Assessment Office: January 2011 Update
Submitted: 2/2/2011

OFFICE AFFAIRS

- The Faculty Senate passed the Mānoa Assessment Committee’s Resolution to Include Student Learning Objectives on New and Amended Syllabi. The resolution is available at [http://www.hawaii.edu/uhmfs/documents/resolutions/20110119_mac_resolution on student learning objectives.pdf](http://www.hawaii.edu/uhmfs/documents/resolutions/20110119_mac_resolution on student learning objectives.pdf)

- The Academic Resource Conference (ARC) accepted a paper proposal by the AO, Insitutional Research Office, and OVCAA to present at the April 2011 annual conference. Title: A Holistic Approach to Institutional Research, Assessment, and Program Review for the "New Normal"

GENERAL EDUCATION ASSESSMENT

- **Foundations Written Communication (FW):** The AO led a scoring session to evaluate student achievement of SLO #3, information literacy. The results were submitted to the chair of the English Department assessment committee and the Director of the ELI. A discussion of the results is scheduled for the March English Department Colloquium.

  The AO analyzed the data from the FW survey distributed to all English Department faculty members and submitted a preliminary report to the chair of the department assessment committee. A meeting has been scheduled for February 15 to discuss the results with the department assessment committee.

- **Cohort Study:** Students are picking up their Book Store gift cards, dropping off General Education coursework, and completing Survey 3. Out of 251 initial participants, 248 remain in the project. Students are scheduled to receive Survey 4 in February. For study details go to [http://manoa.hawaii.edu/assessment/studentsuccess/index.htm](http://manoa.hawaii.edu/assessment/studentsuccess/index.htm)

ANNUAL ASSESSMENT REPORTS

- **Academic Programs:** A summary of programs’ assessment activities is available at [http://manoa.hawaii.edu/assessment/reports/institution.htm](http://manoa.hawaii.edu/assessment/reports/institution.htm)

- **Special Programs:** A summary of special programs’ assessment activities is available at [http://manoa.hawaii.edu/assessment/spprog/specialprograms.htm](http://manoa.hawaii.edu/assessment/spprog/specialprograms.htm)

CONSULTATIONS/CUSTOM WORKSHOPS

- **Hawai‘i Tokai International College (HTIC):** Led a custom workshop for HTIC on January 26 entitled, *Program-Level Assessment* (16 participants).

- **New Faculty Orientation** – Presented and discussed new faculty members’ role in program assessment.

- **Dean’s Meeting** – Participated in the eCAFÉ discussion as it relates to program assessment

- **Food Science & Human Nutrition** – Met with faculty member to discuss assessment terminology and terminology variation across accrediting bodies.
• **Working Group on High Failure Courses** - Met with the chair to explore the option of surveying students regarding these courses.

**ON THE CALENDAR**

• **General Education Foundations Written Communication** – Meet with English Department Assessment Committee to discuss survey results.

• **Contemporary Ethical Issues (Focus) Faculty Study Session** – The AO will facilitate a session in which faculty apply a rubric to and discuss student work collected from “E” courses.
Assessment Office: February 2011 Update
Submitted: 3/7/2011

GENERAL EDUCATION ASSESSMENT

- **Foundations Written Communication (FW):** The AO and the English Department Assessment Committee discussed results from a) the FW survey completed by 34 English Department faculty members and b) the Information Literacy (SLO #3) assessment. The AO will attend the March 31st English Department Colloquium when these results are discussed by the faculty. The report on the FW Information Literacy assessment will be posted online after the colloquium.

- **Cohort Study:** Students are completing Survey 4. First of approximately 15 student discussion groups started in February and will continue through April. For study details go to [http://manoa.hawaii.edu/assessment/studentsuccess/index.htm](http://manoa.hawaii.edu/assessment/studentsuccess/index.htm)

ANNUAL ASSESSMENT REPORTS

- **Academic Programs:** A summary of programs’ assessment activities is available at [http://manoa.hawaii.edu/assessment/reports/institution.htm](http://manoa.hawaii.edu/assessment/reports/institution.htm). College-level reports were distributed at the VCAA’s deans & directors meeting. Several deans/directors have requested program-level reports.

- **Special Programs:** A summary of special programs’ assessment activities is available at [http://manoa.hawaii.edu/assessment/spprog/specialprograms.htm](http://manoa.hawaii.edu/assessment/spprog/specialprograms.htm). Summary report was distributed at the VCAA’s deans and directors meeting.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Hamilton Librarian:** Met with librarian, who will be conducting research on the effectiveness of “Library Essentials,” to discuss focus group protocols. The AO has agreed to conduct one focus group for her study.

ON THE CALENDAR

- **Employer Feedback** – Employers at the March 8th Career Fair will receive survey questions related to UHM’s general education SLOs (survey is part of our cohort study).

- **Contemporary Ethical Issues (Focus) Faculty Study Sessions** – The AO will facilitate 3 study sessions in which faculty apply a rubric to and discuss student work collected from “E” courses.

- **WASC EER** – The AO will participate is several meetings and act as “guides” for the visitors.

- **Facilitative Skills for Collaborative Leaders** – The AO team will attend a two-day workshop, March 29th & 30th, sponsored by College of Tropical Agriculture and Human Resources.

- **Workshops**
o **Graduate Program Assessment: From Student- to Program-level Assessment.** Tuesday, March 8th, 1:30 – 2:45 pm, Hawai‘i Hall 309

o **Make the Most of Your Curriculum Map.** Thursday, March 17th, 1:30 – 2:45 pm, Hawai‘i Hall 309
Assessment Office: March 2011 Update
Submitted: 4/13/2011

WASC EER VISIT

- AO met with and provided information about general education assessment to the WASC visiting team.

GENERAL EDUCATION ASSESSMENT

- **Foundations Written Communication (FW):** The AO presented results from the study of students’ information literacy skills at an English Department Colloquium. AO is now helping the English Department prepare for a pilot study of SLO #2 which addresses students’ skills in revising, editing, and proofreading.

- **Cohort Study:** AO completed 15 focus groups with students in the longitudinal cohort study. Students discussed effective hands-on activities, time management and study skills, advice for new students and professors teaching general education courses, and *Mānoa as a Hawaiian Place of Learning*. For study details go to [http://manoa.hawaii.edu/assessment/studentsuccess/index.htm](http://manoa.hawaii.edu/assessment/studentsuccess/index.htm)

- **Contemporary Ethical Issues (ETH) Faculty Study Groups:** AO facilitated three *faculty study groups*. 17 faculty members from 15 departments attended. The faculty discussed and scored student work from ETH courses using a rubric. AO will present results to the ETH Focus Board, General Education Committee, and the Mānoa Assessment Committee; results will also be available on the AO website.

CONSULTATIONS/CUSTOM WORKSHOPS

- **History:** Provided information on surveys aimed at graduating seniors and alumni.

- **Mathematics:** Discussed ways to analyze data collected on MATH 241 students.

- **Second Language Studies:** Described assessment report requirements for the new SLS BA degree.

- **Tohoku University, Japan:** Met with a professor from Tohoku University’s Center for the Advancement of Higher Education to discuss undergraduate program-level assessment.

WORKSHOPS

- **Graduate Program Assessment: From Student- to Program-level Assessment:** 16 faculty/staff attended from 13 departments

- **Make the Most of Your Curriculum Map.** 13 faculty/staff attended from 12 departments

ON THE CALENDAR

- **Presentations:** WASC Academic Resources Conference in San Francisco

- **Consultations:** School of Nursing & Dental Hygiene, Meteorology, Matsunaga Institute for Peace & Conflict Resolution, Hawaiian Language
• **Focus Groups:** Lead focus groups to learn about information literacy skill development in FW courses via the Library Essentials Workshops

• **Workshops**
  - *Focus Group, Interview, or Survey: Which is Right for Your Academic Program?, Thursday, April 21*
  - *Increasing Faculty Involvement in Program Assessment, Tuesday, April 26*
Assessment Office: April 2011 Update
Submitted: 5/2/2011

OFFICE AFFAIRS

- **AO FY 12 Budget**: Received feedback from the Krystyna Aune on the AO's proposed FY 12 budget. Budget request was submitted to Reed Dasenbrock on April 29.

GENERAL EDUCATION ASSESSMENT

- **Foundations Written Communication (FW)**: AO is helping the English Department prepare for a pilot study of SLO #2 which addresses students’ skills in revising, editing, and proofreading.

- **Cohort Study**: Completed the last (15th) student discussion group. Conducting interviews students who were unable to participate in a discussion group. Students are completing Survey 5. The required interim progress report was submitted to the McInerny Foundation, which provided funding for the UHM Bookstore gift card incentives. The AO will use feedback from the interim report to complete a final report and submit a grant request for year 2 of this 6-year study. For study details go to [http://manoa.hawaii.edu/assessment/studentsuccess/](http://manoa.hawaii.edu/assessment/studentsuccess/)

ANNUAL ASSESSMENT REPORTS

- Academic Programs: OVCAA web developer will make user-suggested improvements to the on-line annual assessment reporting system. 2011 annual reports due October 14.

- Special Programs: Preliminary discussion with the OVCAA web developer regarding the creation of an on-line annual assessment reporting system. Reports due October 14.

CONSULTATIONS/CUSTOM WORKSHOPS

- **School of Nursing & Dental Hygiene**: Discussed the assessment status of the programs within the school with the Associate Dean of Academic Affairs.

- **Ethnic Studies**: Discussed program learning outcomes program assessment.

- **Meteorology**: Discussed active learning techniques to increase student engagement.

- **Matsunaga Institute for Peace & Conflict Resolution**: Described assessment process and how the program can start the discussion amongst the faculty members.

- **Hawaiian Language**: Discussed the rubrics for the Hawaiian Language competition in May.

- **Library Essentials Focus Groups**: Moderated 2 focus groups of English 100 instructors to learn instructor perspectives on the Library Essential Workshops and how the library can further assist instructors meet the FW Communication Information Literacy requirement.


WORKSHOPS
• **Focus Group, Interview, or Survey: Which is right for Your Academic Program.** 12 faculty/staff from 10 programs attended.

• **Increasing Faculty Involvement in Program Assessment.** 12 faculty/staff from 11 programs attended.

**ON THE CALENDAR**

• **Workshop: Focus Group, Interview, or Survey: Which is Right for Your Co-Curricular Program?**, Thursday, May 19

• **Consultations:** Geography and School of Social Work
Assessment Office: May/June 2011 Update
Submitted: 7/14/2011

OFFICE AFFAIRS

- **College of Social Sciences**: Discussed incorporating assessment into the College’s “Commitment to Liberal Education” initiative with Dean Dubanoski and Assoc. Specialist Louise Kubo.

- **Graduate Division**: Discussed how the Graduate Division’s annual report aligns with AO’s annual assessment report with the dean. Because the purposes for the reports are different, they cannot be integrated into a single report.

GENERAL EDUCATION ASSESSMENT

- **Cohort Study**: Students are completing Survey 6 and submitting General Education assignments/exams from spring. Data from Surveys 4 and 5 are being analyzed. For study details go to [http://manoa.hawaii.edu/assessment/studentsuccess/](http://manoa.hawaii.edu/assessment/studentsuccess/)

ANNUAL ASSESSMENT REPORTS

- **Academic Programs**: OVCAA web developer is making improvements to the on-line annual assessment reporting system.

- **Special Programs**: OVCAA web developer will create an on-line annual assessment reporting system for special programs (e.g., student academic services, ROTC, honors, study abroad).

CONSULTATIONS/CUSTOM WORKSHOPS

- **Counseling & Student Development Center**: Discussed assessment plans with faculty and student interns.

- **Geography**: Presented an overview of graduate level assessment to the department.

- **STAR Office**: Provided assistance in designing the feedback survey for pre-registration and learning communities.

- **Law School**: Worked with the director of the part-time program to design and implement a needs assessment survey.

- **Social Work**: Discussed assessment plans with the dean and new assessment coordinator.

- **College of Ed**: Discussed AO feedback on the EdD in Professional Educational Practice’s original assessment plan and how the feedback could be incorporated into its current assessment plan.

- **School of Hawaiian Knowledge**: Participated in the Program Review Preparation meeting for undergraduate programs.

- **Student Affairs Assessment Council**: Presented an overview of the Cohort Study and its methodology.

WORKSHOPS

- **Focus Group, Interview, or Survey: Which is Right for Your Co-Curricular Program?** May 19; 8 attendees from 7 different units.
ON THE CALENDAR

- **Hawai‘i Chamber of Commerce (COC):** Reed will join AO to present the cohort study to the COC Education Committee, July 22. This will fulfill the McInerny Foundation grant requirement to meet with employers in the private sector.

- **Foundations Written Communication (FW):** A scoring session for FW SLO #2, which addresses students’ skills in revising, editing, and proofreading is tentatively scheduled for Thursday, August 18.

- **New Faculty Orientation:** Thursday, August 18