Assessment Office
January 2009 Update
Updated 02/05/2009

Capacity Preparatory Review: Outcomes and Indicators

- **Infrastructure**
  - **Institutional Research Office analyst position**: A candidate has been identified and references are being checked before an offer is made.
  - **Director of the Assessment Office (AO)**: The selection committee reviewed applications, interviewed, and selected the Director. His start date is February 17.
  - **Faculty-elected assessment council**: Faculty Senate passed the resolution to create the Mānoa Assessment Committee at its January 21, 2009 meeting. Committee on Faculty Service will put a call out for faculty to serve on the committee, which will convene fall 09.
  - **Assessment Office organizational structure**: Committee on Faculty Service put a call out for three faculty members to serve on the Assessment Ad Hoc Committee which is charged with recommending an organizational structure/reporting line for the office. Closing date: February 6, 2009. OVCAA and HR will also have representatives on the ad hoc committee.
  - **rSmart**: Continuing to pursue financial support to contract rSmart to perform the technical work associated with “turning on” the Open Source Portfolio (OSP) tool and creating assessment rubrics within Laulima. This appears to be a viable solution for the College of Education’s (COE) need for electronic assessment management as mandated by their accrediting body. If successful, OSP can be used system wide. Price quote: approx. $52,000. The OVCAA proposed it split the cost with the COE who could in turn divide the cost with UH West O‘ahu and UH Hilo who have also expressed an interest in OSP.
  - **Equipment**: Received approval to purchase equipment and software needed for FW ethnography and longitudinal cohort study.

- **General Education assessment activities**
  - **Foundations Written Communication (FW)**: IRB for ethnography submitted. Collaborating with the English Department to plan the assessment of the information literacy SLO.
  - **Focus Contemporary Ethical Issues**: The ETH rubric was distributed to all faculty members teaching “E” courses and faculty were encouraged to use (or adapt and use) the rubric in their “E” course(s). A faculty group will meet to apply the rubric to samples of student work collected in Fall 2008.
  - **Focus Oral Communication**: The OC rubric distributed to all faculty teaching spring 2009 “O” courses. Faculty members were encouraged to incorporate the rubric into the course and/or share it with students. A focus group will be conducted at the end of the semester to determine the usefulness of the rubric.
  - **Focus Hawaiian, Asia, and Pacific Issues**: Presented draft institutional-level outcomes of Social Justice and Place and requested feedback.

- **Fall 2009 WASC visit**—WASC Exhibit 7.1, *Inventory of Educational Effectiveness Indicators*
  - Working with OVCAA IT person to create the WASC-requested inventory from the online annual assessment reports.
Accomplishments

- Consultations & Meetings
  - **Botany**: Led 3-hour workshop where Botany revised SLOs and began the process of creating curriculum maps.
  - **Anatomy, Physiology & Biochemistry**: Met with assessment coordinator to discuss assessment requirements, provide advice on current assessment activities, and suggest using an assessment approach to guide the revamping of the physiology program. Another meeting focused on preparing the coordinator to lead the assessment discussion at the next departmental meeting.
  - **UHWO Program Officer**: Met with the new program officer to discuss WASC.
  - **Oral Communication Focus**: Met with faculty board to discuss OC rubric and assessment plan.
  - **Hawaiian, Asian, & Pacific Issues Focus**: Met with faculty board to discuss institutional outcomes related to social justice and Hawaiian sense of place.
  - **Librarians**: Met with Hamilton Librarians to discuss the possibility of coordinating their “Library Essentials” workshops with FW assessment.
  - **English**: Met with departmental assessment committee to develop the plan to assess students’ information literacy skills (SLO #3)

- **2009 WASC Retreat on Student Learning Assessment, Level 1**: Teams from Department of History and School of Travel Industry Management (TIM) attended. TIM left with new learning outcomes and a plan to move forward and History left with revised learning outcomes and a curriculum map.

- Workshop
  - New Faculty Orientation: *Building a Student-Centered Institution Through Assessment*

On the Horizon

- Coordinate with Mathematics Department to align the Pre-Calculus Assessment (taken by incoming students) to the Foundations Symbolic Reasoning student learning outcomes and to publically report results of the Pre-Calculus Assessment.
Capacity Preparatory Review: Outcomes and Indicators

- **Infrastructure and Staff**
  
  - **Director of the Assessment Office (AO):** Paul Adams, Professor, Myron B. Thompson School of Social Work joined the AO as the Director. He received a .50 FTE release from February 25-July 31, 2009 and a .60 FTE release from August 1-December 31, 2009. Announcements are pending.
  
  - **Mānoa Assessment Committee (MAC):** It is expected that the Faculty Senate Committee on Faculty Service will identify MAC members in May and the committee will convene Fall 2009.
  
  - **Assessment Office organizational structure:** The ad hoc committee initially consisted of four faculty members (David Ross, John Norris, Paul Brandon & Marlene Lowe), two OVCAA representatives (Bev McCreary & Peter Quigley), and an HR representative (Peggy Hong) with Paul Adams as an ex-officio member. The committee’s first meeting will be on March 9.
  
  - **Equipment:** A used laptop was found for the Director. Planned purchases: computer monitor, digital recorder, and transcription software.

- **General Education assessment activities**
  
  - **Gen Ed Advisory Board:** Gave the board a brief update and discussed plans to conduct a longitudinal cohort study so Gen Ed areas such as Diversification can be readily assessed.
  
  - **Foundations Board:** Presented plans to conduct a longitudinal cohort study that included a Foundations assessment component and asked for feedback.
  
  - **Diversification:** Presented draft outcomes to Diversification subcommittee for their review and feedback.
  
  - **Focus Contemporary Ethical Issues:** Faculty members teaching ETH courses were invited to participate in a March “study group.” In the study group faculty members will test the ETH rubric by scoring and discussing samples of student work collected in Fall 2008. Twenty-five faculty members have agreed to participate.
  
  - **Focus Oral Communication:** Faculty members who are currently teaching an OC course were invited to participate in a focus group in May to discuss the usefulness of the OC rubric which was distributed in January. Three faculty members have agreed to participate.
  
  - **Focus Writing Intensive:** Met with Tom Hilgers and Duane Henry, from the General Education office, to discuss moving forward with an exploratory study of WI using
student work collected by the Sociology Department. Duane Henry will take the lead in sampling the student work to determine the types of writing available and the potential scope of the assessment before requesting student work from Economics, History, and Shidler.

- **Foundations Ethnography project:** Received IRB exemption to conduct an assessment-related ethnography of an English 100 course. Instructor and students signed consent forms. Graduate researcher hired to carry out field work.

- **Fall 2009 WASC visit**—WASC Exhibit 7.1, *Inventory of Educational Effectiveness Indicators*
  - 2008 Annual Report summary

<table>
<thead>
<tr>
<th>Program type</th>
<th>Submitted 2008 Annual Report</th>
<th>Program Learning Outcomes Developed*</th>
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</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>73 (79%)</td>
<td>64 (69%)</td>
</tr>
<tr>
<td>Master</td>
<td>72 (85%)</td>
<td>58 (69%)</td>
</tr>
<tr>
<td>JD, MD</td>
<td>2 (100%)</td>
<td>2 (100%)</td>
</tr>
<tr>
<td>Doctorate</td>
<td>45 (86%)</td>
<td>33 (65%)</td>
</tr>
</tbody>
</table>

*Actual number is higher because programs that did not submit a 2008 report are counted as “does not have.”

**Accomplishments**

- **Consultations & Meetings**
  - **Second Language Studies Hawai‘i English Language Program (HELP):** Met with the Assistant Director to strategize on how she can successfully facilitate the development of a mission statement, program goals, and program outcomes.
  - **Sophomore Experience:** Met with Trina Kudlacek, committee chair, to help design the evaluation of the Sophomore Experience program that AVCUE Ron Cambra is spearheading.
  - **Laulima and Open Source Portfolio (OSP):** Discussed the technical aspects of an rSmart contract for modifying OSP so it can be used for assessment purposes within Laulima (participants: Tim Merrill, Kenwrick Chan, Beth Pateman, and representatives from rSmart, the founding company of Laulima). College of Education would be the first college on campus to test OSP before rolling it out to other colleges/schools/programs.

- **Workshops**
  - **Assessment Planning & Using Assessment Templates (offered twice)**
  - **Faculty Perspective on Assessment: A Panel.** Panelists: Roger Babcock (Civil & Environmental Engineering); Erica Clayton (English); Violet Harada (Library & Information Science); Amy Schiffner (Theatre & Dance). Moderator: Paul Adams (Social Work)
  - **Examples of Program-Level Assessment of Student Learning**
On the Horizon

- Focus Contemporary Ethical Issues: Faculty study groups will meet on March 11 and 31 to read student work and discuss how to evaluate the ethical components of the work.

- Workshops in March
  - The Wheel of Assessment: Roles and Responsibilities (part of “Spring 2009 Chairs Series”)
  - Learning Outcomes & Curriculum Maps

- Guest speaker, Spring 2009: AO is exploring guest speaker options. Under consideration are Barbara Walvoord (Professor emerita, Notre Dame); Catherine Wehlburg (Professor, Texas Christian); Marilee Bresciana (Associate Professor, San Diego State); Peggy Maki (former Director of Assessment, AAHE); Susan Hatfield (Professor, Winona State); Larry Braskamp (Professor, Loyola University Chicago); Trudy Banta (Professor, IUPUI)
Capacity Preparatory Review: Outcomes and Indicators

- Infrastructure
  - **Director of the Assessment Office (AO):** The announcement of Paul Adams’s selection as the Director the Assessment Office was emailed to the UHM Faculty, posted on UH News, and distributed to the local press.
  - **Assessment Office organizational structure:** The ad hoc committee convened on March 9 to discuss the structure and reporting lines of the AO and the formation of the MAC. A follow-up meeting has not been scheduled. The ad hoc committee members are Paul Adams, Paul Brandon, Marlene Lowe, & David Ross (faculty members); Bev McCreary & Peter Quigley (OVCAA); and Peggy Hong (HR).
  - **Prioritization Process:** AO has been designated as “Target for Growth or Investment.”
  - **Budget:** The AO was asked to shave 4-5% from its budget. Because the AO was provided with only start-up funds and not given an operating budget, it was unable to respond to the request.

- General Education assessment activities
  - **Foundations Written Communication (FW):** The AO is collaborating with the English Department, who has taken charge of the FW assessment, to assess the Information Literacy SLO this semester. The English Department has expressed concern about the viability of ongoing FW assessment given the budget crisis.
  - **Focus Contemporary Ethical Issues (ETH):** AO conducted two 3-hour ETH “study groups.” A total of 16 faculty members teaching ETH courses participated. In the study sessions, faculty members tested the ETH rubric by scoring and discussing samples of student work collected in Fall 2008. They discussed the overall usefulness of the rubric and recommended changes. Faculty members also completed an on-line survey. The results will be compiled and reported to the ETH Focus Board and the General Ed Office.
  - **Focus Oral Communications (OC):** AO invited faculty members to participate in an OC focus group on May 7 or 8. The focus group will discuss the OC rubric and OC assessment in general in order to solidify the rubric and develop a feasible assessment plan.
- **Fall 2009 WASC visit**—WASC Exhibit 7.1, *Inventory of Educational Effectiveness Indicators*

  - 2008 Annual Report summary

<table>
<thead>
<tr>
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<th>Submitted 2008 Annual Report</th>
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<tbody>
<tr>
<td>Bachelor</td>
<td>92</td>
<td>74 (80%)</td>
<td>64 (69%)</td>
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<tr>
<td>Master</td>
<td>84</td>
<td>72 (85%)</td>
<td>58 (69%)</td>
</tr>
<tr>
<td>JD, MD</td>
<td>2</td>
<td>2 (100%)</td>
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*Actual number is higher because programs that did not submit a 2008 report are counted as “does not have.”

**Accomplishments**

- **Consultations & Meetings**
  - **TIM:** Led 2-hour workshop in which TIM faculty & staff examined and revised their SLOs. In a follow-up workshop on April 6 TIM faculty & staff will develop their curriculum maps.
  - **College of Education:** Met with the planning committee and advised on ways to include assessment into their *Proposal for a Professional Practice Doctorate Degree (EdD) in Professional Leadership in Education*.

- **Workshops**
  - With the Center for Teaching Excellence, AO co-sponsored *Scholarship of Teaching and Learning (SoTL): Diverse Methodological Approaches and Considerations* workshop led by Dr. Harry Hubble, University of British Columbia
  - *The Wheel of Assessment: Roles and Responsibilities* (part of “Spring 2009 Chairs Series”) (4 attendees)
  - *Learning Outcomes & Curriculum Maps* (15 attendees)

**On the Horizon**

- **Workshops in April and May**
  - *Collecting Assessment Data* (will be offered twice)
  - Tentative: *An Introduction to Rubrics* by visiting scholar Dannelle Stevens, Professor, Graduate School of Education, Portland State University

- **Fall 2009 event:** *Moving Forward: An Assessment Celebration*. Dr. Marilee Bresciani, Associate Professor, San Diego State accepted AO’s invitation to be the featured speaker and conduct workshops. The AO is looking into the possibility cost sharing with UHCC. Details to be determined.
Assessment Office
April/May 2009 Update
Submitted: 06/02/2009

CAPACITY PREPARATORY REVIEW: OUTCOMES & INDICATORS

- Infrastructure
  - **Assessment Office (AO) organizational structure:** The ad hoc committee convened on May 13 to discuss the structure and reporting lines of the AO and locus of tenure for the Faculty Specialists. A follow-up meeting is scheduled for June 4.

  - **Budget:** At the request of the OVCAA, the AO submitted a $60,000 budget for the support of assessment activities. The AO plans to request funds from the Faculty Senate Executive Committee for internal, competitive assessment grants to programs/faculty members.

- Institutional Outcomes & General Education Assessment Activities
  - **Institutional Outcomes:** The AO is the lead facilitator for the Taskforce on Institutional Outcomes, which meets once a week. Two broad student outcomes have been agreed upon: a) Breadth and Depth of Knowledge, b) Intellectual and Practical Skills.

  - **Foundations Written Communication (FW):** The AO is collaborating with the English Department, which has taken charge of the FW assessment, to assess the Information Literacy SLO this semester. The English Department has expressed concern about the viability of ongoing FW assessment given the budget crisis.

  - **Focus Contemporary Ethical Issues (ETH):** AO conducted two 3-hour ETH “faculty study groups.” Sixteen faculty members who have taught ETH courses participated. In the study sessions, faculty members tested the ETH rubric by scoring and discussing samples of student work collected in Fall 2008. They discussed the overall usefulness of the rubric and recommended changes. Faculty members also completed an on-line survey. The results will be compiled and reported to the ETH Focus Board, General Education Committee, and the General Ed Office.

  - **Focus Oral Communication (OC):** Four faculty members who have taught OC courses participated in a focus group on May 7. The focus group discussed the OC rubric and suggested modifications.

- **Fall 2009 WASC visit**—WASC Exhibit 7.1, *Inventory of Educational Effectiveness Indicators*, submitted to OVCAA.

  - **Two summary reports were posted on the AO website (in the Reports section):**
    1. Summary Charts That Depict Degree Programs’ Assessment Activities [PDF]
    2. Assessment Activities by Degree Program [EXCEL]
o **2008 Annual Assessment Reports:** 37 programs have not submitted 2008 assessment reports. The Director will contact these programs over the summer.

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<td>83</td>
<td>71 (86%)</td>
<td>62 (75%)</td>
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<tr>
<td>JD, MD</td>
<td>2</td>
<td>2 (100%)</td>
<td>2 (100%)</td>
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<tr>
<td>Doctorate</td>
<td>51</td>
<td>44 (85%)</td>
<td>37 (71%)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>224</td>
<td>187 (83%)</td>
<td>164 (73%)</td>
</tr>
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*Actual number is higher because programs that did not submit a 2008 report are counted as “does not have.”

o **Annual Assessment Report System Update:** In response to feedback from users, the online reporting system is undergoing system improvements. These improvements will make the online system more useful, better integrated with program review, and easier to review, input, or modify data.

**ACCOMPLISHMENTS**

- **Consultations & Meetings**
  - **Learning Assistance Center:** Met with faculty specialist to discuss how assessment data can be used and presented for prioritization purposes.
  - **Information and Computer Sciences:** Met with faculty member to discuss assessment methodology and measurement instrument to evaluate changes in student skills and achievement as a result of a curriculum redesign in a large enrollment course (ICS 101).
  - **Arts & Sciences Academic Advising:** Several meetings with faculty members, chair, and associate chair to plan a series of June assessment workshops.
  - **Center for Pacific Island Studies:** Met with faculty and staff members to discuss how the program assessment model can aid in the design of their new undergraduate degree.
  - **Hamilton Library:** Met with Hamilton Library’s Science & Technology librarian to discuss and critique a needs assessment survey targeted at STEM graduate students.
  - **System President Search:** Met with Cheryl Ernst to discuss and critique the “Candidate Evaluation Form” to be used for the System President Search.
  - **TIM School:** Phone consultation with TIM School faculty member to discuss course SLOs.
  - **Leeward Community College:** Phone meeting with the Director of Planning, Policy, and Assessment at Leeward Community College to discuss assessment policies at Mānoa and best policy practices within the assessment community.

- **Workshops**
  - **Collecting Assessment Data** (offered twice – 27 attendees).
  - **An Introduction to Rubrics** by visiting scholar Dr. Dannelle Stevens, Professor, Graduate School of Education, Portland State University (53 attendees).
ON THE HORIZON

• Lead an FW scoring session to evaluate Information Literacy SLO (Aug 2009)

• Assist in planning and attend the Hawai‘i-Pacific Evaluation Association Annual Conference and the Pacific Association for Institutional Research Annual Conference (Sept 2009)

• Campus-wide events to promote assessment
  o **Moving Forward: An Assessment Celebration** (Sept 8 & 9, 2009)
    - Presentation (*Implementing Outcomes-Based Assessment of Student Learning*) and group consultations by visiting scholar Dr. Marilee Bresciani, Associate Professor, San Diego State University
    - Open House: Assessment Office Turns 1!
  o 2nd annual assessment poster session (Dec 2009)

• Pilot a longitudinal cohort study with fall 2009 first-time freshmen; study will assess General Education and Institutional Outcomes (fall 2009-spring 2010)

• Continue assessment of OC and ETH; begin assessment of WI (fall 2009-spring 2010)
Assessment Office: June/July 2009 Update
Submitted: 08/04/2009

CAPACITY AND PREPARATORY REVIEW: OUTCOMES & INDICATORS

- **Infrastructure**
  - **Assessment Office (AO) organizational structure**: The ad hoc committee drafted and is reviewing a memorandum of understanding among the AO, SEC, and Administration.
  - **Mānoa Assessment Committee (MAC)**: The Director and the Faculty Specialists met (separately) with Halina Zaleski, the SEC liason to MAC to discuss assessment needs on campus and MAC’s role.
  - **Budget**: The OVCAA has allocated $20,000 per year for the next two years for assessment. The AO is creating a budget plan.

- **Institutional Outcomes and General Education Assessment**
  - **Institutional Outcomes**: The AO is the lead facilitator for the Taskforce on Institutional Outcomes for Undergraduates, which meets once a week. *Stage 1: Development* is completed. The taskforce agreed on three broad outcomes: a) Breadth and Depth of Knowledge, b) Intellectual and Practical Skills, c) Personal and Social Responsibility. *Stage 2: Engagement* has started and the taskforce will gather feedback on the draft outcomes from students, faculty, and programs/departments.
  - **Foundations Written Communication (FW)**: The AO is collaborating with the English Department, which has taken charge of the FW assessment, to assess the Information Literacy SLO. Student work has been collected and will be scored August 14.
  - **Focus Writing Intensive (WI)**: The AO is collaborating with the General Education Office (GEO) to assess WI outcomes using student work from History and Sociology. The GEO and AO have created a draft rubric. A faculty study group will be formed to discuss and revise the rubric.

- **Technology Solutions**
  - **LiveText**: AO, faculty, and administrators attended a LiveText demonstration. LiveText is an assessment/accreditation web-based management system. It offers tools for housing student data and program assessment plans and for measuring student learning. The College of Education (COE) demo’d the system and was very pleased with it. COE recommended that UHM and/or UH settle on a technology solution for assessment and institute a student technology fee to cover costs (e.g., LiveText=$80-$98/student). The AO is interested in a technology solution to manage assessment artifacts and data but lacks the money and personnel to procure and support a system such as LiveText.
  - Visited Kapi‘olani CC for a demonstration of the portfolio tool within Laulima, UH’s course management software. Discussed with Gary Rodwell, STAR, the feasibility of making the portfolio tool available to Mānoa instructors. Decided against “turning on” the
portfolio tool at this time because Honors was not interested in piloting; College of Ed had already selected LiveText and an in-house system; the Laulima portfolio is clunky, ugly, and difficult to make user-friendly and inviting.

- **Fall 2009 WASC visit**—WASC Exhibit 7.1, *Inventory of Educational Effectiveness Indicators*, submitted to OVCAA.
  - **Two updated reports were posted on the AO website (in the Reports section):**
    1. [Summary Charts That Depict Degree Programs’ Assessment Activities](#) [PDF]
    2. [Assessment Activities by Degree Program](#) [EXCEL]
    As of July 31, 2009:
    - 88% of 224 UHM degrees submitted a 2008 Annual Report; 84% of degree programs have developed SLOs; 79% have published SLOs; 41% have published course SLOs on all syllabi
  - **Annual Assessment Report System Update:** In response to feedback from users, the online reporting system is undergoing system improvements. These improvements will make the online system more useful, better integrated with program review, and easier to review, input, or modify data.

**CONSULTATIONS**

- **Arts & Sciences Student Academic Services:** Facilitated a series of weekly assessment workshops (6 thus far).

- **BIOL 171-275 Curriculum Revision:** Faculty from BIOL and ZOOL are applying for a Howard Hughes Medical Institute (HHMI) grant to improve student learning in the BIOL 171-275 lecture+lab sequence. Met with principal investigator Steve Robinow (Zoology) and co-investigators to discuss how the AO can assist. The AO is scheduled to lead two workshops on SLOs and curriculum mapping in August.

- **Pacific Island Studies (PACS):** Met with the PACS department’s curriculum/assessment coordinator to discuss refining the SLOs for the new undergraduate degree and how to use the SLOS to design the curriculum.

- **Jerry Gilmore:** Met with Jerry Gilmore, director emeritus of the University of Washington’s (UW) Office of Educational Assessment and co-author of *Inside the Undergraduate Experience: The University of Washington’s Study of Undergraduate Learning* to discuss UW’s longitudinal cohort study of student. The AO is interested in conducting a similar study and sought to gain practical advice.

**ON THE CALENDAR**

- **Workshops/Presentations**
  - BIOL 171-275: SLO & Curriculum Map workshops for HHMI grant team (Aug. 4 & 6)
  - Presentation to College of Social Science chairs (Aug. 18)
  - New Faculty Orientation (Aug. 20)
  - Program Assessment Coordinators’ Workshops: *Completing the Annual Assessment Report* (multiple workshops will be offered in August and September)
• General Education Assessment
  o Lead FW scoring session to evaluate Information Literacy SLO (August 14, 2009)
  o WI rubric pilot testing followed by scoring sessions (TBD)
  o Continuation of Writing Intensive, Oral Communication, Contemporary Ethical Issues assessment projects (fall 2009-spring 2010)

• Campus-wide events
  o Moving Forward: An Assessment Celebration (Sept. 8 & 9, 2009): presentation (Implementing Outcomes-Based Assessment of Student Learning) and group consultations by visiting scholar Dr. Marilee Bresciai, San Diego State University
  o Open House: Assessment Office Turns 1! (TBD)
  o 2nd Annual Assessment Poster Session, in conjunction with Undergraduate Research Poster Session (Dec. 2009)