Manoa Assessment Committee (MAC) Meeting Minutes
January 11, 2013, 12:00 PM, Hawaii Hall

Meeting started at ~12:05 PM, with following participants:

<table>
<thead>
<tr>
<th>Committee Members present</th>
<th>Ex-Officio &amp; Invited Guests present</th>
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<tr>
<td>Sang Yee Cheon</td>
<td>Tom Conway (Senate Executive Cmt)</td>
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<td>Peter Hoffmann (chair)</td>
<td>Yao Hill (Assessment Office)</td>
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<td>Daniel Jenkins</td>
<td>Monica Stitt-Bergh (Assessment Office)</td>
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<td>Sang-Hyop Lee</td>
<td>absent - George Harrison (excused)</td>
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<td>Adam Pang</td>
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<td>Scott Robinson (vice-chair)</td>
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<td>Amy Schiffner</td>
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1. Meeting called to order by Scott at 12:03 (Peter arrived just in time to approve minutes due to a traffic delay)
   a) Motion to approve minutes from last meeting with quorum (11/30) was advanced, seconded, and approved unanimously.

2. Peter reviewed last semester's activities in MAC and inquired about what additional activities might be undertaken by the committee this semester
   a) Monica indicated that acknowledgements received from programs related to assessment report feedback was positively received, and programs were grateful for the comments/suggestions, and zero negative response (though all feedback returned was solicited by the programs, and the feedback was written as constructively as possible).
   b) Monica urged that the practice of returning feedback to programs be continued in the future.
   c) Sang Yee suggested that AO might highlight especially good assessment reports as models for other programs.
   d) Yao indicated that some questions on reports are misinterpreted (e.g., how many individuals provided evidence of achieving outcomes? was intended to refer to evidence of student work evaluated - not the number of faculty providing evidence).

3. Peter initiated conversation about reviewing outcomes of the high DFIW (courses with high incidence of Drop/ Fail/ Incomplete/ Withdraw) committee from the previous semester.
   a) Sang-Hyop indicated that many DFIW flagged courses have already implemented modifications to address the problem; results were mixed/inconclusive - some courses improved after modifications, others didn’t…
   b) Adam indicated that committee is still struggling to find the right statistical sampling to identify DFIW courses (e.g., total number of DFIW, or percentage of DFIW grades in course?).
c) There are also some concerns about publicizing information about high DFIW courses (e.g., they may unduly bias student decisions about which courses they take, or otherwise be misused; how do you balance and evaluate standards for students to enable them to successfully navigate to a degree and successfully achieve program outcomes?).

4. Summary of ILO committee progress from previous semester (Monica)
   a) ILOs were mapped to degree program outcomes from several programs/colleges (e.g., Engineering, Schidler/Business), and significant overlap/conservation was observed.
   b) A number of committees related to curricular matters and initiatives were compiled and consulted about how their efforts can be coordinated to help ensure that ILOs can be effectively achieved.
   c) Committee will do more outreach to facilitate assessment by individual programs.

5. Assessment Office update:
   a) There are 5 workshops scheduled this semester- titles/topics will be circulated shortly (they are still being refined).
   b) Workshops will be Fridays at 1:30 PM.

6. Peter circulated list of potential items that need to be addressed to improve relationship between UH system and UH Manoa- e.g. ballooning administration-solicited members to advance other issues that need to be addressed.
   a) Tom indicated that this list has been compiled/circulated by MFS to different committees on campus to get different perspectives; encouraged MAC members to consider these issues and inform MFS SEC about any concerns they have.
   b) “Hawaii Innovation Initiative” was brought up- why is the system leading this effort when UHM is the primary research institution in the system?

7. Dates for next meetings are February 8, March 8, and April 12 (all 12:00 – 1:00 PM in Manoa Hall 208).

Adjourned at ~12:55 PM