Assessment Office: August/September 2009 Update
Submitted: 10/06/2009

CAPACITY AND PREPARATORY REVIEW: OUTCOMES & INDICATORS

- **Infrastructure**
  - **Assessment Office (AO) organizational structure**: The memorandum of understanding is under review by SEC. It will be sent to the Administration pending revisions.
  - **Mānoa Assessment Committee (MAC)**: The chair of the MAC convened the first meeting on August 31. MAC is scheduled to meet again on October 12 and October 26.
  - **AO Budget**: The OVCAA reduced the AO budget by 20%. The AO is reevaluating its budget plan.
  - **AO staffing**: AO hired one 12-hour/week undergraduate student worker (funded by Federal Work Study monies) and one 10-hour/week graduate student worker (funded by AO budget). The undergraduate student assists with daily workflow; the graduate student assists with the project *Program Assessment in Action: Success Stories at UHM*. Both students are available for “short term loan” to academic programs that need data entry, descriptive statistical analysis of data, photocopying, etc.

- **Institutional Outcomes and General Education Assessment**
  - **Institutional Outcomes**: The Institutional Outcomes taskforce drafted and pilot tested the Institutional Outcomes, renamed Mānoa Undergraduate Learning Outcomes (MUGLOs). The taskforce agreed the campus community needs to discuss the MUGLOs. As a result, the VCAA presented the draft MUGLOs to the Faculty Senate Executive Committee and requested that it forward the MUGLOs to the appropriate committee(s).
  - **Foundations Written Communication (FW)**: The AO led an all-day scoring session to evaluate the Information Literacy SLO. AO distributed the draft report to the English Department Assessment Committee for feedback and next steps.
  - **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. Several faculty study groups will be formed to discuss, revise, and test the rubric this fall.
  - **Focus Contemporary Ethical Issues (E)**: The E rubric was distributed to all faculty members teaching fall 2009 E courses. The AO met with the E Board to plan data collection in fall 2009.

- **Technology Solution**
  - **AO**, via Tim Merrill, confirmed that it considers the College of Education as the pilot test for an assessment technology solution. It plans to follow and support the College of Education’s technology recommendation.

ANNUAL ASSESSMENT REPORTS
• Department Chairs and Program Assessment Coordinators have been notified via email of the October 16, 2009 deadline for annual reports
• AO is offering workshops to familiarize users with the new questions and reporting system. The workshops include examples of completed reports, a demo of the online system, and Q&A. The workshop schedule is available on the AO website. To date, 28 assessment coordinators have attended.

CONSULTATIONS/CUSTOM WORKSHOPS

• Academy for Creative Media (ACM): Met with the chair to discuss revising ACM’s learning outcomes and then facilitated three workshops for all ACM faculty. As a result, ACM has agreed upon student learning outcomes and drafted a curriculum map.

• Active Learning and High Impact Learning Workshops: Met with Kathie Kane, Valeria Wendeworth (both from Center for Teaching Excellence), and Dick Dubanoski to plan a workshop series on active learning and high impact learning strategies.

• Arts & Sciences Student Academic Services: Facilitated the last of 6 workshops. As a result of the workshops, CASSAS has agreed upon learning outcomes and a learning opportunities map. They have requested (but not scheduled) that AO facilitate the “next steps” sessions.

• BIOL 171-276 Curriculum Revision: Faculty from BIOL and ZOOL are applying for a Howard Hughes Medical Institute (HHMI) grant to improve student learning in the BIOL 171-276 lecture+lab sequence. Met with principal investigator Steve Robinow (Zoology) and co-investigators and helped them create SLOs, curriculum map, and a logic model for the grant application.

• College of Languages, Linguistics and Literature: Met with the interim-associate dean to discuss issues LLL is facing in completing its annual assessment reports. At the invitation of the dean, AO met with the department chairs to discuss the 2009 assessment reports.

• College of Social Sciences Chairs’ Retreat: AO was invited to the retreat to discuss program-level assessment and inform chairs of the on-campus assessment resources. AO will follow up with the individual chairs.

• Center for Southeast Asian Studies: Met with the director and graduate assistant and assisted them in drafting questions for several surveys to evaluate the center’s events.

• Hawai‘i Institute of Marine Biology (HIMB): Met with a HIMB faculty member applying for a grant; advised on program learning outcomes and measurement tools.

• New Faculty Orientation: AO participated on a faculty panel and introduced new faculty to the assessment resources available to them.

• National Resource Centers: AO met with representatives from three NRCs— East Asian Studies, Pacific Island Studies, and Southeast Asian Studies—and advised on how to conduct program-level assessment and report activities in their grant renewal applications

• Pre-Health/Pre-Law Advising Center: Met with the director to discuss and advise on creating an assessment plan.
• **Program Review Student Survey**: Met with Krystyna Aune and Wendy Pearson and revised the student survey that accompanies college program review.

• **Travel Industry Management (TIM)**: Facilitated a follow up session for all TIM faculty members in which they completed a curriculum map for tourism/transportation and discussed ways to improve their curriculum.

• **UH Community College Vice Chancellors for Academic Affairs Retreat**: Attended the UH CC VCAA’s retreat and briefed them on UHM’s assessment activities.

**WORKSHOPS/EVENTS**

• **Annual Assessment Report: Information Workshops** for Program Assessment Coordinators (4 workshops offered in September)

• **Connecting Student Learning and Assessment** (Sept. 8 & 9, 2009) by visiting scholar Dr. Marilee Bresciani, San Diego State University
  - General Session for campus and community – 89 attendees
  - Meeting for Program Assessment Coordinators – 34 attendees
  - Meeting for Campus Leaders – 21 attendees
  - Meeting for Mānoa Assessment Committee – 8 attendees

**ON THE CALENDAR**

• **Workshops/Events**
  - October: *Annual Assessment Report: Information Workshop* (offered 7 times)
  - November: *Designing a Syllabus to Promote Student Learning*
  - December: Assessment Poster Session, in conjunction with Undergraduate Research Poster Session

• **Professional School Accreditation Visits**
  - AO staff will participate in the site visits by NCATE in early November and ABET in late November.

• **Important Dates**
  - October 16: Annual Assessment Reports due
  - December 8-10: WASC visit
Assessment Office: October 2009 Update
Submitted: 11/12/2009

OFFICE AFFAIRS

- **ASSESSMENT OFFICE (AO) DIRECTOR**: The AO Director position will be vacant for 18 months, January 2010-June 2011.

- **MĀNOA ASSESSMENT COMMITTEE (MAC)**: The AO presented its plan to summarize the Annual Assessment Reports to the Chair and Vice Chair; MAC tasked AO with providing a mock-up of the results table for MAC to discuss. MAC also asked AO to collect and distribute documents on a) theory and role of assessment, b) best practices elsewhere, c) assessment standards, and d) issues AO would like addressed.

INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION ASSESSMENT

- **Institutional Outcomes**: AO faculty members were part of the Task Force on Institutional Outcomes in summer 2009. In fall 2009 the Task Force sought help with wide distribution and discussion of its draft Mānoa Undergraduate Learning Outcomes (MUGLOs) by sending the draft MUGLOs to the SEC via the OVCAA. The SEC sent the MUGLOs to CAPP and MAC via committee liaisons. CAPP responded to the SEC that it could not approve the MUGLOs because wide distribution and discussion had not taken place. MAC responded by asking the SEC to a) initiate a process to develop institutional learning outcomes and to form a faculty-senate-created task force to develop institutional learning outcomes and b) recommend to the Chancellor to begin develop a new strategic plan that includes institutional learning outcomes. The AO is waiting upon the SEC’s decision on MAC’s requests.

- **Foundations Written Communication (FW)**: The AO met with two members of the English Department Assessment Committee to discuss distribution of the FW Information Literacy assessment results and next steps.

- **Focus Writing Intensive (WI)**: The AO recommended usage of the AAC&U VALUES rubric to evaluate student writing. The Board agreed the rubric should be used for WI assessment. Two faculty study groups will be formed in December to assess the collected work.

- **Focus Contemporary Ethical Issues (E)**: The AO met with the E Board and proposed a data collection method for fall 2009. The Board suggested an alternate method. For the next meeting, the AO will present mock-up results to facilitate the discussion of the pros and cons of each method.

WASC

- Met with the Program Officer regarding the December WASC visit. The AO will recruit for the poster session to be held December 8, 2009 and gather required assessment artifacts for the WASC visiting team’s “Evidence Room.”

- All AO team members are on a WASC Theme Team for the upcoming EER. On average, teams meet every two weeks.
ANNUAL ASSESSMENT REPORTS

- Department Chairs and Program Assessment Coordinators were notified via email of the October 16, 2009 deadline for annual reports. Programs that did not submit reports by October 26 were sent follow-up emails and received reminder phone calls.

- **Information Workshops.** AO offered 11 workshops from September 16 through October 16 to familiarize users with the new questions and reporting system. The workshops include examples of completed reports, a demo of the online system, and Q&A. Forty people attended.

- **Preliminary Results:** questions 1-4, as of Nov 5, 2009. CAUTION: reports are in flux, being updated and revised by program assessment coordinators.

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Submitted Report</th>
<th>Student Learning Outcomes*</th>
<th>Curriculum Map*</th>
<th>Course SLOs Published*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor</td>
<td>76 of 89 (85%)</td>
<td>69 (91%)</td>
<td>31 (41%)</td>
<td>14 (18%) 28 (37%)</td>
</tr>
<tr>
<td>Master</td>
<td>62 of 84 (74%)</td>
<td>55 (89%)</td>
<td>24 (39%)</td>
<td>17 (27%) 18 (29%)</td>
</tr>
<tr>
<td>Doctorate, JD, MD</td>
<td>37 of 54 (69%)</td>
<td>32 (86%)</td>
<td>9 (24%)</td>
<td>11 (30%) 9 (24%)</td>
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<tr>
<td>TOTAL</td>
<td>175 (77%)</td>
<td>156 (89%)</td>
<td>64 (37%)</td>
<td>42 (24%) 55 (31%)</td>
</tr>
</tbody>
</table>

* Percent of the submitted reports, not the percent of degree programs.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Botany:** Met with a faculty member to discuss incorporating program learning outcomes and course level outcomes into his course syllabi and aligning outcomes with class assignments and activities.

- **Center for Southeast Asian Studies:** Met with the director and graduate assistant and assisted them in drafting their survey evaluation of local events.

- **Communications:** Met with faculty members and Chair to discuss assessing the redesigned undergraduate curriculum. Follow-up meeting was scheduled with a faculty member to talk about how to align COM 201 with the program outcomes and use capstones/thesis as an assessment tool.

- **Guest Speakers:** Gave guest lecture on assessing learning and facilitated classroom activity for students in OEST 696.

- **Interdisciplinary Studies:** Met with IS faculty member to discuss annual report and an IS assessment plan.

- **Sinclair Library:** Met with the head librarian and staff to discuss revising their assessment plan.

- **Urban Regional Planning:** Met with professor to discuss potential workshop in Malaysia.
WORKSHOPS/EVENTS

- **Board of Regents Meeting**: AO participated in the Chancellor's poster session for the regents. The AO members presented the Theatre and Dance Department's assessment poster.

ON THE CALENDAR

- Professional School Accreditation Visits: AO will participate in the NCATE virtual site visit in early November and the site visit by ABET in late November.
- WASC Visit
  - December 8: Poster Session; December 9: Meeting with WASC Team
- **Get Your Assessment In Gear** workshop series
  - December 14: Program-level Assessment: What is? Who does it?
  - December 15: An Introduction to Learning Outcomes
  - December 16: An Introduction to Curriculum Maps
  - December 17: Creating an Assessment Plan & Using Assessment Templates
Assessment Office: November 2009 Update
Submitted: 12/11/2009

OFFICE AFFAIRS

• **AO Strategic Planning Documents (2010-2011):** The AO completed its strategic planning documents for 2010-2011: revised mission statement, program outcomes, program map, logic model, and a 2010-2011 assessment plan. AO submitted these documents to the MAC chair and will post them on the AO website in January 2010.

GENERAL EDUCATION ASSESSMENT

• **Foundations Written Communication (FW):**
  - SLO #3 Results and Improvement Plan. The AO assisted the English Department Chair and Assessment Committee with the presentation of results from the SLO #3 assessment project to the department. Because of unsatisfactory results, SLO #3 will be emphasized and evaluated again in 2010.
  - SLO #4 Assessment Plan. The AO met with the English Department Assessment Committee twice to develop a rubric to assess SLO #4 “Compose writing that expresses the writer’s viewpoint and is supplemented by outside sources.” The discussion led to several revisions of the rubric as well as the SLO. Data will be collected in spring 2010 and evaluated in summer 2010.

• **Focus Contemporary Ethical Issues (E):** The AO presented the E Board with mock-up results for the two data collection methods under consideration. We selected a data collection method and formulated a spring 2010 plan. Instructors will submit 10% of their students’ course work in spring 2010, which will be evaluated in summer or fall. The AO has since informed all spring 2010 instructors of E sections of the data collection method and invited them to participate; Ned Bertz, E Board chair, was the signatory on the invitation.

WASC VISIT

• AO submitted the required assessment artifacts for the WASC visiting team’s “Evidence Room.”

• AO recruited presenters for the poster session. To encourage participation, AO provided a template to create the poster, poster creation assistance, poster printing, and poster set up as well as break down.
ANNUAL ASSESSMENT REPORTS

- **Preliminary Results:** questions 1-4, as of Dec 4, 2009.

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Number of Degree Programs</th>
<th>Submitted Report</th>
<th>Student Learning Outcomes</th>
<th>Curriculum Map</th>
<th>Course SLOs Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>89</td>
<td>89 (100%)</td>
<td>83 (93%)</td>
<td>45 (51%)</td>
<td>17 (19%)</td>
</tr>
<tr>
<td>Master</td>
<td>84</td>
<td>84 (100%)</td>
<td>73 (87%)</td>
<td>36 (43%)</td>
<td>20 (24%)</td>
</tr>
<tr>
<td>Doctorate, JD, MD</td>
<td>54</td>
<td>55 (100%)</td>
<td>44 (81%)</td>
<td>18 (33%)</td>
<td>14 (26%)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>227</td>
<td>227 (100%)</td>
<td>199 (88%)</td>
<td>99 (44%)</td>
<td>51 (22%)</td>
</tr>
</tbody>
</table>

CONSULTATIONS/CUSTOM WORKSHOPS

- **Astronomy:** Met with graduate program chair, explained assessment, and advised on completing the annual assessment report.
- **Economics:** Met with Economics faculty members, gave guidance on selecting an appropriate assessment method for the internship program, sent written materials as a follow up.
- **Honors:** As a follow up to the syllabus design workshop, assisted a faculty member with revising her syllabus for an Honors course so it incorporates student learning outcomes.
- **Marine Biology:** Met with program chair and created an assessment plan.
- **Physics:** Met with program assessment coordinator, presented data collection methods, and advised on appropriate assessment plans.

PROFESSIONAL SCHOOL ACCREDITATION VISITS

- **College of Education (COE):** The AO described assessment on campus and answered questions posed by team members of the National Council for Accreditation of Teacher Education (NCATE).
- **College of Engineering:** The AO described general education assessment on campus and answered questions posed by the site visit team chair of the Accreditation Board for Engineering and Technology (ABET).

WORKSHOPS & EVENTS

- **Designing a Syllabus to Promote Student Learning** (November 3)

ON THE CALENDAR

- **WASC Visit**
  - December 8: Poster Session
  - December 9: Meeting with WASC Team
- Workshops
o **Get Your Assessment In Gear!**
  - December 14: Program-level Assessment: What is? Who does it?
  - December 15: An Introduction to Learning Outcomes
  - December 16: An Introduction to Curriculum Maps
  - December 17: Creating an Assessment Plan & Using Assessment Templates

o **Gaining Traction: Examples of Assessment on Campus**
  - December 15: Exit Interviews: Student Perception and Achievement with Dr. Daniel Jenkins, Biological Engineering
  - December 16: Alumni and Employer Surveys for Program Improvement with Dr. Violet Horvath, Social Work
  - December 17: Capstone Experience to Assess Knowledge & Skills with Dr. Henrieta Dulaiova, Geology & Geophysics

o **Rubrics for Program Assessment** with Dr. Dannelle Stevens, Portland State University (January 12, 2010)
Assessment Office: December 2009 Update  
Submitted: 1/04/2010

OFFICE AFFAIRS

- **2010 WASC Academic Resource Conference (ARC):** AO’s proposal was accepted at ARC (April 21-23 in Long Beach, California). AO’s proposal on data collection methods was one of 45 proposals accepted out of 140+ submissions. AO will share a 60-minute session with a team from Brandman University (the adult-education arm of Chapman University).

- **Graduate Student Consultation Team:** The AO served as a client for a team of graduate students in EDEA 660: Management and Leadership in Higher Education. The team created a plan to decrease faculty resistance to assessment. Team members presented their recommendations on December 15, 2009 and submitted a written report. In January, the AO will evaluate the recommendations and discuss implementation.

- **Support for Faculty Grant Writers:** Faculty members have asked the AO to write the evaluation section of grant applications and to conduct the evaluation. AO has provided limited assistance even though it is not part of AO's responsibilities. Because the number of requests is increasing, AO will consult with OVCAA on ways UHM can provide assistance to faculty members writing grant applications.

GENERAL EDUCATION ASSESSMENT

- **Foundations Written Communication (FW):**
  - **SLO #3 Results & SLO Revisions:** The AO participated in the December English Department Colloquium where the results from SLO #3 were presented and discussed. Overall, the student performance on SLO #3 was below expectations. The department then discussed the assessment committee’s recommendation to combine SLOs #3 and #4. Data on the revised outcome will be collected in spring 2010 and evaluated in summer 2010.
    - **SLO #3:** Students will be able to compose a text that makes use of source material that is relevant and credible and that is integrated in accordance with an appropriate style guide.
    - **SLO #4:** Compose writing that expresses the writer's viewpoint and is supplemented by outside sources.
  - **Funding FW Assessment:** The assessment chair of the English Department plans to request funding from either OVCAA or the Chancellor's Office in order to sustain FW assessment.

- **Focus Contemporary Ethical Issues (E):** An email outlining the spring 2010 E assessment project was sent to all spring 2010 E instructors. Several instructors have responded and expressed an interest in participating. Data will be collected in spring 2010 and evaluated either summer or fall 2010.

WASC VISIT
• **Assessment Exhibit Poster Session**: The session featured 25 posters representing academic programs, academic support units, and co-curricular programs. (Abstracts and posters will be available on the AO website early January 2010.) The WASC team was highly complimentary of the session. They noted that varying levels of assessment taking place on campus is to be expected.

• **Assessment Meeting**: Representatives from the MAC, AO, General Education Committee, and OFDAS met with two members of the WASC team. Although impressed with UHM’s progress, the WASC team made it clear that for the EER, UHM will have to demonstrate that the assessment loop is consistently being closed and that all members of the campus community are involved.

• **AO Guides**: On the second day of the visit, the faculty specialists served as “guides” for WASC team members. It was an opportunity to answer questions, clarify misconceptions, and chat informally with the WASC team members.

**ANNUAL ASSESSMENT REPORTS**

• The faculty specialists are coding the data and creating a summary report.

**CONSULTATIONS/CUSTOM WORKSHOPS**

• **Cell & Molecular Biology (CMB)**: Discussed the evaluation component of a NIH grant application with a CMB faculty member. The AO explained the benefits of incorporating a logic model and provided an example. Follow up included a logic model template as well as reference material from the Kellogg Foundation and Howard Hughes Medical Institute.

**WORKSHOPS & EVENTS**

• Workshops December 14-17 (materials will be on AO website in early January)
  
  o **Get Your Assessment In Gear!**
    
    ▪ *Program-level Assessment: What is? Who does it?* (24 attendees)
    ▪ *An Introduction to Learning Outcomes* (30 attendees)
    ▪ *An Introduction to Curriculum Maps* (26 attendees)
    ▪ *Creating an Assessment Plan & Using Assessment Templates* (19 attendees)
  
  o **Gaining Traction: Examples of Assessment on Campus**
    
    ▪ *Exit Interviews: Student Perception and Achievement with Dr. Daniel Jenkins, Biological Engineering* (13 attendees)
    ▪ *Alumni and Employer Surveys for Program Improvement with Dr. Violet Horvath, Social Work* (10 attendees)
    ▪ *Capstone Experience to Assess Knowledge & Skills with Dr. Henrieta Dulaiova, Geology & Geophysics* (6 attendees)

**ON THE CALENDAR**

• **Rubrics for Program Assessment** workshop with Dr. Dannelle Stevens, Portland State University (January 12, 2010)
• Meeting with EALL faculty (January 7, 2010)
• Follow-up workshops with Colleges of Arts & Sciences Student Academic Services
• WASC Level II Retreat in Honolulu (January 28-30, 2010)
• Marlene Lowe on vacation January 8-21, 2010