Assessment Team Agenda
August 31, 2009

1) Introductions

2) Chair situation – Della now administrator; Della, Barbara and Kathy worked on assessment-related tasks during the summer; we are willing to carry the ball to keep things going until other arrangements can be made; Eunice has past assessment work experience; she may be interested in being the chair in the future.

3) Meeting times: Mondays from 2:30 – 4:00 seems to be the best time
Next meeting: Monday, 9/14/09 – 2:30 – 4:00

4) Course Review and SLO Assessment process documents (see Document folder in Laulima under Resources):
   a. Course Assessment Timeline (6-yr) ends in Dec, new 5-year timeline will be made during Fall
   b. Steps for Course Review and SLO Assessment Fall draft
   c. SLO Assessment Form
   d. Leeward SLO rubric (CC approves SLO)
   e. Assessments in process (Course Support Area Assessment All Lani)
      When are Phase 1B and Phase 2 due? Original Pilot Project dates vs. Program Assessment Plan

5) Laulima info:
   a. https://laulima.hawaii.edu/portal
   b. Storage for assessments in process; assessments move from one phase folder to the next; include rubric within assessment document so that complete report form with rubric is in phase 2 when process is finished.

6) AT Coordinator responsibilities:
   a. Serve as liaison between division/units and the Assessment Team for assessment-related activities;
   b. Provide assessment assistance (SLO wording and assessment tools, rubrics, etc) to faculty/staff for courses scheduled on the course review and SLO assessment timeline and for creating new course, etc.
   c. Communication with Div Chairs/Deans
   d. Upload assessments to Laulima
   e. Provide feedback to division/unit

7) Count of who will attend:
   Assessment session at UH Manoa
   *Connecting Student Learning and Assessment*
   Marilee Bresciani, PhD
   Tuesday, September 8, 9am-12noon
   Campus Center Ballroom
8) Curriculum Committee Concerns
   a. CC responsible for approving SLOs, confusing if there are two groups approving SLOs
   b. CC may have concern about Step #3, if no changes, skip this step
   c. What is CC criteria for approving SLOs?
   d. Will CC need training? Will we provide training to CC?

9) Comprehensive assessment reports must exist and are prepared on a regular basis (Proficiency level for SLOs ACCJC rubric) – Need report, based on assessments for 08-09, for APR process. When is this needed? End of Sept? Will eventually be able to comment on program assessments too.