**COMMITTEE ON EDUCATIONAL EFFECTIVENESS**

**Meeting Minutes**

**Meeting Date:** January 25, 2018 **1:00 PM to 2:00 PM**

**Location:** Hawaii Hall 208

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Jacqueline Ng-Osorio | E |  |  |  |  | None |  |
| Bill Chapman | P | Leticia Pagkalinawan | E | Hui-ya chuang | P |  |  |
| Amy Brown, Vice-Chair via Polycom | P | Yao Hill, Ex-officio | P | Mandy Westfall-Senda | P |  |  |
| Konia Freitas | P | Monica Stitt-Bergh, Ex-officio | P | Stephanie Kraft-Terry | E |  |  |
| Thomas Conway, Chair | P | Christine Sorensen Irvine, SEC liaison | E | John Kinder, Staff | P |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Meeting was called to order by Chair Conway at 1:07 PM |
| **REVIEW OF MINUTES** | 1. The minutes of the December 4, 2017 had been circulated electronically for comments. | Motion by K. Freitas to approve the December 4, 2017 minutes; seconded by B. Chapman. Approved unanimously. |
| **CHAIRS REPORT** | 1. None |  |
| **UNFINISHED BUSINESS** | 1. None | 1. None |
| **BUSINESS** | 1. Giving feedback to program assessment reports. 2. Collaborate with other MFS committees i.e. General Education 3. Review committee membership 4. Ways to streamline reporting as a Policy Recommendation 5. How to better use data for Manoa & outside community. 6. Promote Assessment at Manoa 7. Online Meeting option - Zoom Program 8. ByLaws review | 1. Action completed. 2. action. 3. action. 4. action. 5. action. 6. action. 7. action. 8. action. |
| **ADJOURNMENT** | Our next CEE meeting will be on February 22, 2018 in Hawaii Hall 208 from 1:00 PM - 2:00 PM. | * Motion to adjourn by B. Chapman; seconded by A. Brown. Passed unanimously. Meeting adjourned at 2:01 PM. |

Respectfully submitted by Thomas Conway, Chair.

Approved on February 22, 2018 with 5 votes in favor of approval and 0 against.