COMMITTEE ON ASSESSMENT (MAC)
MEETING MINUTES

MEETING DATE: November 3, 2015
LOCATION: HH 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>MEMBERS</th>
<th>MEMBERS</th>
<th>EX-OFFICIO / NON-VOTING/ GUESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOVARD, Penny-Bee</td>
<td>P KRAFT-TERRY, Stephanie</td>
<td>P PAGKALINAWAN, Leticia</td>
<td>BAKER, Jordan (ASUH) P</td>
</tr>
<tr>
<td>HARRISON, George</td>
<td>P LE SAUX, Olivier (Vice Chair)</td>
<td>E PANG, Adam</td>
<td>MCKEE, Amy (GSO) P</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TSE, Alice (Chair)</td>
<td>HILL, Yao (AO) P</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VACANT (A&amp;S) STITT-BERGH, Monica (AO) P</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VACANT (MFS) MANINI, Bonnyjean (SEC) P</td>
</tr>
</tbody>
</table>

SUBJECT | DISCUSSION / INFORMATION | ACTION / STRATEGY / RESPONSIBLE PERSON
---|--------------------------|-----------------------------------
CALL TO ORDER | 3:00 pm | 
OLD BUSINESS | Minutes of 10/13/15 meeting unanimously approved. | 
Assessment Reports | 2\textsuperscript{nd} MFS representative position vacant. (B. Manini has requested replacement member from CFS) | Feedback due by midnight of November 20. Send feedback to airo@hawaii.edu |

Additional assessment reports re-assigned.

Feedback on Assessment Reports | Priority of feedback should be given to items in order on the assessment report (AR), i.e., SLOs, curriculum map, assessment question/goal, evidence, and use. FOR EXAMPLE: 1. In the case of SLOs only addressing knowledge, feedback can offer advice about future SLOs addressing what students can value and/or do, since ILOs include skills beyond just knowledge. 2. When the assessment question/goal does not address SLOs, even though encouraged to, feedback can still acknowledge program’s assessment activity with a reminder that each SLO should be assessed at least once every 5 years, so all SLOs needn’t be assessed every year. | |
### AR Feedback (continued)
When a program’s AR seem to not directly address any of the AR prompts, MAC can make the recommendation that the program create/support an assessment coordinator position in order to help the program build the capacity for assessment so as to meet the assessment needs of the university.

### Upcoming events
Alice and Monica will meet with SEC on November 23 to brief them on MAC activities/functions.

### Upcoming MAC meeting with OGE
Next meeting will be a joint meeting between OGE and MAC to discuss revised graduate SLOs (RE: language addressing Hawaiian values)

### NEXT MEETING
(joint meeting with OGE) November 24, 3 pm in HH 208

### ADJOURNMENT
4:08 PM

Respectfully submitted by Adam Pang.

Approved on 1/28/16 with 4 votes in favor of approval and 0 against.