Assessment Office (AO): July & August 2013 Update
Submitted: 9/5/2013

OFFICE

• Hired two new student workers to replace Karen S. and Dick P.

ASSESSMENT LEADERSHIP INSTITUTE

• Facilitated a 4-day assessment leadership institute. Ten faculty members attended all four days and created assessment plans that they will implement in their program in fall. The faculty members reported that the Institute was worthwhile and that they would recommend it to their colleagues. We met our established learning outcome benchmarks and we will use observations and participants’ suggestions to improve the next Institute. Participants will attend 3-4 support group meetings in fall.

ANNUAL ASSESSMENT REPORTS

• Academic Programs: Informed all academic degree programs that the annual reports are due 10/11/2013.

CONSULTATIONS/CUSTOM WORKSHOPS

• Astronomy: Advised on student learning outcomes and the assessment plan for the proposed Astronomy BA and Astrophysics BS degrees
• Communication Sciences & Disorders: Reviewed and advised on assessment activities required for professional accreditation
• First-year Programs: Assisted with creating survey for program evaluation
• Graduate Education: Discussed campus-wide graduate-degree program learning outcomes
• Natural Resources and Environmental Management: Facilitated learning outcomes session for the graduate programs at the faculty retreat
• Psychology: Advised on ways to assess new lab component of required course
• Public Health: Advised on assessment plan for the new BA degree

ON THE CALENDAR

• Attend the Hawai‘i-Pacific Evaluation Association annual conference; Yao will present.
• Consultations with Mānoa Advising Center and Public Administration
• Fall workshops:
  o How to analyze assessment results to promote use
  o Bring your own assessment challenge (interactive Q&A session)
  o How to facilitate a curriculum map activity for your program
  o Adapting and adopting rubrics for program assessment
Assessment Office (AO): September 2013 Update
Submitted: 10/3/2013

Student Success Project

- Piloted and distributed the first survey of this academic year. Main topic: written communication. The current response rate is 80% (137 out of 169).

ASSESSMENT LEADERSHIP INSTITUTE

- Conducted three support group meetings. Attendees collaborated to provide feedback on the assessment plan implementation for the following programs and courses:
  - Programs
    - Chinese BA
    - Civil Engineering MS and PhD
    - Communication BA
    - Nutrition PhD
    - Political Science BA
    - Psychology BA and BS
    - Urban and Regional Planning MA and PhD
  - Courses
    - Civil Engineering (CEE 482): Structural Analysis
    - Korean 730: Seminar in Korean Language Flagship MA program
    - Second Language Studies (SLS 150): Learning Languages and Communicating in a Globalized World

ANNUAL ASSESSMENT REPORTS

- Academic Programs: 41 out of 232 (18%) submitted reports. Reminders were sent to all assessment coordinators. Due date is October 11, 2013.

CONSULTATIONS/CUSTOM WORKSHOPS

- Academy for Creative Media: Discussed rubrics with the department faculty.
- Astronomy: Advised on student learning outcomes, curriculum map, and the assessment plan for the proposed Astronomy BA and Astrophysics BS degrees.
- Biology: Provided advice on draft SLOs.
- English: Advised on the assessment plan for the ILP program and discussed using senior level courses to assess program level SLOs.
- Ethnic Studies: Provided feedback on fall 2013 assessment plan and sampling.
- Mānoa Advising Center: Provided advice on analyzing results and feedback on modifications to the Mandatory Advising survey.
- Matsunaga Institute for Peace & Conflict Resolution (PACE): Advised on how to assess the intensive format of course delivery.
- Public Administration (PUBA): Met with a representative from NASPAA, Michelle Saint-Germain, to discuss accreditation expectations for the PUBA program. Advised on the assessment strategies for the PUBA graduate certificate program.
• **Second Language Studies**: Advised on how to use the internship program to assess program SLOs.

• **Shidler College of Business**: Advised on strategies to assess individual undergraduate programs in the college.

• **Sociology**: Assisted with aligning program SLOs to ILOs

**WORKSHOPS**

• *Bring an Assessment Challenge (interactive Q&A discussion)*: 7 participants.

• *Making Sense of Assessment Data*: 5 participants.

**PROFESSIONAL DEVELOPMENT**

• Attended the Hawai‘i-Pacific Evaluation Association annual conference and workshops; Yao presented.

**ON THE CALENDAR**

• Consultations with Classics, JABSOM, SEED, and PACE.

• Presentation to the Writing Board on results from the spring performance standards session and on results from the 9/2013 student success project survey.

• Will attend and present at the 2013 Indiana University-Purdue University Indianapolis (IUPUI) Assessment Institute.

• Workshops:
  - *Making Sense of Assessment Data* (repeat)
  - *Bring your Own Assessment Challenge* (interactive Q&A discussion, repeat)
  - *Facilitating Program Assessment Decision-Making*
  - *Using Rubrics in Program Assessment*
Assessment Office (AO): October 2013 Update
Submitted: 11/7/2013

Student Success Project
- Presented the results related to written communication to Writing Focus Board.

ASSESSMENT LEADERSHIP INSTITUTE
- Facilitated three support group meetings at which attendees collaborated to provide feedback on colleagues’ implementation of their assessment plans.

GENERAL EDUCATION/ILO/CORE COMPETENCIES ASSESSMENT
- Presented results from the spring performance standards session to the Writing Focus Board.
- Created Laulima site to host examples of student work for ILO and core competencies assessment. Examples of different levels of student performance for written communication and information literacy are available.

ANNUAL ASSESSMENT REPORTS
- 208 out of 232 (89%) of academic programs submitted reports. We made phone calls and planned in-person visits to Assessment Coordinators’ offices to offer report completion assistance.

CONSULTATIONS/CUSTOM WORKSHOPS
- **Clark College (Vancouver, WA):** Advised on institutional- and program-level assessment
- **Classical Studies BA:** Advised on how to complete annual assessment report, strategies to engage faculty in program assessment, and evidence to collect for program learning assessment
- **College of LLL:** Discussed history and progress of assessment with the Program Review external reviewers
- **College of Social Sciences:** Advised on constructing and administering an alumni survey
- **Conflict Resolution graduate certificate:** Participated in program meeting on curriculum mapping
- **Family Resources BA:** Advised on how to use the existing exit survey for program assessment and strategies of using direct assessment
- **English BA:** Reviewed and provided feedback to the assessment plan
- **Linguistics MA/PhD:** Advised on annual assessment report, developing outcomes, and curriculum mapping
- **Microbiology:** Described assessment to faculty at a department meeting and advised on documenting assessment activities for their provisional MCB BS degree
- **Student Equity, Excellence, and Diversity (SEED):** Advised on faculty and staff training strategies for assessing program outcomes
WORKSHOPS

- *Making Sense of Assessment Data*: 5 participants. Presentation materials posted online.
- *Bring an Assessment Challenge (interactive Q&A discussion)*: 10 participants. Evaluation report posted online.
- *Facilitating Program Assessment Decision-Making*: 9 participants. Presentation materials and evaluation report posted online.
- *Using Rubrics in Program Assessment*: 11 participants. Presentation materials posted online.

PROFESSIONAL DEVELOPMENT

- Attended and presented at the 2013 Indiana University-Purdue University Indianapolis (IUPUI) Assessment Institute.

ON THE CALENDAR

- Consultations with Biology, Geriatrics, UHCC, Nutrition
- Assessment Leaders support group meetings
Assessment Office (AO): November 2013 Update  
Submitted: 12/06/2013

OFFICE

- AO is advertising for a spring 2014 student worker (Federal Work Study only because of budget constraints) to replace current student who is graduating.

ANNUAL ASSESSMENT REPORTS

- 98% of academic degree programs submitted a 2013 assessment report. 71% reported that the program conducted assessment in the last 18 months. To increase the report submission rate, we used strategies such as personal visits to offices, reminder phone calls and emails, and requests for dean’s assistance.
- The Mānoa Assessment Committee and AO collaborated and provided written feedback to annual assessment reports for 71 degree programs. AO provided written feedback to 14 co-curricular programs.

ASSESSMENT LEADERSHIP INSTITUTE

- Facilitated two support group meetings and held two individual meetings to plan for the poster presentation in spring 2014. Eight members drafted their poster plans.

STUDENT SUCCESS PROJECT

- Participants completed the second survey for the semester and will soon submit coursework from their fall general education courses and complete an end-of-semester survey.

GENERAL EDUCATION/ILO/WASC COMPETENCIES ASSESSMENT

- Provided feedback to the advanced degree ILOs.

CONSULTATIONS/CUSTOM WORKSHOPS

- **Anthropology** (MA, PhD): Advised on using rubric to evaluate theses/dissertations as next program learning assessment steps. Drafted sample rubrics.
- **Biology** (BA, BS): Discussed procedures for creating a curriculum map.
- **College of Social Sciences**: Advised on alumni and graduating senior surveys
- **Geriatrics**: Assisted in analyzing the curriculum map and advised on presenting results to faculty.
- **Kapi‘olani CC and Leeward CC Assessment Leaders**: Shared UH Mānoa AO program assessment philosophies and best practices.
- **Kapi‘olani CC Counselor Retreat**: Gave a workshop on *What Are Outcomes in Student Affairs Outcome Assessment*.
- **Nutrition** (PhD): Assisted in developing an assessment plan.
- **Professional Educational Practice** (EdD): Advised on how to complete the annual assessment report.
ON THE CALENDAR

- Workshop for faculty members in Biology on course and program learning outcomes.
- Two individual meetings with the assessment leader group members to plan for poster presentations.
Assessment Office (AO): December 2013 Update
Submitted: 01/07/2014

OFFICE
• AO acquired an unpaid student volunteer to replace the undergraduate student assistant.

ANNUAL ASSESSMENT REPORTS

ASSESSMENT LEADERSHIP INSTITUTE
• Held a meeting to plan for the poster presentation in spring 2014. Nine members drafted their poster plans.

STUDENT SUCCESS PROJECT
• Participants submitted coursework from their fall general education courses.

GENERAL EDUCATION/ILO/WASC COMPETENCIES ASSESSMENT
• Compiled a list of the programs whose program outcomes address information literacy competency.

CONSULTATIONS/CUSTOM WORKSHOPS
• Biology (BA, BS): led a work session with program faculty to develop and align course SLOs with program SLOs and to draft a new curriculum map.
• Chinese (BA): advised on assessing writing competency.
• English (BA): assisted in drafting a signature assignment and rubric for the 400-level capstone course.
• Kapi’olani CC C4WARD Retreat: Advised on assessment plan for the new professional development activities. Provided coding examples to analyze pedagogy innovation plan.
• Mānoa Advising Center: assisted in survey data analysis and provided models for a summary report.
• New Mexico State University: advised on using a cohort design and focus groups for general education assessment.

ON THE CALENDAR
• Writing-intensive Workshop: Introduction to the VALUE Written Communication rubric for professors teaching spring writing-intensive courses
• Presentation at New Deans’ Meeting
• Presentation at Chairs’ School