

# COMMITTEE ON ASSESSMENT (MAC)

## MEETING MINUTES

**MEETING DATE:** April 21, 2016  
**LOCATION:** HH 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		EX-OFFICIO / NON-VOTING/ GUESTS	
BOVARD, Penny-Bee	E	KRAFT-TERRY, Stephanie	P	TSE, Alice (Chair, <i>MFS</i> )	P	BAKER, Jordan (ASUH)	A
CHUANG, Hui-Ya	E	LE SAUX, Olivier (Vice Chair)	E	WESTFALL-SENDA , Mandy	P	MCKEE, Amy (GSO)	A
HARRISON, George	P	PAGKALINAWAN, Leticia	P	VACANT ( <i>MFS</i> )		HILL, Yao (AO)	E
						STITT-BERGH, Monica (AO)	E
						MANINI, Bonnyjean (SEC)	P

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>	1:03 pm	
<b>OLD BUSINESS</b>		
Minutes	Minutes of 3/10/16 approved	
Membership change	Resignation of J. Nishikawa Introduction of M. Westfall-Senda and H-Y Chuang	
Call for reviewers Assessment Leadership Institute (ALI)	Emailed to committee on 3/3/16 Discussed reviewing activity, additional volunteers sought	S. Kraft-Terry, G. Harrison and A. Tse volunteered
Brainstorm – reducing AO, MAC, and program's workload	Continued from 3/10/16: With the new WASC requirements, the work load has increased because more programs are requesting feedback. Alice reviewed the ideas from the March 10, 2016 MAC meeting. The committee discussed additional ideas received from the AO: <ul style="list-style-type: none"> <li>Collect reports every other year from the programs that collected and used results three times in the past five years. <i>MAC comment – how to determine whether program “used” results</i></li> <li>Ask ALI members to volunteer to be the reviewers. <i>MAC comment- agreed</i></li> <li>Ask programs who collected and used results three times in the past five years to volunteer to be the reviewers. <i>MAC comment – would this create unintended effects of a successfully performing program receiving additional work because they are successful?</i></li> </ul>	A. Tse will forward MAC feedback to the AO

	<ul style="list-style-type: none"> <li>Ask past MAC members to be the volunteer reviewers. <i>MAC comment – agreed; discussed at the 3/10 meeting</i></li> </ul>	
Language for UHM catalog RE: conduct of program learning assessment	<p>IRB correspondence reviewed. Paragraph proposed by AO edited as follows:</p> <p><i>“The University of Hawai‘i at Mānoa is obligated to carry out continuous quality improvement by collecting student course work and data (including grades, when necessary) to assess program and institutional effectiveness. Both students’ and instructors’ identities will be kept confidential and will not be linked to course work submitted to the institution in any reporting. The assessment activities will benefit you and future students as the University uses these assessment results for continuous improvement. You have the right to opt out from submitting assignments from a particular class by informing your course instructor that you do not want to share the course work outside of the class.”</i></p>	MAC question to the AO: What is the mechanism by which instructors communicate names of students who opt out to the AO?
<b>NEW BUSINESS</b>		
Assessment for ILOs, Gen Ed outcomes, and five WASC core competencies	<p>Committee reviewed the AO document “WASC Core Competencies, ILO, and Gen Ed Outcomes Assessment Status Overview” (updated 3/29/16)</p> <p>Gaps in institutional level assessment noted. Willing to assist AO by offering recommendations</p>	Request additional information from the AO
Update on program assessment report modifications	Effective 2016-17, one program assessment report is required of each degree program.	Informational
Program self-rating on annual assessment report	Depending on the purpose, it might be productive to ask for program’s response to the AO/MAC’s reviews. This would likely encourage dialogue on program improvement. These could contribute to content that is included in workshops.	Request additional information from the AO
<b>NEXT MEETING</b>	May 5, 3-4 pm in HH 208	
<b>ADJOURNMENT</b>	2:08 PM	

Respectfully submitted by George Harrison.

Approved on 5/5/16 with 5 votes in favor of approval and 0 against