**COMMITTEE ON ASSESSMENT (MAC)**

**Meeting Minutes**

**Meeting Date:** November 3, 2015

**Location:** HH 208

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

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

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** | 3:00 pm |  |
| **OLD BUSINESS** | Minutes of 10/13/15 meeting unanimously approved. |  |
| **Assessment Reports** | 2ND MFS representative position vacant. (B. Manini has requested replacement member from CFS)  Additional assessment reports re-assigned. | Feedback due by midnight of November 20. Send feedback to airo@hawaii.edu |
| **Feedback on Assessment Reports** | Priority of feedback should be given to items in order on the assessment report (AR), i.e., SLOs, curriculum map, assessment question/goal, evidence, and use. FOR EXAMPLE:   1. In the case of SLOs only addressing knowledge, feedback can offer advice about future SLOs addressing what students can value and/or do, since ILOs include skills beyond just knowledge. 2. When the assessment question/goal does not address SLOs, even though encouraged to, feedback can still acknowledge program’s assessment activity with a reminder that each SLO should be assessed at least once every 5 years, so all SLOs needn’t be assessed every year. |  |

| **AR Feedback (continued)** | When a program’s AR seem to not directly address any of the AR prompts, MAC can make the recommendation that the program create/support an assessment coordinator position in order to help the program build the capacity for assessment so as to meet the assessment needs of the university. |  |
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| **Upcoming events** | Alice and Monica will meet with SEC on November 23 to brief them on MAC activities/functions. |  |
| **Upcoming MAC meeting with OGE** | Next meeting will be a joint meeting between OGE and MAC to discuss revised graduate SLOs (RE: language addressing Hawaiian values) |  |
| **NEXT MEETING** | (joint meeting with OGE) November 24, 3 pm in HH 208 |  |
| **ADJOURNMENT** | 4:08 PM |  |

Respectfully submitted by Adam Pang.

Approved on 1/28/16 with 4 votes in favor of approval and 0 against.