faculty concerns and recommending resources; consulting experts; making recommendations for budget allocations etc. 2. Election of officers for AY2021-2022: All regular (non-ex-officio) members are eligible. 	<ol style="list-style-type: none"> 1. Justin is nominated for Chair by Monica. Gerald seconds. Justin accepts the nomination. 2. Jessica volunteers to continue as Secretary. Justin and Gerald second. 3. Gerald volunteers for Vice-Chair. Justin, Oceana second. 4. Vote by acclamation to approve officers.
Guest(s)	1. (none)	1.
Committee Reports	1. (none)	1.
Unfinished Business	1. Monica asks whether finalized Bylaws (edited Spring 2021) have been approved by MFS.	1. Shana will check current status and what format it needs to be in if it has not been approved (e.g., MFS resolution?)

<p>New Business</p>	<ol style="list-style-type: none"> 1. Discussion of plans for this year. Workload for CEE is anticipated to be lower in the fall; higher in the spring with Program Review and WASC accreditation (with materials or issues being referred to us by MFS). 2. Background on the Committee's past activities discussed: Last year, focus was on providing feedback on program assessment reports. <ol style="list-style-type: none"> a. Program Assessment Reports: https://manoa.hawaii.edu/assessment/update2/view.php?view=programs (UHM has 238 academic degree programs; asking for feedback is optional). b. Last year, committee provided feedback to 116 programs). c. Assessment is every two years; next will be submitted in Fall 2022. 3. Issues that Monica would like CEE to be aware of, or help with: <ol style="list-style-type: none"> a. WASC visit: final schedule has not been created yet; CEE might be asked to meet with site visit team (virtual meeting; week of November 8-12) b. Format of assessment report used by departments is changing (the ACSC is changing the format); Monica may ask CEE for feedback and beta-testing of new system c. Monica suggests making sets of short and accessible materials for faculty or programs (e.g., 4 min video, single-page sheet) for assessment, possibly also Program Review 4. Question from Gerald: "Should we consider a campaign to increase awareness of the benefits of measuring educational effectiveness for a department? It might reduce reluctance and increase interest? I know there is the poster contest which seems to go a long way, but something to improve awareness". Justin agrees that this is a good idea, and highlights importance of making assessment an ongoing discussion in faculty meetings, department discussions so it isn't just something that happens every two years and is pieced together at that time. 5. Question to clarify roles of Senators vs. non-Senators. Confirmed that there is no difference in active roles . Only difference is the duration of term: senators serve for two years; non-senators serve three years. 6. Regular meeting schedule established for Fall 2021: 4th Wednesday of each month 	<ol style="list-style-type: none"> 1. Monica offers to give a short introduction to assessment in our next meeting 2. All committee members asked to please hold 4th Wednesday of each month for CEE meetings in Fall 2021.
<p>Adjournment</p>	<p>The next meeting will be October 27, 2021 at 9:00AM.</p>	<p>Shana made a motion to adjourn (Zoom call ended abruptly). Meeting adjourned at 10:00 AM.</p>

Respectfully submitted by Jessica Gasiorek, Secretary

Approved unanimously on October 27, 2021.