Assessment Office (AO): August 2012 Activities
Submitted: 9/7/2012

OFFICE

- **Assistant Specialist search**: search committee conducted phone interviews and one of two finalists came for a campus visit.

GENERAL EDUCATION/WASC COMPETENCIES ASSESSMENT

- The **longitudinal cohort study** of the general education program is starting its third year; most participants are juniors. 180 (73%) of the initial 251 students enrolled in fall 2012 and I invited them to continue their participation.

- AO is part of the **ILO Implementation Committee** (Institutional Learning Objectives were approved by Faculty Senate in May 2012).

ANNUAL ASSESSMENT REPORTS

- Minor improvements to the **online reporting system**, which is now open for faculty/staff to submit their 2011-12 annual reports.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Academy for Creative Media**: assisted with developing a 2012-13 assessment plan
- **College of Education**: briefed the new college-level assessment coordinator on resources and discussed accreditation-related assessment concerns
- **College of Social Science**: advised on exit and alumni surveys
- **Hamilton Library**: assisted with assessment planning
- **STAR for Students** (students’ online academic tracking/planning system): advised on appropriate data collection methods
- **Student Success Center**: critiqued survey and helped revise questions

ON THE CALENDAR

- Assistant Specialist position finalist: **campus visit on September 14**
- **Annual Assessment Reports**: Notify all program assessment coordinators about resources available and the October 12 deadline
Assessment Office (AO): September 2012 Activities
Submitted: 10/01/2012

OFFICE

- **Assistant Specialist search completed**: Offered the position to a finalist; tentative start date is October 22.

GENERAL EDUCATION/WASC COMPETENCIES ASSESSMENT

- **Written communication**: AO and the General Education Office finalized plans to collect senior-level writing samples from natural science and social science writing-intensive courses in fall 2012. Project goals include the following:
  - set standards of performance for senior-level writing and
  - set baselines for each performance level (e.g., percent of students who are proficient).
- **Ethical reasoning**: AO and the ETH Focus Board will host Faculty Study Groups to create signature/model assignments in fall 2012. This is part of the improvement plan in response to the 2011 assessment project (see report, http://manoa.hawaii.edu/assessment/reports/pdf/ETH_results_2011-11-14.pdf).

ANNUAL ASSESSMENT REPORTS

- Due date: October 12
- The Mānoa Assessment Committee will provide feedback on programs’ annual reports (by request only). AO is creating a feedback form and a bank of stock responses that address common assessment issues.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Biology**: discussed alumni survey options and drafted survey questions
- **Center for Teaching Excellence**: began planning an assessment of the new student-centered classroom in WEB 101
- **Classics (Latin/Greek)**: advised on curriculum map options and learning portfolios
- **Communication Sciences and Disorders**: advised on assessment data compilation and assisted with preparations for an upcoming accreditation visit
- **Interdisciplinary Studies**: assisted with formatting and testing an online exit survey
- **Plant and Environmental Protection Sciences**: critiqued the program’s revised student learning outcomes
- **Service Learning**: drafted survey questions
ON THE CALENDAR

- First meeting of the Institutional Learning Objectives Implementation Working Group
Assessment Office (AO): October 2012 Update
Submitted: 11/05/2012

OFFICE

- **Student assistant hired**: To fill a vacancy, AO hired an undergraduate student.
- **Assistant Specialist started**: Yao Hill started on October 22, 2012.

GENERAL EDUCATION/WASC COMPETENCIES ASSESSMENT

- **Ethical reasoning**: As part of the ETH improvement plan, AO recruited faculty for a November study group session. These faculty members will create model/signature ETH assignments. (Use of results)
- **Writing**: The AO and General Education Office have started collecting samples of writing from fall 2012 400-level natural science and social science writing-intensive courses. (Collection of new data)
- **Oral communication**: AO distributed OC survey results to the OC Focus Board. (Communication of new results)

ANNUAL ASSESSMENT REPORTS

- **Academic programs**: 189 (81%) submitted an annual assessment report. AO prepared a feedback template for Mānoa Assessment Committee members to provide feedback to academic programs that requested feedback.
- **Co-curricular/special programs**: 31 (60%) submitted an annual assessment report.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Academic for Creative Media**: participated in faculty meeting on aligning course and program outcomes.
- **Communication Sciences and Disorders**: provided advice on meeting assessment-related professional accreditation requirements.
- **English**: provided feedback on the curriculum map.
- **Mānoa Advising Center**: assisted with assessment planning.
- **Microbiology**: provided guidance on completing the annual assessment report.
- **Political Science**: assisted with entrance/exit survey design and assessment planning.
- **Pua Mohala I Ka Po**: assisted with evaluation planning and advised on data collection methods.
• **Sophomore Experience Committee**: facilitated a committee meeting to refine mission, goals, outcomes, and to create action plan.

**ON THE CALENDAR**

• **Workshops:**
  - *Assessment: Connecting Data to Resource Requests* for the Student Services Program at Kapi‘olani Community College, 11/2/2012
  - *Writing Good Student Learning Outcomes* for Hawai‘i Tokai International College, 11/7/2012
  - *Basic Techniques in Using Excel to Analyze Assessment Data*, 11/15/2012
Assessment Office (AO): November 2012 Update
Submitted: 12/05/2012

GENERAL EDUCATION/WASC COMPETENCIES ASSESSMENT

- **Ethical Reasoning**: AO facilitated a Faculty Study Group as part of the ETH improvement plan. Eight faculty members participated and created a “best practices” list for ETH assignments.
- **Writing**: AO and General Education Office continue to collect samples of writing from fall 2012 400-level natural science and social science writing-intensive courses.

ANNUAL ASSESSMENT REPORTS

- **Academic programs**: 202 (87%) submitted reports. AO thanked assessment coordinators, department chairs, and (associate) deans and reminded those who had not submitted.
  - **Feedback to programs**: AO and Mānoa Assessment Committee are giving feedback to the 67 academic programs that requested feedback on their assessment report.
- **Co-curricular/special programs**: 34 (62%) submitted an annual assessment report. AO will give feedback to the 16 programs that requested feedback on their report.

CONSULTATIONS

- **Ethnic Studies**: provided options on how the program can advance its assessment work
- **Conflict Resolution Program (Graduate Certificate)**: provided consultation on assessment design and methods to solicit input from faculty on the curriculum map
- **International Management (PhD)**: advised on SLOs, methods to aggregate existing data, and the revision of the proposal to move from provisional to established status
- **Mānoa Advising Center**: assisted with assessment survey design
- **Sophomore Experience Committee**: facilitated a meeting to refine the committee’s mission

WORKSHOPS

- **Assessment: Connecting Data to Resource Requests** [Kapiʻolani Community College Student Services Program]
- **Writing Good Student Learning Outcomes** [Hawaiʻi Tokai International College]
- **What’s Good Enough? Setting Standards**
- **Basic Techniques in Using Excel to Analyze Assessment Data**
- **Setting Benchmarks/Standards** [Kapiʻolani Community College]

PROFESSIONAL DEVELOPMENT ACTIVITIES

- Monica and Yao attended and presented at the 2012 Pacific Association for Institutional Research (PacAIR) Annual Meeting
• Yao attended a two-day Advanced Facilitation Techniques Workshop

ON THE CALENDAR
• Consultations: Education PhD, Sophomore Experience Committee, Colleges of Arts and Sciences
  Student Academic Services
Assessment Office (AO): December 2012 Update  
Submitted: 01/08/2013

GENERAL EDUCATION/WASC COMPETENCIES ASSESSMENT

- **Writing**: To date, a dozen students from natural science and social science writing-intensive courses have submitted papers. The General Education Office will send students a reminder (a Starbucks gift card is offered as incentive). The AO will facilitate scoring later this semester.

- **Cohort study**: students are submitting assignments/exams from their general education courses.

ANNUAL ASSESSMENT REPORTS

- **Academic programs**: 217 (93%) submitted a 2012 annual report, an increase of 15 programs since November.

- **Co-curricular/special programs**: 34 (62%) submitted a 2012 annual report. AO provided feedback to the 16 programs that requested feedback on their report.

CONSULTATIONS

- **Education (PhD)**: assisted with assessment planning

- **Sophomore Experience Committee**: led the group to create student outcomes. Met with two cochairs to plan assessment related activities for Spring 2013.

ON THE CALENDAR

- **Spring workshops**
  - Summarizing assessment data using Excel Pivot Tables (Feb. 15)
  - Creating an assessment plan (Feb. 22)
  - Analyzing test items (March 1)
  - Using assessment results for program improvement (March 8)
  - Evaluating dissertations, theses, and scholarly papers (March 15)