

## Committee on Educational Effectiveness Meeting Minutes

**MEETING DATE** November 28, 2023

**MEETING TIME** 2:30 PM – 3:30 PM

**LOCATION** Zoom

### Attendance

#### Members

Name	Role	Attendance
Rosemarie Woodruff	Senator	Present
Justin Walguarnery	Chair	Present
Jessica Gasiorek	Vice Chair	Present
Aimee Chung	Secretary	Present
Lorenzo Perillo	Member	Present
Alice Tse	Member	
VACANT non-A&S	Member	
VACANT non-A&S	Member	
Monica Stitt-Bergh	Non-voting ACSC	Present
Arby Barone	Non-voting GSO Rep	Present
Raphael Raphael	Non-voting SEC liaison	Excused
VACANT	Non-voting ASUH Rep	

#### Guests

Name	Role	Time
NA		

<b>Subject</b>	<b>Discussion/Information</b>	<b>Action / Strategy / Responsible Person</b>
<b>Call to Order</b>		The meeting was called to order by Justin Walguarnery at 2:36 PM.
<b>Review of Minutes</b>	1. CEE Minutes 20231031	1. CEE Minutes 20231031 reviewed and approved
<b>Chair's Report</b>	<ol style="list-style-type: none"> <li>General Ed is moving forward to propose a new general ed plan.</li> <li>The Writing Focus board is looking for an Arts and Sciences member.</li> <li>CEE needs 2 new members (Non-Arts &amp; Sciences - Engineering, Medicine, Architecture, Business, Chemistry, Law, etc.).</li> </ol>	<ol style="list-style-type: none"> <li>Justin will continue to follow and report back as needed.</li> <li>Forward potential candidates to Justin.</li> <li>Forward potential candidates to Justin. Focus recruitment efforts in the Spring.</li> </ol>
<b>Action Items</b>		
<b>Guest(s)</b>	<p><b>Yao Hill</b> (Assessment and Curriculum Support Center)  -UHM participated in the AAC&amp;U- organized <i>Advancing Evidence on Civic and Community-Based Engagement in Higher Education Project</i> in 2021. In this civic engagement assessment project, a UHM team selected 100 artifacts from 12 assignments in nine courses, which were evaluated by nationally trained raters. The results showed that at least 85% of the scorable artifacts meet Milestone 2 (scoring a 2 out of 4) on each evaluation criterion. We invite CEE members to help interpret the data and brainstorm ways to use the results.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>None of the instructors used the civic engagement rubric.</li> <li>Justin recommends more closely associating the assignment with the rubric.</li> <li>300-400 level courses.</li> <li>12 unique assignments.</li> <li>Jessica asked if there are plans to share rubric to faculty. Those who participated in the project now know about the rubric.</li> <li>Jessica asked if the rubric could be customized. Yao stated we can add indicators that would put the rubric</li> </ul>	<p>Yao will:</p> <ul style="list-style-type: none"> <li>Disseminate the rubric and resources.</li> <li>Encourage faculty to reflect on assignments in comparison to the rubric.</li> <li>Ask students about their learning experiences.</li> <li>Rephrase the rubric in students' language.</li> </ul>

	<p>in a local context and to better understand what it means and how it applies at UHM.</p> <ul style="list-style-type: none"> <li>• Rosemarie stated the rubric applies beyond civic engagement and is very important to learning. Could we ask the students about their experience? Could the rubric be in students' words.</li> <li>• Yao: Civic learning is not part of the general ed curriculum/institutional learning outcomes. Perhaps faculty can pick one thing to make it more achievable.</li> <li>• Yao: We are in the process of applying to be a Carnegie Civically Engaged Campus. A CEE member could attend one of the meetings, per Yao.</li> <li>• Rosemarie: Why is civic engagement not already a criteria? Monica: At the time, other issues were more pressing; civic engagement is now arising as more important.</li> <li>• Lorenzo offered a resource: Mānoa Center for the Humanities and Civic Engagement</li> </ul>	
<b>Committee Reports</b>	NA	
<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>1. Assessment flyer distribution</li> <li>2. Programs that have not reported on assessment to receive direct assistance: list of programs</li> </ol>	<ol style="list-style-type: none"> <li>1. Justin will send out the CEE flyer to CEE members. CEE members are asked to post the flyer in their building and one other building.</li> </ol>
<b>New Business</b>	<ol style="list-style-type: none"> <li>1. This is Monica Stitt-Bergh's last meeting; Yao Hill will be the new representative from the ACSC.</li> <li>2. Recruiting two new members not in Arts, Languages, Literatures; Natural Sciences; Social Sciences. List of assessment coordinators.</li> </ol>	
<b>Adjournment</b>	<p>Meeting adjourned at 3:27 PM.</p> <p>The next meeting will be in January - scheduled after survey of spring availability.</p>	<p>Justin moved to adjourn at 3:27 PM.</p> <p>Seconded by Rosemarie</p>

Respectfully submitted by Aimee Chung

Approved unanimously on January 26, 2024