**COMMITTEE ON ASSESSMENT (MAC)**

**MEETING MINUTES**

**Meeting Date:** Thursday, March 23, 2017 (repeated April 3, 2017 –for those unable to attend on March 23)

**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) | - |
| BUENCONSEJO-LUM, Lee | P | KRAFT-TERRY, Stephanie | E | WESTFALL-SENDA, Mandy | P | Jay Purvis (GSO) | E |
| CHUANG, Hui-ya | P | TANNERS, Adam | P | WRIGHT, Robert | A | HILL, Yao (AO) | P |
|  |  |  |  |  |  | STITT-BERGH, Monica (AO) | P |
|  |  |  |  |  |  | REI, Sarita (SEC) | P |
|  |  |  |  |  |  | AUNE, Krystina (OGE) | P |
|  |  |  |  |  |  | MAEDA, Julienne (OGE) | P |
|  |  |  |  |  |  | LeSAUX, Olivier (JABSOM) | P |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** | 3:00 pm |  |
| **MINUTES** | No quorum present; minutes of 11/21/2016 deferred  The March 23 meeting was duplicated on April 3 to accommodate the rest of the committee members’ schedules. Notes (not Minutes) taken since quorum was not achieved on the March 23 or the April 3 meetings | Deferred |
| **OLD BUSINESS** | Continued discussion over role of MAC (RE: develop methodology for departments to assess their impact on student learning OR assessment of UHM administration) | Deferred, given recent change in the SEC leadership |
| **NEW BUSINESS** | 1. Presentation of the Graduate ILOs to UHMFS   Steps required for presentation of the Graduate ILOs:   * 1. Sarita: Create a resolution/appropriate document and then send that along with the ILOs to SEC for the Senate Agenda.      1. Timeline: for the April 19 meeting, submit at least a week before the Faculty Senate Meeting, i.e., April 10   2. Julie M.: reviewed and approved by Grad Council, reviewed and approved by all grad chairs   3. Monica & Alice stated the first version of the Adv. Degree ILOs is dated 2014   4. Model the motion after the Undergraduate Degree ILOs Motion (approved MFS on May 2, 2012)   Presentation of the Motion   1. On April 19—CANNOT attend: Lee, Alice, Monica, Krystyna    * 1. Adam to present the motion at MFS meeting      2. Presentation of the motion at the April 19 MFS meeting is pending the SEC’s approval 2. On April 19, emphasize    * 1. Amount of revision and review and discussion that has already occurred (by whom, how many, etc.) | ACTION: Alice & Monica will craft a Motion and FAQs based on the undergraduate ILOs, circulate, and plan to send to SEC no later than Monday, April 10 |
|  | 1. Discussion of statement from Monica regarding the FS by-laws and that CAB may be considering adding GEC to the by-laws as a Permanent Committee.    1. Sarita said CAB did not discuss this at its last meeting    2. Alice & Olivier noted that it would help to reiterate that the MAC By-laws clearly state that MAC is a Permanent Committee. |  |
|  | 1. Discussion of whether the name “Assessment Committee” is appropriate given that “assessment” is easy to misunderstand and does not reflect the list of responsibilities given in the by-laws.   Need a resolution proposing the name change because “assessment” is too broad and therefore confusing and whereas the term “educational effectiveness” better describes the already-approved responsibilities   * 1. Options brainstormed during the meeting:      1. Program Assessment Committee      2. Academic Assessment Committee      3. **Committee on Educational Effectiveness CEE)**      4. Learning Assessment Committee | ACTION: Alice and Monica to craft a Motion to rename the Committee |
|  | 1. Final Committee meeting for Spring 2017 | Deferred, need entire committees’ input |
| **NEXT MEETING** | Pending outcome of MFS presentations of the 2 Motions | A. Tse will send reminder |
| **ADJOURNMENT** | 4:00 pm |  |

Respectfully submitted by Monica Stitt-Bergh (March 23, 2017)/Alice Tse (April 3, 2017).

Reviewed on 5/19/17 with 6votes in favor of approval and 0 against.