

**Manoa Assessment Committee (MAC) Meeting Minutes
November 6, 2013, 10:00 PM, Hawaii Hall 208**

Meeting started at ~10:05 PM, with following participants:

Committee Members

Ian Belton (chair)

Daniel Jenkins

Olivier Le-Saux (vice-chair)

Adam Pang

Ron Riggs

Amy Schiffner

Stacey Roberts (Senate Executive
Cmt Liaison)

Yao Hill (Assessment Office)

Monica Stitt-Bergh (Assessment
Office)

Aaron Levine (Graduate Student
Representative)

Ex-Officio & Invited Guests

1. Meeting called to order at 10:05 AM
2. Olivier motioned to approve minutes from October 9- approved unanimously.
3. Memo about Institutional Learning Objectives discussed unofficially in last meeting (October 26 meeting, that did not have quorum)
 - a) One sentence was added clarifying that Manoa has a set of ILOs only some of which correspond to WASC core competencies, so memo only addresses ILOs related to these competencies.
 - b) Motion was advanced to approve the memo, and endorsing the language of the memo and recommending institutional action.
4. Feedback of Assessment reports.
 - a) Some committee members indicated difficulty in providing feedback (i.e. some programs are exceptionally good/ exemplary)- though feedback can be made positively;
 - i) Yao also stressed that acting on assessment results for continuous improvement of program is important, so programs can be encouraged to act on assessment results;
 - ii) Yao also suggested that it would be helpful to encourage program to spread the assessment workload among faculty.
 - b) Monica reminded group that last year committee was split into groups of three to discuss feedback, and recommended that we do the same this year; groups were divided to include members with relatively well developed thoughts about their assigned reports, and others with less certainty.
 - c) Group meetings took up remainder of the meeting; committee members agreed that draft completion of feedback by November 13 is achievable (and expected).
5. Next meeting is December 4 at 10 AM, Manoa Hall 208.

Motion adjourned abruptly at ~11:05 AM