**COMMITTEE ON ASSESSMENT (MAC)**

**Meeting Minutes**

**Meeting Date:** Monday, November 21, 2016

**Location:** Hawai‘i Hall 208

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **EX-OFFICIO / NON-VOTING/ GUESTS** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| BOVARD, Penny-Bee (Secretary) | P | PAGKALINAWAN, Leticia | P | TSE, Alice (Chair) | P | (ASUH representative) | - |
| BUENCONSEJO-LUM, Lee | P | KRAFT-TERRY, Stephanie | P | WESTFALL-SENDA, Mandy | E | Jay Purvis (GSO) | A |
| CHUANG, Hui-ya | E | TANNERS, Adam | P | WRIGHT, Robert | A | HILL, Yao (AO) | P |
|  |  |  |  |  |  | STITT-BERGH, Monica (AO) | A |
|  |  |  |  |  |  | BUTLER, Marguerite (SEC) | P |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** | 1:00 pm |  |
| **MINUTES** | Minutes of 10/17/2016 reviewed | Approved |
| **OLD BUSINESS** | SEC request for the Committee to develop assessment on UH administration by December 15. MAC unable to provide by 12/15/2016; next Committee meeting will be held in January 2017; still awaiting the SEC’s response to the proposed selection of programs suggested during the MAC October meeting.  Committee requested clarification of the focus/scope of the assessment envisioned by the SEC. There is no vehicle at the time to assess UHM administration. U of Michigan has model for assessment, which the SEC liaison suggested could be used by MAC.  MAC’s expertise is in curricular program assessment. The Committee members volunteered to serve because of their interest in curricular program assessment.    MAC proposed an approach to university assessment which will involve other UHMFS committees providing input on a university assessment to augment MAC’s expertise.  In light of the SEC request, MAC proposed to develop a methodology to assist UHM departments to assess their impact on student learning. The methodological approach would involve peer feedback on a program’s specific outcomes that impact students. Use a strength-based approach to assist programs to further develop their own assessments of their contributions. | Y. Hill suggested that feedback from previous MAC officers be reviewed, to determine if programs are aware of outcomes, what methodologies are being utilized to access outcomes.  S. Kraft-Terry suggested utilizing WASC Rubric to inform where programs stand.  During 2017, MAC will develop a plan for obtaining assessments of universities and develop a simple checklist to serve as a tickler for programs to further develop their own assessments of their contributions. |
| **NEW BUSINESS** | 1. Develop plan to present the Graduate ILOs to UHMFS 2. Develop plan to examine the WASC reporting requirements and make recommendations 3. Spring 2017 Committee Meeting Schedule | Deferred |
| **NEXT MEETING** | Spring 2017; holidays on the 3rd Monday in January and February 2017 | A. Tse will poll the Committee |
| **ADJOURNMENT** | 2:00 pm |  |

Respectfully submitted by Penny-Bee Kapilialoha Bovard, Secretary

Approved on 5/19/17 with 7 votes in favor of approval and 0 against.