Assessment Office: July/August 2011 Update
Submitted: 9/1/2011

OFFICE AFFAIRS

- **Student Workers**: Undergraduate student worker hired to provide general office support 14 hours per week. In addition, two graduate students will assist with the cohort study of general education learning and experiences; each works 10 hours per week.

GENERAL EDUCATION ASSESSMENT

- **Cohort Study**: Year 2: Students are picking up their gift cards. Based on available registration information, 81% of the original cohort is enrolled in fall 2011, which is consistent with UHM’s retention rate. Survey 6 results are being analyzed. Survey 7 will be distributed in September.

  Reed presented the cohort study to the Hawai‘i Chamber of Commerce Education Committee. Committee members completed a survey regarding knowledge, skills, and abilities college graduates need to be successful in the workplace. This fulfilled the McInerny Foundation grant requirement to meet with local employers in the private sector.


ANNUAL ASSESSMENT REPORTS – Due October 14, 2011

- **Academic Programs**: Annual assessment report requests were sent to all assessment coordinators on August 22. Deans and chairs received an email informing them of the request.

- **Special Programs**: Annual assessment report requests were sent to assessment coordinators on August 24. Deans received an email informing them of the request.

CONSULTATIONS/CUSTOM WORKSHOPS

- **First-Year Programs**: Discussed assessment options for STAR Pre-Registration and the Financial Literacy Program.

- **Writing Center**: Discussed benchmarking and gave feedback on the survey for writing center clients.

- **Social Work**: Presented an assessment overview and answered questions at the school’s strategic planning meeting.

- **University of the South Pacific**: Met with the Pro Vice Chancellor to discuss WASC’s assessment requirements and expectations.

- **Hawaiian Language**: Pre-meeting with the chair and curriculum specialist to discuss the outcomes, agenda, and delivery strategies for the undergraduate and graduate program curriculum mapping workshops on September 14 & 15.

WORKSHOPS

- *Everything New Faculty Should Know About Assessment* (New Faculty Orientation). August 18; 17 attendees

ON THE CALENDAR

- **Annual Assessment Report Workshops:**

1


- Academic Degree Programs—September 14 & 22 and October 11
- Co-Curricular/Special Programs—September 15, 20 & 27

- **Custom Workshops:** Hawaiian Language (September 14 & 15) and Hawaiian Studies (September 29 & 30)

- **Hawai‘i-Pacific Evaluation Association Annual Conference and pre-conference workshops:** September 8 & 9

- **McInerny Foundation:** Final grant report due September 27
Assessment Office: September 2011 Update  
Submitted: 10/4/2011

GENERAL EDUCATION ASSESSMENT

- **Cohort Study**, Year 2: Students are completing the first survey. In 9/2010, we received a 1-year grant from the McInerny Foundation. We submitted a final report and a proposal for a second year of funding. We anticipate a response from the McInerny Foundation within 90-120 days.  

ANNUAL ASSESSMENT REPORTS – Due October 14, 2011

- **Academic Programs**: Annual assessment reports are being submitted. To assist programs, we offered two information workshops and one more is scheduled for October 11, 2011.  
- **Special Programs**: Annual assessment reports are being submitted. To familiarize programs with the new online reporting system, three information workshops were offered.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Communication Sciences & Disorders**: Worked with the chair and faculty to submit the 2011 annual assessment report and discuss assessment options for 2011-2012.  
- **English Department**: Met with the assessment coordinator to discuss FW and ENG 20x (sophomore literature courses) assessment.  
- **Undergraduate Education Program Review**: Provided OVCAA feedback on student surveys.  
- **Second Language Studies**: Discussed assessment plan for the new BA in Second Language Studies (SLS) with the Director of the SLS English Language Institute.  
- **Hawaiian Language**: Facilitated a two-day assessment retreat for faculty that resulted in SLO development for core BA and MA courses.  
- **Hawaiian Language**: Reviewed procedures from the Mukiki Wai (Hawaiian Language Competition) spring 2011 assessment and demonstrated how to use spreadsheet software to expedite analysis of results.  
- **Academy for Creative Media**: Developed a draft assessment plan with the assessment coordinator.  
- **Sophomore Experience**: Shared the AO’s *Student Success Project* “Exit Survey” with the chair of the Sophomore Experience committee and discussed potential survey design and implementation plans.  
- **Hawaiian Studies**: Assisted in the two-day assessment retreat for faculty that resulted in revised curriculum maps for the BA and MA programs and agreement on next steps.

WORKSHOPS

- **Annual Assessment Report Workshops**:  
  - Academic Degree Programs—September 14 & 22, 7 attendees.  
  - Co-Curricular/Special Programs—September 15, 20 & 27, 11 attendees.

ON THE CALENDAR

- **Annual Assessment Report Workshop**: Academic Degree Programs—October 11
• **Travel Industry Management:** Discussion on how to interpret and use assessment results
• **Academy for Creative Media:** Participate in a department meeting on assessment
• **American Evaluation Association Annual Conference, Anaheim, CA:** October 31 - November 5
Assessment Office: October 2011 Update
Submitted: 11/8/2011

GENERAL EDUCATION ASSESSMENT

- **Cohort Study**, Year 2: Students are completing survey 2. We submitted a grant proposal to McInerny Foundation requesting funds for the 2012 gift card incentives and the proposal was denied. For study details go to [http://manoa.hawaii.edu/assessment/studentsuccess/](http://manoa.hawaii.edu/assessment/studentsuccess/)

ANNUAL ASSESSMENT REPORTS – Due October 14, 2011

- **Academic Programs**: 163 of 230 academic programs submitted annual assessment reports. Follow up emails will be sent to non-submitters. Analysis has begun.
- **Special Programs**: 33 of 45 co-curricular/special programs submitted annual assessment reports.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Travel Industry Management**: Worked with the assessment coordinator to interpret the assessment results and discuss possible action steps based on the results.
- **Academy for Creative Media**: Participated in department meeting on assessment.
- **Travel Industry Management, Student Academic Services**: Assisted the coordinator with drafting the annual assessment report and discussed strategies for next year’s assessments.

WORKSHOPS

- **Annual Assessment Report Workshop**:
  - Academic Degree Programs—October 11, 3 attendees.

ON THE CALENDAR

- **Contemporary Ethical Issues Board (ETH)**: Presenting assessment results from spring 2011 faculty study group
- **General Education Committee**: Presenting year 1 findings from the Cohort Study
- **Foundations Written Communication (FW)**: Will lead a scoring session for English and English Language Institute faculty on the information literacy outcome
- **Fall Assessment Workshops**: December 12-15, 10:30-11:45 am in KUY 106, topics: TBD
Assessment Office: November 2011 Update
Submitted: 12/6/2011

GENERAL EDUCATION ASSESSMENT

- Cohort Study
  - Presented year 1 findings to the General Education Committee.
  - Students are submitting general education assignments/exams.
  
  For study details go to http://manoa.hawaii.edu/assessment/studentsuccess/.

- Contemporary Ethical Issues Board (ETH): Presented assessment results from spring 2011 faculty study group and facilitated a “using the results” discussion.

- Foundations Written Communication (FW): Led a scoring session for English and English Language Institute faculty on the information literacy outcome.

- General Education Office: Created tentative plan to address WASC recommendations for general education assessment and WASC progress reports due on March 1, 2012.

ANNUAL ASSESSMENT REPORTS

- Academic Programs: 166 of 230 academic programs submitted annual assessment reports. Sent follow-up emails to non-submitters and began analysis of reports.

- Special Programs: 33 of 45 co-curricular/special programs submitted annual assessment reports. Began analysis.

CONSULTATIONS/CUSTOM WORKSHOPS


- Mānoa Advising Center: Facilitated a discussion to develop draft student outcomes.

ON THE CALENDAR

- Natural Resource and Environmental Management: SLO workshop, December 9

- Making Program Assessment Happen Workshops, December 12-15, 10:30-11:45 am in KUY 106
  - 24: Program Assessment in 24 Hours/Year, December 12
  - Curriculum Map: An Elegant and Powerful Tool in Your Assessment Toolbox, December 13
  - Meaningful Program Assessment, December 14
  - Data, What Now?, December 15
Assessment Office: December 2011 Update
Submitted: 1/6/2012

OFFICE AFFAIRS

- Interviewing for a graduate research assistant to support the cohort study.

GENERAL EDUCATION ASSESSMENT

- **Cohort Study**
  - Presented year 1 findings to the Oral Communication Board.
  - Students are submitting general education assignments/exams.
  

ANNUAL ASSESSMENT REPORTS

- **Academic Programs**: 166 of 230 academic programs submitted annual assessment reports. Sent follow-up emails to non-submitters and began analysis of reports.
- **Special Programs**: 33 of 45 co-curricular/special programs submitted annual assessment reports. Began analysis.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Natural Resource and Environmental Management**: Facilitated an undergraduate student learning outcomes development session.
- **Law School**: Provided survey construction feedback to the director of the part-time program.

WORKSHOPS

- **Making Assessment Happen!** December 12-15 workshops
  - 24: *Program Assessment in 24 Hours/Year* (18 attended)
  - *Curriculum Map: An Elegant and Powerful Tool in Your Assessment Toolbox* (16 attended)
  - *Meaningful Program Assessment* (16 attended)
  - *Data, What Now?* (12 attended)