



**WASC EER Steering Committee
Meeting Notes
September 13, 2013; 1:00 – 2:00pm, Room D104**

Present: Linda Nishigaya, Alan Rosenfeld, Sarah Gilman, Jim Cromwell, Julie Funasaki-Yuen, Garyn Tsuru, Sherry Proper, Mark Hanson, Elaine Lee, Sharla Hanaoka, Eun Ahn, Terri Ota (note taker).

MEETING DATES: There was a discussion on whether meetings should be every two weeks or monthly; it was decided that the next meeting would be October 11, and the issue will be reassessed. Meetings will be held on the second Friday at 1 pm. Committee membership is comprised of the lead personnel who will direct what will happen in this effort.

SUMMARY OF PD DAY: Mark said that the goal set at PD Day had an ambitious deadline, the first Friday of the semester, and things have been coming in slowly, piecemeal. The deadline for all syllabi to be submitted is the end of October, October 31.

He also sent out a charge to his division, for oral and written communication assessments; others should be informing their divisions as well.

Next week Friday is first assessment meeting: 9/20 9 am-11 am-will give faculty charge with more

Will be working on rubrics and have faculty feel free to do their own strengths & weaknesses; if representatives need support to go out to the divisions, please contact Eun---he is willing to attend those meetings.

Is there anything that the committee can do to help? Maybe more arm twisting needs to be done after the October 31 deadline; Eun can help with this.

Looking at oral and written rubrics; should be modified to scale to 3 levels, to get everyone on same scale. Alan has 0-6 scale already in 3 different levels (all the hist concentration) 3 categories of eval and 3 levels; Christen Sasaki is the assessment representative.

Sharon Lee, who has lead a lot of assessments at her previous institution is the lead on the General Education Assessment – ENG 100, 200, WI and focus classes will be assessed. Sarah Gilman and Linda Nishigaya will be working together. Working on rubrics; divisions should be working on the assessments.

SYLLABI: Syllabi are to be sent to the VCAA office or go to the division chairs; Eun will wait until the first faculty senate resolution-chairs can be the repository of the syllabi.

There was a discussion about syllabi and the concerns about submitting them--- isolation of intellectual property and proprietary information; Eun will have a conversation with the Faculty Senate Chair, Susan Adler, and a resolution proposed regarding this issue. Reasons why syllabi are collected: Sharing with new instructors; WASC; quality control

SUMMARY OF CO-CURRICULAR WORKSHOP: We had no template previously, so it's a good start on this. Is there a plan for this? Linda N will be assisting in this area; she will be out from September 22-October 1, but hoping to have a plan by the end of the year. The templates could be copied for all student affairs areas.

DISTANCE EDUCATION: Sharla will be the lead on this; information will be collected on what do we have and where are we headed. The committee will be working on what is our identity in this area; there is data in the online survey.

TIMELINE: Mid april, all reports should be done and submitted to Eun. Mark will handle the academic side; Linda N on the co-curricular side. Early October Linda will be meeting with areas.

Library will be working on information literacy; Noeau, something with writing academically. Per Linda, there is some data but just not compiled into a report.

Noeau: Though there is no mission statement or learning outcomes for Noeau yet, Eun suggested that they should at least have a plan by the end of the year and should get an outline together to send to Teri Cannon. Alan and Loke will try to design something, and they can also consult with Sreang. There is some Fall 2010 data; need to set up the fields. Have gpas of students who went to Noeau for the last semester. If it is weak, explain why it is weak, then should have a plan as we go forward. Come up with some way to determine the effectiveness of this semester. Linda Nishigaya will try to meet with Alan and Loke to start on this.

Grades first is not installed yet; not consistent to put in

Brenda wrote a strategic plan; Eun will forward info from co-curricular.

DATA SUPPORT & ANALYSIS: There was a meeting with Elaine Lee, Lester Ishimoto, and Robyn Oshiro to confirm where faculty can inquire about certain types of data. Faculty should go to Elaine Lee for Census data (historical); for current information---a snapshot of the current semester---they should contact Robyn Oshiro; and for Financial aid data, Lester Ishimoto.

Surveys: If people are designing surveys, they should run it by Elaine, Sreang, or Eun. There was a discussion about surveys, and the need to know what everyone is doing, so there is not a lot of duplication of efforts. A suggestion was made that the chair of the Communications Committee should be notified of any survey being done, and given a sample of the survey. At this time, Julie is the gatekeeper of the surveys that will go through communications. If it is a distinct population, and surveying a group, please let Julie know.

In addition to formalizing this in the communications plan, would it be good to include WASC updates in the weekly bulletin to All UHWO.

SUMMARY: Assessment and co-curricular plans should be done by the end of the year; by next meeting, need to update how far each area is in the planning process. Everything needs to be done and submitted to Eun in April; the final report will be completed by July.

Last year, there is a hole in the testing; Rick Jones was doing testing centers, will also align with disability.

People are interested in knowing what the results were from the survey done at the end of last year; a summary on what the results were from the surveys and focus groups. This is something that should be posted.

Last year's survey had nothing on co-curricular info. But, maybe they would be interested in knowing about the results of a faculty survey; Brenda had a survey of faculty; the information in the survey could be shared with co-curricular folks so they should know about the results of the survey.

There was a survey administered to entering students (CIRP?); there should also be an exit survey as well. Margy is on a grant for 2 more years; we should start to institutionalize data collection. When Jan was here, there was discussion about an exit survey, however those involved have changed; this might be something to bring back up.

Next Meeting: October 11, 1pm in D104