Assessment Office: January 2010 Update
Submitted: 2/02/2010

OFFICE AFFAIRS

- **2010 WASC Academic Resource Conference (ARC):** ARC notified AO that its second proposal was accepted for the poster session. (AO’s first proposal had already been accepted for a joint 60-minute paper session with Brandman University (the adult-education arm of Chapman University). In January we submitted a revised abstract that incorporated both universities’ proposals.)

- **AO Website:** AO’s website ([http://manoa.hawaii.edu/assessment](http://manoa.hawaii.edu/assessment)) has been updated to include new and improved content:
  a) additional material on how to create a curriculum map;
  b) PowerPoints and handouts from the *Get Your Assessment In Gear* workshop series;
  c) how to develop a capstone experience;
  d) abstracts and posters from the 2009 poster session: *UHM Assessment Exhibit*.

- **Office of Faculty Development and Academic Support:** Met with the Center for Teaching Excellence (CTE) to clarify the relationship between CTE and AO and expectations regarding use of CTE resources for AO workshops.

GENERAL EDUCATION ASSESSMENT

- **Foundations Written Communication (FW):** The AO participated in the January English Department Colloquium to follow up on the English Department Assessment Committee’s proposal to revise and assess SLO #3. The proposed SLO is a combination of SLO #3 and #4:
  
  **Proposed SLO#3:** Students can compose argument that makes use of source material that is relevant and credible and that is integrated in accordance with an appropriate style guide.

  Paul Brandon, MAC Chair, attended and presented the resolution on course-level SLOs that will be voted on this spring by the Faculty Senate.

- **Contemporary Ethical Issues (ETH):** AO reminded all faculty teaching an ETH section that AO will collect examples of student work in spring 2010 and evaluate that student work in August 2010.

WASC VISIT

- **WASC Debrief Meeting:** According to the OVCAA, the CPR visit was a success. In preparation for the Educational Effectiveness Review (EER) in April 2011, it was agreed that the AO would:
  a) follow up with programs that submitted problematic annual assessment reports;
  b) follow up on Arts & Humanities program review to identify and meet with programs in need of assessment assistance;
  c) identify and meet with programs who are next in the program review cycle;
  d) spearhead the collection of annual assessment reports for co-curricular programs;
e) submit a proposal for a cohort study that addresses general education assessment, curricular assessment, and retention issues.

ANNUAL ASSESSMENT REPORTS

- The faculty specialists are analyzing the data and creating summary reports.

CONSULTATIONS/CUSTOM WORKSHOPS

- Council of Academic Advisors (CAA): At the CAA monthly meeting, AO introduced CAA members to program assessment and learning outcomes.
- East Asian Languages and Literature (EALL): At the EALL faculty retreat, the AO provided a general assessment of all EALL annual reports and answered assessment-related questions. EALL faculty members were particularly interested in understanding how data from the annual assessment reports will be used.
- William S. Richardson School of Law: The AO discussed survey development and an outcomes-based approach to survey design with the Dir. Of Communications & External Relations, Career Services Office.
- University of Hawai’i English Language Program (HELP): The AO advised the Assistant Director on how to create a curriculum map given there are no required courses.
- English Department: The AO discussed learning outcomes and curriculum mapping with the Undergraduate Curriculum Chair and Assessment Committee liaison. Best practices and strategies to involve faculty members were also discussed.
- College of Arts & Sciences Student Academic Services (CASSAS): The AO and chair of CASSAS discussed how AO could assist CASSAS’s assessment efforts this semester. The AO will facilitate rubric development workshops for CASSAS in February.

WORKSHOPS & EVENTS

- Rubrics for Program Assessment workshop with Dr. Dannelle Stevens, Portland State University was attended by 22 faculty and staff from 20 different units.
- WASC Level II Retreat in Honolulu (January 28-30, 2010). The AO sponsored a 3-person team from the MAC. The team project focused on campus policies that encourage assessment of student learning and creating institutional-level outcomes.

ON THE CALENDAR

- Cross-Cultural Health Care Conference, Hyatt Regency Waikiki: AO will conduct a workshop entitled, Assessment & Evaluation Resources
- Rubric development workshop with Colleges of Arts & Sciences Student Academic Services
- Course learning outcomes workshop with the School of Travel Industry Management
- English Department Colloquium to continue discussion of FW assessment
Assessment Office: February 2010 Update
Submitted: 3/01/2010

OFFICE AFFAIRS

- **Mānoa Assessment Committee (MAC):** AO submitted a draft *UHM Statement on Program Assessment* to MAC. The MAC Policy Subcommittee will review and revise the statement.

- **Dr. Michael Morris:** The OVCAA arranged for the AO to meet with Dr. Morris, a national consultant on community engagement and service learning to discuss assessment of service learning and civic engagement.

- **WASC Education Effectiveness Review (EER):** At the request of Myrtle Yamada and Susan Hippensteele, the AO submitted a list of resources needed for EER preparation. The request for a graduate researcher (10 hours per week) was granted. This will allow the AO to move forward on the cohort study for General Education assessment. Funding for participant incentives has not been secured.

GENERAL EDUCATION ASSESSMENT

- **Writing Intensive (WI):** The AO recruited faculty members from Arts & Humanities (7 professors) and Social Sciences (9 professors) to participate in the March study groups.

ANNUAL ASSESSMENT REPORTS

- **2009 Status of Assessment—Academic Programs:** Over 60% of all degree programs (N=226) collected and analyzed evidence and used assessment results to guide program changes (if needed) in 2009. The AO identified 145 programs with reporting gaps. The AO is contacting each program and offering assistance in the form of consultations, handouts, and workshops.

- **Assessment of Co-Curricular Programs & Student Support Services:** The AO identified 41 programs/offices “eligible” to submit annual assessment reports. These programs/offices were selected because they directly support student academic success or cognitive development through their interactions with students. The AO will consult with the OVCAA to determine next steps.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Travel Industry Management (TIM):** Facilitated a workshop on creating course outcomes that are aligned with program outcomes.

- **Food Science & Human Nutrition (FSHN):** Discussed developing and aligning course learning outcomes with the Dietetics Program Director. In March, the AO will facilitate a workshop to map the curriculum and align the program outcomes with course outcomes.

- **Council of Academic Advisors (CAA):** Facilitated a workshop to edit, revise, and discuss current student learning outcomes. A follow up workshop is scheduled for March.
• **College of Arts & Sciences Student Academic Services (CASSAS):** Facilitated the development of a rubric for educational plans. A follow up workshop is scheduled for March.

• **Kawaihuelani Center for Hawaiian Language:** Advised the Interim Director and Curriculum Specialist on how to align course learning outcomes with program learning outcomes.

• **University of Hawai‘i English Language Program (HELP):** Provided the Assistant Director with ideas and strategies on leading HELP’s upcoming curriculum mapping workshop.

**WORKSHOPS & EVENTS**

• *Cross-Cultural Health Conference,* Hyatt Regency Waikiki. AO presented a session entitled *Assessment & Evaluation Resources.* Approximately 18 people attended.

**ON THE CALENDAR**

• *Curriculum Mapping for Graduate Programs* (workshop), April 8 & 16

• *Spring Assessment Workshop Series*, May 10-13
  - *Efficient Assessment*
  - *Course Learning Outcomes: Creating & Aligning*
  - *Collecting Data & Evidence of Student Learning*
  - *Using Assessment Results: Closing the Loop*

• *Collection of student work from Contemporary Ethical Issues courses* (ongoing during spring 2010)
Assessment Office: March 2010 Update
Submitted: 04/06/2010

OFFICE AFFAIRS

- **Mānoa Assessment Committee (MAC):** AO submitted a draft *UHM Statement on Program Assessment* to MAC. The MAC Policy Subcommittee will review and revise the statement. The purpose of the statement is to provide broad guidelines to the campus community for conducting assessment and using assessment results.

- **Graduate Assistant:** A graduate assistant has been hired (10 hours/week) to assist with the longitudinal cohort study scheduled to start fall 2010.

- **Assessment Shorts:** Assessment coordinators and department chair were notified of the newest addition to the AO website, “Assessment Shorts,” examples of program assessment in action. More “shorts” will be added this semester.

GENERAL EDUCATION ASSESSMENT

- **Writing Intensive (WI):** Gathered two faculty study groups from the Colleges of Arts and Humanities and Social Sciences, guided their evaluation of senior-level student writing, and investigated the feasibility of using the Written Communication rubric developed by multiple universities through the American Association of Schools & Colleges (AAC&U) VALUE project.

  Debriefed the Director and APT of the General Education Office regarding the WI faculty study groups and discussed next steps. The AO will report the study group findings at the April WI board meeting.

- **Foundations Written Communication (FW):** Participated in revising the student learning outcomes for FW and advised on appropriate methods to assess the SLOs.

ANNUAL ASSESSMENT REPORTS

- **Assessment of Co-Curricular Programs & Student Support Services:** Co-curricular programs and student support services will be asked to submit assessment reports starting fall 2010. The AO identified 48 programs/offices that appear to directly support student academic success or cognitive development through their interactions with students. The AO consulted with the OVCAA and the Research & Assessment Specialist in the Office of Student Affairs to determine next steps.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Food Science & Human Nutrition (FSHN):** Led a workshop to map the dietetics curriculum to the program outcomes prescribed by their accrediting body.

- **Council of Academic Advisors (CAA):** Facilitated a session to edit, revise, and discuss campus-wide advising student learning outcomes. Final session is scheduled for May.

- **Colleges of Arts & Sciences Student Academic Services (CASSAS):** Facilitated the development of a rubric to evaluate educational plans. The rubric is completed and ready for pilot testing.
• **Colleges of Arts & Sciences Program and Curriculum Committee (CAS PCC):** Discussed the CAS PCC's role in evaluating course student learning outcomes (SLOs) as part of the UHM-1/2 review process and discussed the relationship between course SLOs and program SLOs.

• **Kinesiology:** Advised the Director of the Graduate Athletic Training Education Program on constructing and conducting an employer survey as required by their accrediting agency.

• **System Council of Academic Advisors:** Discussed assessment of academic advising from a UH system perspective and assisted in the initial planning of the October 2010 system conference for advisors.

**ON THE CALENDAR**

• *Curriculum Mapping for Graduate Programs* workshop, April 8 & 16

• *2010 Academic Resource Conference (WASC).* April 21-24, Long Beach, CA. AO is presenting a poster entitled, *Alignment and Assessment of an Ethical Reasoning Requirement* and co-facilitating a paper session entitled, *Different Worlds, Same Challenges: Strategies for Sustained Faculty Engagement* with Brandman University.
Assessment Office: April 2010 Update
Submitted: 05/10/2010

OFFICE AFFAIRS

- **Mānoa Assessment Committee (MAC):** MAC tabled the SLO resolution until the faculty senate approves the *UHM Statement on Program Assessment* which gives broad guidelines to the campus community for conducting assessment and using assessment. Passage of the statement may facilitate the passage of the resolution.

- **Academic Dean’s Meeting:** At the VCAA’s request, the AO provided the deans with a summary of where UHM stood in 2008 & 2009 on each WASC indicator of educational effectiveness. At this meeting, the deans received a memo from the VCAA, making them aware of the upcoming request for assessment reports for co-curricular programs.

GENERAL EDUCATION ASSESSMENT

- **Writing Intensive (WI):** The AO reported the results of the March faculty study groups to the WI board. The study groups pilot tested the AAC&U VALUE Written Communication rubric on student writing. The board recommended another pilot study be conducted before moving forward.

ANNUAL ASSESSMENT REPORTS

- **Assessment of Co-Curricular Programs & Student Support Services:** The AO will send co-curricular programs templates for annual assessment reporting. We sought feedback on a draft template from the Student Affairs Assessment Council and director of the Pre-Health/Pre-Law advising center. Next steps: garner feedback from 2-3 more programs/units, revise the template, distribute.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Plant Environmental Biology:** Met with the chair of Molecular Biosciences and Bioengineering to discuss how to improve its assessment process. A plan was developed to revise the current student learning outcomes using a virtual, collaborative approach.

- **External Team for A&H Program Review:** Answered questions posed by the review team. Although some questions were related to program assessment, most were about institutional procedures and institutional research.

- **Mānoa Advising Center:** Discussed how MAC can assess its program. Given the program is not fully staffed or implemented, the AO suggested that assessing student learning at this time is premature. The AO recommended MAC revisit its mission statement and develop goals and objectives that are appropriate to its current situation.

WORKSHOPS & EVENTS

- **Curriculum Mapping for Graduate Programs workshop,** April 8 & 16. A total of 14 people attended the workshops. All of the participants indicated the workshop was “useful” or “very useful.” Many cited the “examples” as the most valuable aspect of the workshop.
• 2010 Academic Resource Conference (WASC). April 21-24, Long Beach, CA. AO presented a poster entitled, *Alignment and Assessment of an Ethical Reasoning Requirement* and co-facilitated a paper session entitled, *Different Worlds, Same Challenges: Strategies for Sustained Faculty Engagement* with members of Brandman University and Blackboard.

ON THE CALENDAR

• May 10-13 workshop series: *Making Program Assessment Work for You*
  o Efficient Program Assessment, May 10
  o Course Learning Outcomes: Creating & Aligning, May 11
  o Collecting Evidence of Student Learning, May 12
  o Using Assessment Results: Closing the Loop, May 13

• Monica Stitt-Bergh on vacation May 17 – June 14

• Marlene Lowe on vacation May 24-28. During this time, assessment emergencies will be routed to Jon Goss (MAC Vice-Chair).
Assessment Office: May/June 2010 Update
Submitted: 07/06/2010

OFFICE AFFAIRS

- Paul Brandon agreed to serve as Chair of the Faculty Senate Mānoa Assessment Committee for a second year because Vice Chair Jon Goss left UHM.

GENERAL EDUCATION ASSESSMENT

- **Ethical Reasoning (ETH):** Faculty teaching ETH sections in spring 2010 were asked to submit student work of randomly selected students. Thirty-nine sections (45%) submitted. The student work will be evaluated in the fall.

- **Foundations Written Communication (FW):** Collection of student work from spring 2010 completed. A total of 94 essays were collected from 33 FW sections. The English Department assessment chair and the AO will work together to identify anchors for the August 19 scoring session.

- **Cohort Study:** The AO is pursuing a longitudinal cohort study to assess written and oral communication; ethical reasoning; symbolic reasoning; global understanding; Hawaiian, Asian, and Pacific issues and to explore the factors and experiences that contribute to students’ learning in these areas. In order to encourage participation, the AO would like to provide student incentives and is seeking external funding for the incentives.

ANNUAL ASSESSMENT REPORTS

- **Assessment of Co-Curricular Programs & Student Support Services:** The report templates were emailed to 40 programs and offices. The final templates were modified using feedback from the Student Affairs Assessment Council and the Director of the Pre-Health/Pre-Law Advising Center. Informational workshops will be scheduled for September.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Council of Academic Advisors:** Facilitated the final learning outcomes session. CAA reviewed and unanimously agreed on final version of the learning outcomes.

- **Urban and Regional Planning:** Presented the “assessment cycle” to the department and facilitated the discussion regarding the relationship between UHM assessment and assessment required by their accrediting agency Planning Accreditation Board (PAB).

- **HSHK Evaluation Team:** Met with HSHK Evaluation team, made up of representatives from Hawaiian Language, Hawaiian Studies, and Kanewai, to discuss the requirements and expectations for the 2010 Annual Assessment Report and to present the assessment services available through the AO.

- **Hamilton Library:** Reviewed the survey tool used to assess the “Library Essentials” workshops and discussed how to effectively evaluate the “Library Essentials” program with
Business/ Humanities/ Social Sciences librarian. Also reviewed and clarified the expectations of the 2010 Co-Curricular Annual Assessment Report.

- **Hawaiian Studies:** Reviewed Hawaiian Studies’ draft academic assessment and program evaluation plan. Provided feedback to the special projects specialist on how to strengthen the academic assessment and general comments on the overall program evaluation plan.

- **Sociology:** Created a strategy with the undergraduate advisor and the department chair to engage the Sociology faculty in assessment. The AO will participate in the department retreat on August 16 and facilitate revision of the undergraduate SLOs. In September, the AO will lead an undergraduate curriculum mapping work session.

**WORKSHOPS & EVENTS**

- May 10-13 workshop series: *Making Program Assessment Work for You*
  - Efficient Program Assessment, May 10 (28 participants)
  - Course Learning Outcomes: Creating & Aligning, May 11 (25 participants)
  - Collecting Evidence of Student Learning, May 12 (27 participants)
  - Using Assessment Results: Closing the Loop, May 13 (22 participants)