Assessment Office (AO): January 2014 Update
Submitted: 2/5/2014

OFFICE

• **Poster Exhibit**: Sent out a [call for posters](#) for the *Assessment for Curricular Improvement* poster exhibit which will take place on Friday, April 11, 1:00-3:00 pm in Campus Center Executive Dining Room. The proposal submission deadline is 2/21.

ANNUAL ASSESSMENT REPORTS

• Completed college-level reports that summarize 2013 activities by degree program. We will distribute the college reports to Deans and program assessment coordinators in February.

GENERAL EDUCATION/ILO/WASC COMPETENCIES ASSESSMENT

• Introduced ILOs to advisors at the Council of Academic Advisors meeting and solicited suggestions on methods to distribute to students. Suggestions included New Student Orientation and recruiting materials.

STUDENT SUCCESS PROJECT

• Participants continued to submit coursework from fall general education courses and pick up gift cards.
• Completed a cross-year analysis of the amount of reported learning (6 semesters, fall 2010 - spring 2013) and will present results to the General Education Committee this semester. In sum,
  - **Writing**: percent of students who reported learning about writing remained fairly consistent across 6 semesters (fall 10 to spr 13) with over 50% of students repeatedly reporting learning "a lot" and "a moderate amount" every semester.
  - **Ethical reasoning**: the percent of students who reported learning “a lot” and “a moderate amount” increased from ~30% in freshman year to ~40% in junior year.
  - **Oral communication**: similar to ethical reasoning--the percent of students who reported learning increased from ~30% in freshman year to ~40% in junior year.
  - **Hawaiian, Asian, and Pacific issues**: percent of students who reported learning DECREASED--from a high of ~40% in freshman year to ~20% in junior year.

CONSULTATIONS/CUSTOM WORKSHOPS

• **Chinese BA**: Advised on using signature assignment for assessing writing competence for program assessment.
• **Kapi‘olani Community College**: Advised on how to use Excel to summarize program assessment activities.
• **New Deans’ Series**: Presented on program assessment and ways that deans can promote and use student learning outcomes assessment in their programs.
• **Second Language Studies BA**: Advised on program assessment planning.
• **Writing-intensive Rubric Workshop**: Described the AAC&U VALUE rubrics and encouraged their use.

ON THE CALENDAR

• Hawai‘i Educational Research Association (HERA) Annual Conference: Monica and Yao will attend and present.
• New Chairs’ Series: Present information on program assessment.
• UH system meeting of the Hawaiian, Asian and Pacific Issues (HAP) Focus Board Chairs: Facilitate discussion of HAP assessment.
• Workshops for faculty in February and March:
  - **Assessing Learning in Graduate Programs**
  - **Beyond Satisfaction Surveys to Learning Assessment Surveys**
  - **Program Assessment: What it is and What it is Not—with examples**
  - **Taking the Next Step in Program Assessment: Data Collection & Review**
Assessment Office (AO): February 2014 Update
Submitted: 3/6/2014

OFFICE

• **Poster Exhibit Event (April 11):** received 17 proposals for the *Assessment for Curricular Improvement* poster exhibit which will take place on Friday, April 11, 1:00-3:00 pm in Campus Center Executive Dining Room.

ASSESSMENT LEADERSHIP BUILDING PROJECT

• Planned and scheduled 7 interviews with Assessment Leadership members to evaluate project effectiveness.

ANNUAL ASSESSMENT REPORTS

• Distributed college-level reports that summarize 2013 assessment activities to Deans, program assessment coordinators, and MAC.

GENERAL EDUCATION/ILO/WASC COMPETENCIES ASSESSMENT

• The ILO Implementation committee is planning a summer 2014 work session to set performance standards for information literacy, critical thinking, and written communication.

STUDENT SUCCESS PROJECT

• Planned 6 focus group sessions to be conducted in March. Students will provide information on the classroom, teacher, and personal factors that help them meet the learning outcomes in ETH, HAP, OC, and WI.

CONSULTATIONS/CUSTOM WORKSHOPS

• **Ethnic Studies BA:** Facilitated rubric adaptation to evaluate research papers for program assessment
• **English BA:** Assisted with creating a rubric for a signature assignment assessment project
• **Hawaiian, Asian and Pacific Issues (HAP) Focus:** provided feedback on a survey planned for Mānoa faculty
• **Hawaiian, Asian and Pacific Issues (HAP) Focus System-wide Meeting:** facilitated discussion of HAP assessment.
• **Leadership Matters New Chairs’ School:** presented on program assessment and facilitated an activity during which chairs practiced using program assessment results to guide program decisions
• **Nursing:** suggested strategies to assess program learning outcomes; provided guidance on interpreting and increasing survey response rate
• **Political Science BA:** recommended next steps with rubric adaptation and evidence review

WORKSHOPS

• *Program Assessment of Learning: Examples of What It Is and Is Not:* 12 participants from two sessions (2/11, 2/12). Workshop materials and evaluation results were posted online.
• *Taking the Next Step in Program Learning Assessment: Collect & Review Evidence of Learning:* 8 participants.

PROFESSIONAL DEVELOPMENT

• Hawai‘i Educational Research Association (HERA) Annual Conference: Monica and Yao attended and presented.

ON THE CALENDAR

• Workshops for faculty in March:
  o *Assessing Learning in Graduate Programs*
  o *Beyond Satisfaction Surveys to Learning Assessment Surveys*
  o *Taking the Next Step in Program Assessment: Data Collection & Review*
• Meeting with external program review committee for the College of Natural Sciences
Assessment Office (AO): March 2014 Update
Submitted: 4/2/2014

OFFICE

- Assessment for Curricular Improvement Poster Exhibit information is posted online: http://manoa.hawaii.edu/assessment/workshops/index.htm. Personal invitations were sent to all deans, chairs, assessment coordinators, and past workshop attendees.

ANNUAL ASSESSMENT REPORTS

- Developed a five-year program assessment status college report template.

GENERAL EDUCATION/ILo/WASC COMPETENCIES ASSESSMENT

- Undergraduate ILOs: Set tentative dates with the ILO Implementation Committee for the summer performance standard setting sessions: May 28-29, June 24-25, and July 29-30, from 2:00-4:30 each day. Targeted ILOs: written communication, information literacy, and critical thinking (via ethical reasoning).
- Quantitative Reasoning: Distributed a status report and FAQ to faculty at Mānoa and at other UH campuses for the Quantitative Reasoning Working Group. (See the website http://manoa.hawaii.edu/quantitativereasoning.)

STUDENT SUCCESS PROJECT

- Completed five student focus groups and an alternate online activity (56 total students). Distributed a survey on Mānoa as a Hawaiian Place of Learning and perceptions of skills needed for a future career.

CONSULTATIONS/CUSTOM WORKSHOPS

- Academy for Creative Media (BA): assisted with assessment planning, transitioning to a new coordinator, and preparing for their request for permanent status.
- Biology (BA/BS): advised on course outcomes and using capstones in program assessment.
- Career Center: advised on how to assess a career skill training series for federal work study students.
- College of Natural Sciences Program Review: discussed status of assessment in the college with the external review team.
- First Year Programs: advised on how to present learning outcome assessment results; provided feedback on their draft poster.
- Graduate Education Council: discussed integration of our annual assessment report with the annual graduate education report.
- Native Hawaiian Science & Engineering Mentorship Program: advised on how to develop an evaluation plan and evaluation strategies for their grant proposal.
- Kaʻieʻie Advisors Workshop: advised on assessment design and use of results.
- Kapiʻolani Community College: presented how we, at UHM, handle Annual Assessment Report submission, analysis, and summarization.
• **Thai Program**: advised on database structure and test validation steps for Thai Proficiency Reading Test Project.

• **Washington State University**: shared strategies and described office operations with visiting assessment director from WSU.

WORKSHOPS

• Eleven people attended the *Developing Learning-assessment Surveys* workshop. Workshop materials were posted online.

• Thirteen attended the *Assessing Learning in Graduate Programs* workshop.

ON THE CALENDAR

• Poster Exhibit: *Assessment for Curricular Improvement*, Friday, April 11, 1:00-3:00 pm in Campus Center Executive Dining Room

• Call for applications for the second Assessment Leadership Institute will occur in early April

• Natural Science Chairs’ Meeting, April 17

• WASC Academic Resource Conference (California): Yao will present, April 23-25
Assessment Office (AO): April 2014 Update
Submitted: 5/5/2014

OFFICE
- Assessment for Curricular Improvement Poster Exhibit was held on 4/11/2014 from 1:00-3:00 at the UHM Campus Center Executive Dining Room. There were 20 posters and 73 participants and presenters. The posters and event photos are available online, http://manoa.hawaii.edu/assessment/workshops/poster2014/poster2014.htm.

ASSESSMENT LEADERSHIP BUILDING PROJECT
- Conducted interviews with nine 2013 cohort members to evaluate project effectiveness
- Distributed the Call for Applications for the 2014 Assessment Leadership Institute. We received 19 applications from eligible faculty members. Applications were sent to 5 reviewers.

ANNUAL ASSESSMENT REPORTS
- Produced five-year program-assessment status college reports for SPAS, Shidler, and CTAHR.

GENERAL EDUCATION/ILO/WASC COMPETENCIES ASSESSMENT
- Undergraduate ILOs: The ILO Implementation Committee sent invitations to faculty to participate in three sessions to set performance expectations in summer 2014.
- Quantitative Reasoning: The QR Working Group announced its progress to all UH faculty and invited feedback. The group drafted QR Hallmarks (see 4/17 meeting minutes). The Working Group is on track to submit a proposal to Faculty Senate in fall 2014.
- Information Literacy: The IL Working Group defined IL and examined how IL is covered in the curriculum. The Group will submit the recommendations to GEC in early May.

STUDENT SUCCESS PROJECT
- Students completed survey 5 in which they answered questions regarding Mānoa as a Hawaiian Place of Learning. We distributed survey 6 and are collecting general education assignments.

CONSULTATIONS/CUSTOM WORKSHOPS
- Career Center: used training outcomes to help select training topics and curriculum sequencing of a career skill training series for federal work study students.
- Family Resources (BS): advised on the presentation and use of assessment results.
- Natural Science Chairs’ Meeting: provided department chairs with a status report of assessment activities in their college; encouraged participation in Assessment Office events; answered questions.
- Office of Research Compliance: assisted with designing evaluation section of a grant proposal.
- Second Language Studies (BA): advised and provided feedback on communication strategies to finalize the rubric for assessing SLO1 & SLO3.
- STAR Office: advised on how to use program velocity data to guide improvement from a program assessment perspective when talking with individual programs.
• **Student Academic Services (Arts & Sciences):** advised on an assessment plan for an online advising module.

**PROFESSIONAL DEVELOPMENT**

• WASC Academic Resource Conference (California): Yao attended and presented.

**ON THE CALENDAR**

• Assessment Leadership Institute: Announce awards to 10 faculty members in mid May.
• Biology BA/BS programs: curriculum map revision
• Environmental Design (BEnvD) Program: assessment planning
• Graduate Education and Assessment Office: create a single annual report
• ILO setting performance standards session on 5/28 & 29.
• Microbiology BS programs: assessment planning
• Second Language Studies (BA): help prepare for rating training and scoring of student work
Assessment Office (AO): May 2014 Update  
Submitted: 6/03/2014

OFFICE
• The ad for AO GA position went out. Deadline to apply: 6/6/2014.

ASSESSMENT LEADERSHIP INSTITUTE
• Twelve faculty members from 8 schools/colleges were selected for the 2014 leadership institute. All agreed to participate. The faculty list was published on http://manoa.hawaii.edu/assessment/institute/index.htm

GENERAL EDUCATION/ILO/WASC COMPETENCIES ASSESSMENT
• Undergraduate ILOs: twenty-five faculty members participated in the May sessions to set performance expectations for written communication and information literacy.
• Quantitative Reasoning: The QR Working Group created and distributed an end-of-semester report. The QRWG drafted Hallmarks and plans to propose two QR models in fall 2014.
• Information Literacy Working Group: submitted the final report, recommending adopting the committee’s definition of information literacy and starting the institutional level assessment of information literacy.

CONSULTATIONS/CUSTOM WORKSHOPS
• Biology (BA, BS): Advised on curriculum mapping
• Chinese (BA): Advised on data analysis and reporting plan. Conducted data analysis for writing assessment.
• English (PhD): Assisted with assessment planning
• Environmental Design (BEnvD): Advised on assessment plan and curriculum map
• Graduate Education Report Makeover Group: Facilitated discussion about use and purpose of the report; established timeline for implementation of joint assessment-grad education report
• Institute for Teacher Education: Assisted with survey design and data collection methods
• Microbiology (BA, BS, PhD) and Cell Molecular Biology (BS): Assisted with assessment planning
• Psychology (MA and PhD): Assisted with assessment planning
• Second Language Studies (BA): Assisted with standard setting planning for assessment SLO 1 and 3
• WASC Assessment Leadership Academy participants: Discussed the state of assessment at Mānoa and advised on their project ideas
ON THE CALENDAR

- **Association of Assessment of Learning in Higher Education (Albuquerque, NM):** Monica will attend and facilitate a workshop
- **English (PhD):** Graduate program assessment planning
- **Oral Communication Focus:** assessment planning
- **Undergraduate ILOs—setting performance expectations**
  - **Written communication and information literacy** using examples from natural science courses; 17 faculty members volunteered; June 24 & 25, 2014
  - **Ethical reasoning (as a form of critical thinking);** 23 faculty members volunteered; July 28 & 29, 2014
Assessment Office (AO): June and July 2014 Update  
Submitted: 8/04/2014

OFFICE

- GA position: Among 25 applicants, we interviewed three top candidates and selected Jenna T. Caparoso. Starting date is 8/1/2014. This GA position replaces our hourly graduate student position (level A6, $19.55/hour).

- Student assistant position (level A2): Created and advertised the position. Interviewed three candidates and selected the top candidate. Submitted the request for exemption to hiring freeze to hire the top candidate. This A2-level position ($9.55/hour) replaces our previous A5-level position ($14.15/hour).

ASSESSMENT LEADERSHIP INSTITUTE

- The Assessment Leadership Institute starts on August 8 with 12 faculty members. Four colleges/schools (A&H, LLL, SS, and Shidler) agreed to support their faculty in the Institute and we received a total of $1000.00 to the UH Foundation account. Additional funds are expected from other colleges/schools in August.

GENERAL EDUCATION/ILO/WASC COMPETENCIES ASSESSMENT

- Undergraduate Institutional Learning Objectives (ILOs)
  - Written Communication and Information Literacy: 14 faculty members participated in setting performance standards for written communication and information literacy using examples from natural science courses on June 24 & 25, 2014.
  - Ethical Reasoning (critical thinking): 19 faculty members participated in setting performance standards for ethical reasoning (as a form of critical thinking) on July 28 & 29, 2014.

The results and explanations will be distributed to the ILO Implementation Committee, other faculty groups, and program assessment coordinators.

CONSULTATIONS/CUSTOM WORKSHOPS

- Asian Studies: Explained the results on the 5-year summary of program assessment annual reports.
- Career Advising Center: Advised on data analysis of workshop quiz results.
- Center for International Business Education: Advised on the evaluation plan of a grant proposal.
- College of Education: Discussed the college’s annual program assessment report summary and provided strategies to work with faculty in moving program assessment forward.
- College of Social Sciences: Advised on sampling, data analysis strategies, and the alumni survey questions.
- English Ph.D. program: Advised on the program assessment project.
- Graduate Education: Drafted and discussed an Annual Program Report Template for graduate programs that combines questions from the Program Review Self-Study, graduate education report, and assessment annual report.
- Howard Community College: Advised on student affairs assessment and evaluation and provided strategies to engage faculty in assessment
- P-20 Project: Advised on strategies to conduct focus groups.
- Pacific Biomedical Biosciences Research Center: Assisted with evaluation plan draft for the MARC NIH grant.
- Mānoa Advising Center: Advised on data analysis and interpretation of survey results.
- Medical Education: Advised on program assessment and strategies to increase response rate.
- National Foreign Language Resource Center: Advised on the evaluation plan of their grant proposal.
• **School of Nursing**: Provided feedback on course evaluation, annual program evaluation, and 360 evaluation surveys.

**PROFESSIONAL DEVELOPMENT**

• Monica attended and facilitated a workshop at the Association for the Assessment of Learning in Higher Education conference (Albuquerque, NM) in June.

• Monica served as a panelist on the Center for Teaching Excellence’s Tenure & Promotion Workshop in June.

• Yao attended the Complete College America: Guided Pathways to Success Institute at Atlanta, GA in June.

**ON THE CALENDAR**

• **Assessment Leadership Institute**: facilitate the four-day institute on 8/8, 8/11-8/13

• **College of Engineering**: present an assessment session during the college retreat

• **Deans’ Meeting**: present and discuss the 5-year summaries of programs’ annual assessment reports