**COMMITTEE ON ASSESSMENT (MAC)**

**Meeting Minutes**

**Meeting Date:** January 28, 2016

**Location:** HH 309

**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 | E | BAKER, Jordan (ASUH) | P |
| HARRISON, George | P | LE SAUX, Olivier (Vice Chair) | P | TSE, Alice  (Chair) | P | MCKEE, Amy (GSO) | E |
| HILL, Yao (AO) | P |
|  |  | *VACANT (non A&S)* |  | *VACANT* (A&S) |  | STITT-BERGH, Monica (AO) | E |
|  |  |  |  | *VACANT (MFS)* |  | MANINI, Bonnyjean (SEC) | P |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** | 3:00 pm |  |
| **OLD BUSINESS** | Approved minutes for 11/3/15, 11/24/15, 1/7/16 with minor edits. | Approved minutes to be forwarded for posting on website |
| **VACANCIES** | Discussed the need to fill vacancies within the committee. Adam cannot participate for Spring 16 due to conflicts in scheduling. | Bonnyjean requested MFS office to cc Alice when new members appointed |
| **ASSESSMENT SOFTWARE FEEDBACK** | Provided feedback to the Manoa Assessment Office on the potential Assessment Management Software.  Discussed the desire to request the software that best serves the campus assessment community, even if that means request a slightly more expensive software. | Continued discussion at next meeting |
| **GRADUATE ILO UPDATE** | Graduate ILO did not pass Graduate Chairs’ vote by 2 points. OGE requesting ~5 faculty members to help revisit wording of ILO #6. Contact OGE by 2/3/16 | Alice and Olivier volunteered |
| **POSTER EXHIBIT & PROPOSALS** | Assessment Poster exhibit & Call for Proposals - submission Deadline 2/26/16 | MAC will assist with reviewing submissions |
| **NEXT MEETING** | February 4, 1-2 pm in HH 208 |  |
| **ADJOURNMENT** | 4:05 PM |  |

Respectfully submitted by Stephanie Kraft-Terry.

Approved on 2/4/16 with 5 votes in favor of approval and 0 against