Participants: **Tech I:** Danny Aiu, George Boeman, Diane Caulfield, Dean Crowell, Jeffrey Lane, Guy Shibayama, Milton Tadaki.  
**Tech II:** Ann Abeshima, Stella Akamine, Jess Aki, Rheta Kuwahara, Janina Martin, Lynette McKay, Joy Ann Nagaue, Jim Poole, Vern Takebayashi, Aaron Tanaka.  
**University College:** Robert Bates, Sterling Foster, Jennifer Higa-King, Kara Kam-Kalani, Femar Lee, Lena Low, Alapaki Luke, Mieko Matsumoto, Chris Ann Moore, Ka‘iulani Murphy, Sharleen Nakamoto Levine, David Panisnick, Pat Patterson, Bed Paudyal, Derke Otsuji, Jerry Saviano, Eric Paul Shaffer, Jeff Stearns, Cynthia Smith, Fumiko Takasugi.  
**Academic Support:** Silvan Chung, Ross Egloria, Carol Hasegawa, Carol Kagimoto, Cassandra Kam, Tasha Kawamoto Ryan, Sarah Myhre, Stefanie Sasaki, Steven Shigemoto.  
**Student Services:** Lorri Taniguchi.  
**Administrative Services:** Owen Miyamoto.  
**ITS:** Bill Becker, Kyle Higa, Mike Meyer, Connie Montero.  
**Administration:** Katy Ho, Erika Lacro, Billie Lueder, Marcia Roberts-Deutsch, Wayne Sunahara, Russell Uyeno.

Participants were welcomed to the Assessment Town Hall, which will serve as one-half of the framing activities planned for each academic year, the other being the Assessment Showcase (presented for the first time in Spring 2014.) Four handouts were provided to provide further context for the Town Hall, which is intended to engage the campus in helping to identify some priorities and assessment-related activities for the current year: 1) Committee structure for the Campus Council on Institutional Effectiveness (CCIE) and the Accreditation and Assessment Task Forces; 2) Current membership of those committees; 3) Snapshot of the Assessment Planning Calendar showing proposed activities for different units of the campus; and 4) responses from the survey conducted at the 2014 Assessment Showcase identifying topics respondents wanted to know more about, and activities they could work on.

After introductory remarks from Chancellor Lacro, Accreditation Liaison Officer Marcia Roberts-Deutsch, Assessment Coordinator Patrick Patterson, and Faculty Development Chair Mieko Matsumoto, participants helped to identify topics around which smaller group discussions could take place: 1) Collection and management of data to support accreditation and assessment needs; 2) Alignment of learning outcomes from course- to program- to institutional-level; 3) Academic Support; and 4) Faculty and Staff Development needs. After about an hour working in these smaller groups, participants gathered again to hear reports from each group, with key points identified as follows:

**Data Management / IT Issues** (Vern Takebayashi):
- The use of Sharepoint as a document repository should be clarified (as distinct from a database per se);
- A working group will be formed to investigate more fully the issues of data entry and data management (at the end of the Town Hall, the working group included Vern Takebayashi, Pat Patterson, Jim Poole, Mike Meyer, Kyle Higa, Kara Kam-Kalani, and Sterling Foster);
- The reason for the formation of this working group is to help address the details of the actual backend database(s), since SharePoint by itself is not a database;
- Key questions include: Who collects what data? What kinds of reports need to be generated? How to manage numeric storage (as distinct from document storage.)

Alignment of Learning Outcomes (Jeff Stearns):
- There is a need to update Liberal Arts Program Learning Outcomes (PLOs);
- A working group will be formed to update those PLOs to make them more assessable;
- Revised PLOs for Liberal Arts should make alignment with the new Institutional Learning Outcomes (ILOs) easier;
- PLO/ILO alignment should engage all programs.

Academic Support (Wayne Sunahara):
- The comprehensive Five-year Program Review is due this year, so the division will focus on meeting the challenge of the range of experience in preparing annual reports (from some units that have done this for some time, to others that have not);
- A template (with seven subsections) is being created for all units within Academic Support, to facilitate preparation of annual reports;
- The division wants to create a Mission Statement specifically for Academic Support, as well as one for Student Success.

Faculty/Staff Development (Mieko Matsumoto):
- Create a working definition of Assessment;
- Create a flowchart for the progression from course-level Student Learning Outcomes to Program Learning Outcomes to Institutional Learning Outcomes;
- Create an online site for sharing ideas (through the Faculty Development website);
- To aid in the item above, faculty are invited to share samples of rubrics they use, as well as examples of techniques for direct and indirect assessment, by September 1 to Mieko, who will then work with Monir Hodges to launch an Assessment Resources site through the Faculty Development website;
- Pat Patterson and the Faculty Development Committee will host an assessment workshop—focused on keeping assessment straightforward, simple, and easy—tentatively scheduled for the end of September;
- Sharing sessions for faculty in all instructional divisions will be scheduled for the end of Fall 2014;
- A focused inquiry into SLOs for courses that serve as co- or pre-requisites will be pursued, so that faculty will have a clearer sense of what can be expected of students in subsequent courses;
- Tech programs requested more help with the preparation of program reviews (program-level assessment.)