Members Present: Jacob Choe, Silvan Chung, Ross Egloria, Katy Ho, Kara Kam-Kalani, Jessica Kaniho, Femar Lee, Alapaki Luke, Irene Mesina, Patrick Patterson (Chair), Marcia Roberts-Deutsch, Bert Shimabukuro, Jeff Stearns, Wayne Sunahara.

Minutes of 9/13/2013 were approved.

Old Business:

1. Chair Patterson had sent the committee a draft of the Institutional Effectiveness and Assessment Handbook prior to today’s meeting. He noted that an earlier draft lacked an assessment plan and HCC-specific information. Several components of the handbook and corollary assessment activities were identified as needing further discussion and clarification:
   - ordering – should we go from course- to program- to institutional-level focus?
   - How do we define “assessment”? We need a good working definition.
   - We need to identify the acronyms we use.
   - We should develop an assessment glossary (Marcia R-D offered to work on this, and noted that WCC has one on its assessment website.)
   - We could include a matrix that clarifies what assessment is and is not (Marcia also offered to work on this.)
   - How are the assessment process and the assessment cycle different?
   - P. 14 – there is a reference to course syllabi online; can we really support this?
   - Who is the target audience for this document? There was agreement that the Handbook was for internal/campus use.
   - Do we need an executive summary about assessment on the campus website that would be more for public consumption? (Jeff Stearns’ query)
   - Can we incorporate Katy Ho’s model to make the structure of assessment more visual? (The pyramid with SLOs on the bottom, followed by PLOs and topped by ILOs; this would allow us to show the alignment of these levels.)
   - Do we have a rubric for evaluating program reviews? (Katy Ho’s query) We currently do not, but Katy will send a sample to Patrick. Marcia noted that there are several examples of this available.
   - What is the status of an overall assessment management system (AMS) for the campus? Ross asked about Sharepoint in this context (a component of the new Microsoft system being implemented by ITS); Patrick noted it was at least 6-9 months away. Marcia also provided information on Kuali CM,
another form of curriculum management being proposed that would replace Curriculum Central. Kuali CM could include an assessment component, but would be an added feature rather than part of the core package.

2. Committee Structure: Patrick raised the issue of whether the Assessment Committee should be combined in some way with the Accreditation Oversight Committee (AOC), which had already discussed this possibility and had expressed its reservations, citing significantly different foci and responsibilities. This discussion will continue.

There being no New Business, the meeting was adjourned.

Marcia Roberts-Deutsch, Recorder.