**MĀNOA ASSESSMENT COMMITTEE (MAC)**

**Meeting Minutes**

**Meeting Date:** October 23, 2015

**Location:** HH 208

**Attendance:** [P = Present; A = Absent; E = Excused]

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **EX-OFFICIO / NON-VOTING/ GUESTS**  **TIME** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ABHARI, Kaveh | P | KRAFT-TERRY*,*Stephanie | P | PAGKALINAWAN, Leticia | P | ZAKIMI, Kelly (ASUH) | P |
| BOVARD, Penny-Bee | P | LE SAUX, Olivier (Vice Chair) | P | PANG*,* Adam | P | MCKEE, Amy (GSO) | P |
| HILL, Yao (AO) | P |
| HARRISON, George | P |  |  | TSE, Alice (Chair) | P | STITT-BERGH, Monica (AO) | P |
|  |  |  |  | *VACANT* (A&S) |  | MANINI, Bonnyjean (SEC) | P |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** | 3:00 pm  BonnyJean Manini, convener, SEC liaison |  |
| **OLD BUSINESS FROM 2014-2015** | 1. No SEC issues for MAC at present 2. Graduate/Advance Degree ILOs –OGE requesting approval at Graduate Assembly (10/24/15) |  |
| **MEMBERSHIP** | One (1) AS vacancy.  Kelly Zakimi representing Scott Nishihara (ASUH).  The MAC listserv is: [uhm-faculty-senate-mac@lists.hawaii.edu](mailto:uhm-faculty-senate-mac@lists.hawaii.edu) | Notify either BonnyJean Manini (SEC) or John Kinder (UHMFS) if AS faculty is interested and name will be submitted to CFS for appointment |
| **2015-16 ELECTIONS** | Chair: Alice Tse  Vice Chair: Olivier LeSaux  Secretary: rotating | Unanimous approval vote by MAC members |

| **ANNUAL ASSESSMENT REPORTS** | (Informational):   * assessment reports address program level assessment * 238 academic degrees; 117 programs (to-date) requesting feedback * Role of MAC – provide feedback to programs requesting feedback * Feedback style – collegial, encourage effective ways for program level assessment * Committee member assignments (RE: program feedback) – 14-15 reports / member   (Feedback):   * Read assessment report; draft feedback using Assessment template (Laulima site) * Check “resources” on Laulima site for ideas on crafting feedback * Draft feedback (strengths, comments) * Discuss feedback at next MAC meeting (1st week of Nov meeting) * Revise feedback   (Laulima site overview):   * Assessment feedback folder (Resources) * Also see considerations and examples document * Guidelines folder   (Assessment Office website):   * Academic reports * Recommended language to use (feedback)   (Reviewing process):   * Note patterns * Note “good” examples | * Complete drafts by 1st week of Nov meeting * Make sure to write program name on template; use naming convention * Email completed feedback to Mānoa Assessment Office |
| --- | --- | --- |
| **ACTIVITY & TIMEFRAME** | Goal: assessment report feedback to Programs by Mid-Nov.  3 weeks provide feedback on program Reviews (MAC to convene during week of Nov 2)   * Individual committee member’s reviews drafted * MAC meeting – discuss reviews/progress   2 weeks Assessment Office |  |
| **INDEPTH ORIENTATION** | Tuesday Oct 20   * 1 PM CRAW 231 * 3PM CRAW 230 (repeat) | All Committee members may attend; attendance not mandatory |
| **NEXT MEETING** | WhenIsGood poll for 1st week in November | Alice to establish poll & distribute |
| **ADJOURNMENT** | 4:05 PM |  |

Respectfully submitted by Alice Tse.

Approved on 11/3/15 with 7 votes in favor of approval and 0 against.