**COMMITTEE ON ASSESSMENT (MAC)**

**Meeting Minutes**

**Meeting Date:** March 10, 2016

**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) | E |
| HARRISON, George | E | LE SAUX, Olivier (Vice Chair) | P | TSE, Alice  (Chair) | P | RODDEN, Benton (GSO) | P |
| HILL, Yao (AO) | A |
| NISHIKAWA, Jessica | E | CHUANG, Hui-Ya | P | *WESTFALL-SENDA, Mandy* | E | STITT-BERGH, Monica (AO) | E |
|  |  |  |  |  |  | MANINI, Bonnyjean (SEC) | P |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** | 1:00 pm |  |
| **OLD BUSINESS** |  |  |
| Minutes | Minutes of 2/4/16 approved with no changes.  Minutes of 2/18/16 approved with no changes.  Letters of appointment for MAC vacancies sent by CFS to: Hui-Ya Chang, Mandy Westfall-Senda & Jessica Nishikawa. | Welcome, new MAC members |
| Assessment management software update |  | Tabled; await further information from AO |
| SHEEO project update |  | Tabled; await further information from AO |
| **NEW BUSINESS** |  |  |
| Human Subjects Protection and Assessment | From previous discussion on 2/18/16 | AO (Yao) to obtain statement from UH IRB (RE: continuous quality improvement by the AO does not require IRB approval) |
| Reduction of AO, MAC, and program's workload related to annual assessment report | Committee brainstormed   * Involve ad hoc reviewers: e.g., previous MAC members and faculty volunteers * Develop standardized verbiage to articulate common issues found in annual assessment reports * Organize the sections of the AO website and Laulima site containing examples, tips, best practices, etc. into one repository * \*\*HIGH PRIOITY\*\* Using previously submitted reports as examples, provide intensive “hands-on” training workshop in early Fall (Aug/Sept) to current MAC members; level the selected reports from an excellent format (easy to review) to one that requires feedback (harder to review) * Develop a “buddy system” so new MAC members partner with more experienced MAC members for reviewing the annual assessment reports * Involve alumni of the Assessment Leadership Initiative (ALI) to assist with the assessment report reviews * Provide meaningful recognition of ad hoc reviewer’s service to MAC * Split the programs submitting their annual assessment reports into a Fall group and a Spring group * Offer feedback every other year |  |
| **NEXT MEETING** | April 7 CANCELLED  April 21, 1-2 pm in HH 208 |  |
| **ADJOURNMENT** | 2:00 PM |  |

Respectfully submitted by A. Tse.

Approved on4/21/16 with 5 votes in favor of approval and 0 against