



WASC EER Steering Committee
November 8th, 2013; 1:00 – 2:00pm
Room D104

Present: Eun Ahn, Linda Nishigaya, Sherry Proper, Sreang Heak, Julie Funasaki Yuen, Sharla Hanaoka, Sarah Gilman, Mark Hanson, Sarah Juran, Reed Young, Alan Rosenfeld, Jim Crowmwell, Leila Shimokawa, Garyn Tsuru

I. RESOLUTION ON CREDIT HOUR POLICY PASSED IN FACULTY SENATE:

- A. **To be included on syllabi and General Catalog:** Resolution passed during October 2013 Faculty Senate meeting, regarding submission of syllabi; resolution 2013-8 posted at:
<https://laulima.hawaii.edu/portal/page/a86b2a9e-8880-4a2f-b8b3-5e8fbaf85eb5>

Current catalog already shows credit hour policy on page 34

- B. **One-time audit of syllabi to be conducted on PD Day:** Pending decision on whether to do a one time audit of syllabi or peer review on PDD. Mark Hanson mentioned that there is some support doing the peer assessment.

II. LIBRARY INFORMATION LITERACY ACTION PLAN:

Sarah passed out copy to committee. They will be doing a pre-test and post-test, and writing evaluation, and end of semester survey of library literacy.

Sarah attended the WASC conference, a different strategy was suggested, but since steps had already been taken, at this time, they will continue with past plan but will also try to pilot some of the new things. They implemented a diagnostic test, SAILS test (for low based skills test) and the library will try to see if this is something that can be done in the spring.

A comment was made that if classes in ENG and HIST are used in the same semester, there might be lot of students in both classes.

Would like to use a rubric (this is what a lot of other institutions use) perhaps ENG 200?

Students need to be made aware that their information is going to be reviewed (irb approval?). Results will be shared with students and instructor.

At the WASC conference, it was presented that the role of librarians are changing; how can the “tools/skills” be shared with faculty? It’s not just Sarah’s responsibility to ensure info literacy, and not every student will be in a class who has a session with library personnel

III. CONCENTRATION ASSESSMENT PLANS & SCHEDULES UPDATE

- A. Due Date of October 31st (update from Mark H): not too bad
HUM: HIST, ENG, PHIL; HPST (they’re working on it) and CM pending
SSCI : no plan from SOC but all others in
BUSA: only MGT has been submitted
PUBA: all concentrations have been submitted
ED: all submitted

Self-studies of the divisions: need summaries of the reports; Mark Hanson is working on a summary and is vetting through divisions at this time.

Mark will send to Eun by next Friday. Eun and Linda Nish will follow up with those concentrations who have not yet submitted.

- B. Strategy for Uncooperative Divisions (Linda N and Eun A)

IV. CO-CURRICULAR UPDATES

- A. Completed and submitted: Noeau Center, Freshmen Year Experience, Kealaikahiki

Submitted to VCSA: Admissions, Registrar, and Financial Aid

Others should be in by the end of next week: Career Services, Advising, Student Activities, Counseling,

Linda says that some of the co-curricular reports have given more info than needed, so they'll edit, but this is very positive.

Eun distributed the timelines; should try to get all completed and posted by the end of the month; would like to get the UHWO VCAA site up on the regular UHWO site, so that program plans can be posted. Would like to have things done by the end of the spring.

- A. Other Areas – Special Areas: faculty on these sections to help research/write up the reports

- a. Communications, ok
- b. Library, ok
- c. CTLE, ok
- d. Disabilities, rick (steven taketa; counseling)
- e. Testing Center, will go into veterans (reed & sharla)
- f. IT, DE (sharla and reed)
- g. Veterans, rick (certifications; registration)

- B. Guidelines for co-curricular assessment (Sacramento State example): If anyone wants to see a copy of this, it's up on the EER site

V. HGI/RETENTION UPDATE

- A. Report on EDI workshop on Oct. 22nd

- i. **GradesFirst:** UHWO will be piloting the system with some faculty, advisors and students. Eun spoke with Ron Cambra at Manoa who said that GradesFirst is working well with Manoa athletes.

Would need to clarify how we are going to be using the system for both students and faculty.

- ii. **Retention – Leavers Survey:** Hoping to have this sent out next week to juniors who didn't return for fall: less than 101 credits last Spring, did not enroll, our home campus, no early admit; 275 students

The survey is slightly shorter than the Manoa version and takes about 5 minutes to complete.

VI. DATA SUPPORT AND ANALYSIS:

- A. Reminder - email IRO work requests to Eun and cc Sreang
A copy of the IRO work request form will be posted to the HGI Lulima site.

VII. TIMELINE: passed out the timeline, by Nov 15-end of the month

Reminder that WASC will be coming in November 2014.

VIII. OTHER:

Update on comprehensive communications plan: The communications plan is to address the WASC criticism that we stated in 2010 we would create such a plan and we haven't. It also will help provide the communications structure necessary to build institutional capacity. The committee has completed the first half of the report, and is currently working on the second half which includes strategies and tactics. The committee will collect comments from administration, then complete a draft to be reviewed by faculty, staff and students early in the Spring semester, possibly by Professional Development Day.

Eun mentioned that in the past, WASC letters emphasized the need for a strong, comprehensive communication plan.

Julie: marks eval of IRB survey is when they need to do in spring; if don't

If it's student work for assessment purposes, don't need IRB approval; Langford might be a good resource about this; he's on an IRB committee and is the expert on that

Next meeting: December 13th @ 1pm in room D104