WASC EER Steering Committee  
December 13, 2013 - 1:00 to 2:00 pm  
Room D104

Present: Eun Ahn, Linda Nishigaya, Sherry Proper, Sreang Heak, Julie Funasaki-Yuen, Mark Hanson, Reed Young, Alan Rosenfeld, Garyn Tsuru, Rick Jones, Brenda Machosky, Margy Ledward, Jim Cromwell

I. UPDATE ON CONCENTRATION ASSESSMENT PLANS AND SCHEDULES

Making progress on assessment plans. Expect to keep within 2 weeks of original timetable.

A. ASSESSMENT PLANS TO BE POSTED ON WEBSITE

Devin Panquites and Terri Ota are working on contents, page, and link to the assessment plans. There was discussion on whether to post the plans on the VCAA Office webpage or the UHWO homepage. Regardless of which it is, the other area websites (e.g. No’eau, Admissions, etc.) will have links to the one page with the plans. Where? To be decided.

B. DIVISION LEVEL REPORTS

The Division level reports should be completed by Professional Development Day (PDDay). On PDDay, time will be allotted for peer assessment by faculty. Mark Hanson sent out a report template to Division assessment representatives who in turn will send out to Division faculty. Programs on campus are assessing writing and communication. For example:

- Alan Rosenfeld is assessing Gen Ed oral and written communication
- Christen Sasaki can use the oral assessment for Concentration and Division level assessment (the outcomes are aligned)
- Rick Jones noted that NCATE rubrics are aligned with WASC rubrics. Education Division will complete its writing assessments by Tuesday, next week.

II. UPDATES ON CO-CURRICULAR AREAS

A. No’eau Center, Freshmen Year Experience, Admissions, Advising, Registrar, Student Life, Financial Aid, Counseling, and Kealaikahiki have completed the first phase of their assessment plans and are ready to do the actual assessments. At least one completed assessment is due on December 31, 2013.

B. SPECIAL AREAS

Communications, Library, Distance Education, and CTLE have completed their assessment plans and will be working on their assessments and final reports.

III. HGI/RETENTION UPDATE

A. GRADES FIRST: In progress. So far approximately 20 faculty have volunteered to participate.

B. LEAVERS’ SURVEY: Sherry Proper reported for the Retention Committee which will be submitting its report to the HGI team. The highlights of work completed in Fall 2013:

- Leavers’ Survey: “Pilot” conducted Fall 2013 - targeting students who attended
UHWO last year but did not return to UHWO in the Spring or Fall 2013. Although the response rate was low, the pilot survey/process is now developed and improvements will be made to obtain better results the next time it is conducted.

- New group of appropriate peer institutions that UHWO can use as benchmarks (e.g. retention, graduation rates, etc.) has been identified.
- Collaboration with UH system IRO – new retention reports for UHWO and other campuses.

IV. DATA SUPPORT AND ANALYSIS

Sreang Heak and Steve Wong have been providing data essential for assessment plans and reports. Steve Wong is on campus Monday and Thursday evenings. Email Eun Ahn, with cc’s to Sreang Haek and Steve Wong if you need institutional data for plans or reports.

V. PROFESSIONAL DEVELOPMENT DAY

A. Time will be given for peer review of assessment data

B. WASC EER Assessment Website will be displayed

VI. UPCOMING DEADLINES


B. Co-Curricular and Special Area Assessment Reports due January 31, 2014

C. Concentration Level Assessment Reports due February 14, 2014

VII. OTHER

A. A Comprehensive Institutional Communications Report draft was submitted to senior administration today. It will be presented at PDDay, detailing an effective communications structure, a central depository for policies and procedures, transparency of financial budget projections, etc. The UHWO community will have the opportunity to review and respond.

B. Margy Ledward: Title III grant will sponsor 3 days of professional development workshops (Feb. 5, 6, 7) featuring Dr. Joe Cuseo, Professor Emeritus, educational advisor and consultant. Faculty can suggest topics to be covered as well as scheduling via: interest level survey monkey; feedback to Margy Ledward, Eun Ahn, Brenda Machosky; PDDay; input at faculty senate January 7, 2014 meeting. There can be built-in assessment of the event that would be useful for campus and WASC purposes.

NEXT MEETING: January 24, 2014 @ 1pm in Room D104