**COMMITTEE ON ASSESSMENT (MAC)**

**Meeting Minutes**

**Meeting Date:** January 7, 2016

**Location:** HH 208

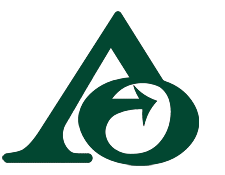
**Attendance:** [P = Present; A = Absent; E = Excused]

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

| **SUBJECT** | **DISCUSSION / INFORMATION** | | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- | --- |
| **CALL TO ORDER** | 3:00 pm | |  |
| **OLD BUSINESS** | Approve Minutes (11/3 /15 and 11/24/15) TABLED; quorum not met at start of meeting | |  |
| **Assessment software vendor demonstrations** | Feedback needed on functionality of software; task is not to select a vendor.  Feedback to Assessment Office needed by last week in January  Committee members to split up; each group to review one demo (each demo approximately 60 min)  Feedback to be discussed at the next MAC meeting | | Develop list of criteria (Yao)  Obtain details for viewing each vendor’s demo (Yao)  Send criteria list and viewing details to Alice (Yao)  Divide MAC members into groups; assign demos for viewing (Alice)  Coordinate MAC review (Alice) |
| **Develop TENTATIVE schedule of Committee Activities for Spring 2016** | **ACTIVITY** | **TIMELINE** | Dates and timeline tentative; amend as needed  Also see List of Assessment Office activities (Spring 16) attached |
| View & give feedback on vendor software demos | Jan 11-21 |
| Make recommendations to SEC for “motivators” for faculty participation on MAC | Feb |
| Explore alternative strategies for accomplishing the annual assessment report reviews  Assist with review of poster exhibit applications | March |
| Develop guidance for writing assessment report  Assist with review of Assessment Leadership Institute Workshop applications | April |
| Consult on program’s assessment activities as needed (coordinated via the AO) | Feb-April |
| **Review Meeting Schedule** | Conflict between MAC meeting times and class/teaching schedules noted. Committee reviewed the scheduling poll and suggested two possible alternating times. | | Verify acceptability of the alternating meeting times with the 2 member’s whose schedules are affected (Alice)  Finalize Spring 16 meeting times/dates, schedule meeting room (Alice) |
| **NEXT MEETING** | January 21, 2016, Hawai‘i Hall 208 | |  |
| **ADJOURNMENT** | 4:00 PM | |  |

Respectfully submitted by Alice Tse.

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

**University of Hawai‘i Mānoa** 

**Assessment Office**

**Save The Dates! Upcoming Assessment Activities for Spring 2016**

| **Date** | **Event** |
| --- | --- |
| **Mon, Feb 1** | Poster Exhibit: Call for Proposals and Reviewers |
| **Fri, Feb 26** | Poster Exhibit: Proposal Deadline |
| **Mon, Feb 29** | Poster Exhibit: Email reviewers proposals  ALI: Call for Applicants |
| **Mon, Mar 14** | Poster Exhibit: Reviewer deadline, email accepted proposals |
| **Thurs, Mar 31** | ALI: Application deadline |
| **Mon, Apr 4** | ALI: Email Reviewers applications |
| **Fri, Apr 15** | **Annual Assessment for Curricular Improvement Poster Exhibit** |
| **Mon, Apr 25** | ALI: Reviewer deadline |
| **Fri, Apr 29** | ALI: Acceptance Letters Administered |
| **Mon-Thurs, Aug 1-4** | **Assessment Leadership Institute** |