# 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

Ex-Officio & Invited Guests

Stacey Roberts (Senate Executive Cmt Liaison)

Yao Hill (Assessment Office)

Monica Stitt-Bergh (Assessment Office)

Aaron Levine (Graduate Student Representative)

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)
   1. 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.
   2. Motion was advanced to approve the memo, and endorsing the language of the memo and recommending institutional action.
4. Feedback of Assessment reports.
   1. Some committee members indicated difficulty in providing feedback (i.e. some programs are exceptionally good/ exemplary)- though feedback can be made positively;
      1. 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;
      2. Yao also suggested that it would be helpful to encourage program to spead the assessment workload among faculty.
   2. 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.
   3. 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