Assessment Office: July/August 2010 Update
Submitted: 09/08/2010

OFFICE AFFAIRS

- **Mānoa Assessment Committee (MAC) members, 2010-11:**
  Paul Brandon, Chair (Curriculum Research & Development Group)
  J.D. Brown, Vice-Chair (Second Language Studies)
  Hazel Beh (Richardson School of Law)
  Violet Harada (Library & Information Science)
  Cindy Hunter (Biology)
  Wayne Iwaoka (Food Science & Human Nutrition)
  Sang-Hyop Lee (Economics)
  Phillip Ooi (Civil & Environmental Engineering)
  Amy Schiffner (Theatre & Dance)
  Susan Hippensteele, Faculty Senate Executive Committee Liaison (Women’s Studies).

  MAC met on 8/31/10. MAC’s standing meeting will be every other Friday 11:30, Haw 208 starting September 17, 2010.

GENERAL EDUCATION ASSESSMENT

- **General Education:** Updated Todd Sammons, the new Gen Ed Faculty Administrator, on Gen Ed assessment, particularly the Cohort Study.

- **Foundations Written Communication (FW):** Completed collection of student work from spring 2010 sections. Selected a random sample of 94 essays from 33 FW sections. The English Department assessment chair, director of ELI, and the AO worked together to identify anchors. Ten members of the English Department took part in the August 19 scoring session. Another session was held on August 26 for “third reads.”

- **Cohort Study:** The AO kicked-off 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. For details go to
  

  A grant proposal and addendum were submitted to the McInerny Foundation (via UH Foundation) seeking funding for the student incentives.

ANNUAL ASSESSMENT REPORTS

- **Report for EER:** AO will summarize the 2010 assessment reports; the summary will be used as part of the WASC EER data.

- **Co-Curricular Programs & Student Support Services** (reports due 10/1/10): A report form was emailed to 40 programs and offices. The final report form was modified based on feedback from the Student Affairs Assessment Council and the Director of the Pre-Health/Pre-Law Advising Center. Three informational workshops will be offered to provide assistance in completing the report.
• **Academic Programs** (reports due 10/15/10): An email was sent to department chairs reminding them of the upcoming annual assessment report deadline and resources available. Informational workshops are scheduled for September and October.
  
  o **Online enhancements**: Worked with OVCAA IT specialist to improve the online reporting system for academic programs.

CONSULTATIONS/CUSTOM WORKSHOPS

• **College of Education Office of Student Academic Services**: Presented an overview of assessment and discussed the office’s next step.

• **College of Topical Agriculture and Human Resources**: The associate dean was concerned about the results of the college's self-evaluation of undergraduate assessment. Met and discussed how AO can work with him to strengthen CTAHR's assessment.

• **Food Science & Human Nutrition**: Reviewed the first draft of the program’s accreditation self-study. Provided feedback to the director on how to strengthen the academic assessment sections and general suggestions.

• **Hawaiian Language**: Reviewed and provided feedback on Hawaiian Language's student learning outcomes. Scheduled fall curriculum mapping workshop for the faculty.

• **Law School**: Facilitated a workshop to develop student outcomes for the Advising and Professional Excellence Program (APEX).

• **School of Hawaiian Knowledge**: Met with the evaluation team and their external consultants to review and provide feedback on several survey instruments and discuss availability of supplemental data.

• **School of Ocean, Earth Science and Technology Student Services**: Provided general assessment information and information on how to complete the co-curricular annual report form.

• **Shidler School of Business**: Met with the undergraduate and graduate academic advisors to discuss assessment and the viability of submitting a single report for both programs.

WORKSHOPS & EVENTS

• Co-curricular Annual Assessment Report: Information Workshop, July 15 (7 participants)

ON THE CALENDAR

• **Academic Annual Assessment Report: Information Workshops**
  
  o September 3, 2010, 11:00 am – 12:00 noon
  o September 16, 2010, 11:00 am – 12:00 noon
  o September 20, 2010, 1:30 pm – 2:30 pm
  o September 28, 2010, 1:30 pm – 2:30 pm
  o October 6, 2010, 12:00 noon – 1:00 pm
  o October 12, 2010, 11:00 am – 2:00 pm

• **Co-curricular Annual Assessment Report: Information Workshops**
• Hawaiian-Pacific Evaluation Association Conference, Waikiki, September 9 & 10, 2010. AO is presenting a poster based on the cohort study titled, *UHM Student Success Project: Assessing Gen Ed and Exploring Student Perceptions*

• Workshops with Travel Industry Management and Hawaiian Language.
Assessment Office: September 2010 Update
Submitted: 10/06/2010

OFFICE AFFAIRS

- **Consolidation of the AO, General Education Office, Mānoa Writing Program, and Office of Faculty Development and Academic Support:** The Faculty Senate formed a committee to study the issue of combining these offices which will make its recommendation to the Senate. The committee will convene its first meeting on October 8, 2010.

GENERAL EDUCATION ASSESSMENT

- **Foundations Written Communication (FW):** The October 21, 2010 English Department colloquium will focus on the spring 2010 assessment results on SLO #3, information literacy. Based on the results, the English Department assessment committee decided to repeat the assessment of SLO #3. AO will help collect student work from fall 2010 FW sections.

- **Cohort Study:** The cohort received its first survey the second week of September. Preliminary results will be available in November. For study details go to [http://manoa.hawaii.edu/assessment/studentsuccess/index.htm](http://manoa.hawaii.edu/assessment/studentsuccess/index.htm)

The AO received $34,375 from the McInerny Foundation to pay for the 2010-11 student incentives. (UH Foundation assisted the AO.)

ANNUAL ASSESSMENT REPORTS

- **Co-Curricular Programs & Student Support Services** (reports due 10/1/10): Received reports from 27 of 37 programs.

- **Academic Programs** (reports due 10/15/10): An email was sent to assessment coordinators reminding them of the upcoming annual assessment report deadline and resources available.

CONSULTATIONS/CUSTOM WORKSHOPS

- **New Deans Workshop:** Provided an overview of assessment and the AO

- **Deans Meeting:** Presented an overview of assessment, with special attention to how departments have used assessment results to improve their programs and examples of how associate deans have positively impacted assessment in their colleges

- **Sociology Department Retreat:** Facilitated a session to review and revise undergraduate student learning outcomes

- **Student Academic Athletic Services:** Discussed how to incorporate the current assessment activities into the co-curricular assessment report with the department chair

- **Athletics:** Reviewed and provided feedback on the coaches’ survey for Athletics NCAA Certification
• **Travel Industry Management**: Facilitated a faculty workshop to draft an assessment plan that meets the School’s professional accreditation requirements

• **Hawaiian Language**: Pre-meeting to discuss an upcoming meeting with the faculty to map the BA curriculum

• **Chairs Workshop**: Participated in the “Leadership Matters” workshop series hosted by the OVCAA. Introduced the AO and discussed the purpose as well as the value of assessment

• **Philosophy Department**: Presented an overview of program assessment and planned a curriculum mapping session

• **Social Sciences Chairs Meeting**: Reminded the chairs of the resources the AO can provide and offered to work with individual programs on assessment related issues

• **College of Engineering**: Participated in college meeting of the undergraduate and graduate chairs on assessment, program review, and accreditation

WORKSHOPS & EVENTS

• **Co-curricular Annual Assessment Report: Information Workshop** (2 workshops, total 20 participants)

• **Academic Annual Assessment Report: Information Workshops** (4 workshops, total 17 participants)

• **Hawai‘i-Pacific Evaluation Association Conference**, Waikiki, September 10, 2010. AO presented a poster based on the cohort study titled, *UHM Student Success Project: Assessing Gen Ed and Exploring Student Perceptions*

ON THE CALENDAR

• **Academic Annual Assessment Report: Information Workshops**
  - October 6, 2010, 12:00 noon – 1:00 pm
  - October 12, 2010, 11:00 am – 2:00 pm

• **Student Athletic Academic Advising** – student survey for program review

• **Writing Center** – annual assessment report

• **Hawaiian Language Studies** – curriculum mapping

• **English Department Colloquium** – discuss FW results and next steps

• **Natural Resources and Environmental Management** – assessment overview
Assessment Office: October 2010 Update
Submitted: 11/05/2010

OFFICE AFFAIRS

- **Graduate Research Assistant**: A graduate research assistant has been hired to work on the cohort study. She joins the team in November, working approximately 10 hours/week.

GENERAL EDUCATION ASSESSMENT

- **Foundations Written Communication (FW)**: Presented the latest FW information literacy results and participated in the discussion at the English department colloquium. The AO continues its collaboration with the English and ELI departments on FW assessment: it will assist the department with a faculty survey on information literacy, collect fall 2010 student work, and lead a scoring session in January 2011.

- **Cohort Study**: The student cohort has been established with 251 first-time freshmen. Preliminary results from the first survey will be distributed in November. The second survey is scheduled for mid-November. As a condition of its partial funding of the project, McInerny Foundation requested that the AO gather information from local employers. For study details go to http://manoa.hawaii.edu/assessment/studentsuccess/index.htm

ANNUAL ASSESSMENT REPORTS

- **Special Programs**: 34 of 37 programs have submitted reports. Reports can be viewed at http://manoa.hawaii.edu/assessment/spprog/specialprograms.htm

- **Academic Programs**: AO is analyzing the data and contacting programs that have not submitted a report.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Student Athlete Academic Services Review Team**: Advised the review team on creating and disseminating a student athlete survey.

- **IKE AO PONO**: Discussed with the director the purpose behind the request for an annual assessment report.

- **TA Professional Development**: Met the director to discuss how assessment could be incorporated into the program and how results could inform program offerings and direction.

- **Writing Center/Learning Assistance Center**: Addressed the interim director’s concerns regarding the annual assessment report and discussed 2011 assessment plans.

- **Hawaiian Language**: Facilitated an undergraduate curriculum mapping session.

- **Public Administration**: Provided advice and guidance to graduate students designing an alumni survey to be used for program assessment.

- **Philosophy Department**: Facilitated curriculum mapping sessions.
• **Hawai‘i Tokai International College**: Discussed the college’s assessment, program review, and accreditation status with the director of external relations and program development and the vice chancellor. AO agreed to conduct an assessment workshop for their faculty in December or January.

• **Natural Resources & Environmental Management**: Provided an overview of program assessment and discussed implementation of their assessment plans.

**WORKSHOPS & EVENTS**

• **Academic Annual Assessment Report: Information Workshops** (2 workshops, total 6 participants)

**ON THE CALENDAR**

• **Sociology Department** – facilitate undergraduate curriculum mapping session

• **Hawaiian Language** – facilitate graduate curriculum mapping session

• **General Education Office** – collaborate with GEO to develop faculty survey and to present cohort information and preliminary results to GEC and other faculty boards
Assessment Office: November 2010 Update
Submitted: 12/10/2010

OFFICE AFFAIRS

- **Mānoa Assessment Committee**: Lilia Santiago from the College of Languages, Linguistics, & Literature replaced JD Brown as MAC vice-chair.

GENERAL EDUCATION ASSESSMENT

- **General Education Office**: AO continues to meet with the GEO director on a regular basis. AO is working with the director to draft a Gen Ed survey for faculty.

- **Foundations Written Communication (FW)**: AO assisted the English Department Assessment Committee with the development and distribution of an FW survey to all English Department faculty members. The survey will close in December and the AO will analyze the data and submit a report to the department assessment committee in January.

  AO randomly selected students in fall FW sections and their instructors are submitting their research papers (or equivalent) as part of the information literacy SLO assessment. English and ELI faculty will score these papers in January. AO will run the scoring session.

- **Ethical Decision Making (ETH)**: AO provided the ETH Board with a progress report and collaborated to plan the spring 2011 scoring session (to score student work that was collected in spring 2010).

- **Cohort Study**: Students completed two surveys; results available in January. Students are currently submitting assignments/exams from General Education classes. Students can submit work until January 14, 2011. For study details go to http://manoa.hawaii.edu/assessment/studentsuccess/index.htm

ANNUAL ASSESSMENT REPORTS

- **Academic Programs**: Ninety percent of degree programs have submitted a 2010 report. At the request of MAC, the Dean of Graduate Studies emailed the graduate programs that have not submitted reports. Programs have until December 31, 2010 to submit a report. A summary of programs’ assessment activities will be available early spring 2011.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Sociology**: Facilitated an undergraduate curriculum mapping session.

- **Hawaiian Language**: Facilitated a graduate curriculum mapping session.

ON THE CALENDAR

- **Fall Workshop Series** – December 13-16
  - *From Conversations to Systematic Program Assessment* (Monday)
  - *Student Surveys: Perceptions of Achievement* (Tuesday)
  - *How to Use Course Assignments/Exams for Program Assessment* (Wednesday)
○ How to Use a Rubric for Program Assessment (Thursday)
Assessment Office: December 2010 Update
Submitted: 1/12/2011

OFFICE AFFAIRS

• The Faculty Senate passed the Mānoa Assessment Committee's Resolution to Approve a Statement on Faculty Governance of Program Assessment. The Statement on Faculty Governance of Program Assessment is available online http://www.manoa.hawaii.edu/assessment/resources/pdf/MAC_faculty_governance_statement2010.pdf.

• Administrative Leave/Mānoa Green Days: The AO was closed.

GENERAL EDUCATION ASSESSMENT

• Foundations Written Communication (FW): AO assisted the English Department Assessment Committee with the development and distribution of an FW survey to all English Department faculty members. The survey is scheduled to close in mid-January and the AO will analyze the data and submit a report to the department assessment committee late January.

• Cohort Study: Students are completing survey #3 and submitting assignments/exams from General Education classes. Students can submit work until January 14, 2011. For study details go to http://manoa.hawaii.edu/assessment/studentsuccess/index.htm

ANNUAL ASSESSMENT REPORTS

• Academic Programs: The annual assessment reporting system closed on December 31, 2010. A summary of programs’ assessment activities will be available early spring 2011.

WORKSHOPS & EVENTS

• December 13-16 workshop series, Practical Activities for Program Assessment
  o From Conversations to Systematic Program Assessment, December 13 (18 participants)
  o Student Surveys: Perceptions of Achievement, December 14 (20 participants)
  o How to Use Course Assignments/Exams for Program Assessment, December 15 (21 participants)
  o How to Use a Rubric for Program Assessment, December 16 (16 participants)

ON THE CALENDAR

• New Faculty Orientation – present and discuss new faculty members’ role in program assessment
• Dean’s Meeting – participate in the eCAFE discussion as it relates to program assessment
- **General Education Foundations Written Communication** - lead scoring session to evaluate student work
- **Hawai‘i Tokai International College** – facilitate a curriculum mapping workshop