**TOPIC** | **DISCUSSION** | **FOLLOW-UP ACTIONS**
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Call to order | Meeting was called to order at 2:00 p.m. by Co-Chair Katrina Ghazanfar. | 

1. Review of December minutes | **Anthony Silva** – mentioned that changes should be made to PG. 3 from the last CAC Accreditation and Assessment Committee meeting. Changes are as follows:  
...assessment coaches “allowed” to .....assessment coaches provided opportunities for... | 

2. Welcome Back and Quick Introductions. | **Dawne Bost** – Institutional Assessment Coordinator  
**Ron Takahashi** – Chair of Culinary  
**Lori Sakaguchi** – Counselor, BLT  
**Anthony Silva** – Assessment Coach and Assistant Professor ESOL  
**Joanne Whittaker** – Executive Assistant to the Chancellor  
**Salvatore Lanzilotti** – Special Project, Chancellor’s Office  
**Bob Moeng** – Professor, Math Sciences  
**Kelli Brandvold** – Human Resources Manager  
**Sunny Pai** – Librarian  
**Susan Kazama** – Head Librarian  
**Katrina Ghazanfar** – Medical Lab Technician Program | 

3. TASKSTREAM Update and Next Steps | **Dawne Bost:**  
- Presently, looking at assessment and how successful it has been in past semesters. | 
- Have begun closing the loop using professional development opportunities.
- Also, looking at offering outreach to other parts of the campus in terms of assessment.
- Disappearing task force will not be disappearing any time soon.
- Processing user feedback from those who have used Taskstream. With the feedback will provide professional development to associates at the College.

**Anthony Silva:**
- We are making sure that we get the data we need out of Taskstream.
- We have mapped our assignments to different outcomes but have not yet looked closely at the data and what it is saying.
- Reporting different aspects of the data is something we need to look at a little more.
- Also, need to look at how Taskstream can help the Office for Institutional Effectiveness (OFIE) as well as the Accreditation Report.

**Ron Takahashi:**
- Culinary funded the first year of Live Text through their foundation account. However, they have phased out Live Text since the College adopted Taskstream.

**Louise Pagotto:**
- Ron, **how was Live Text useful?**

**Ron Takahashi:**
- There were some problems. If one instructor did not use the assessment tool in Live Text then it really wasn’t useful. This is because in Culinary outcomes build upon each other. If one faculty did not use the system then completion of outcomes successfully was difficult to track.

**Bob Moeng:**
- **Have there been any assessment of the assessment, or a report?** Some of the experiences with Live Text will be very important, including the cost. Some of the issues with Live Text would be worth writing down.

**Ron Takahashi:**
- We haven’t yet written any assessment of the assessment management
tool but we could. The faculty who we though wouldn’t adopt the system in fact took to the system well. However, the faculty who were into assessing student learning outcomes prior to the assessment system didn’t want to use it. It was probably because they already had their own personal system of assessing outcomes in place. The system hired a coach to work with our faculty. Also, the faculty needed someone to tie Live Text to laulima and grading.

**Salvatore Lanzilotti:**
- Is there a way for us to figure out how much Taskstream will be helping us to put together the next accreditation report? How are we going to connect all these things? Is there some way to put together a system so we can pull the data together?

**Dawne Bost:**
- Suspects that it is her job to answer those aforementioned questions.

**Louise Pagotto:**
- Implementation of Taskstream is by Fall 2016 so we have something to write about. By Fall 2017 we should have one year of data.

**Ron Takahashi:**
- The Assessment Management System is what we use for accreditation, it will compile data. The Learning Assessment Tool is what instructors use for the classroom. It is a way to combine assignments and look at the outcomes.

**Bob Moeng:**
- Late this semester or early next semester we should do a presentation regarding Taskstream

**Dawne Bost:**
- Has already started working with Emily Mayer (Taskstream Representative) on a presentation. Hopefully, she will be able to do a presentation for the CAC Accreditation and Assessment Committee for the **October 13, 2015** meeting.
- Ana Bravo and Noʻeau Keōpūhiwa are replacing Dawn Zoni.
- Has already reached out to Administrative Services to see when they would be interested in assessment services. At the moment, Brian Furuto
would like to determine his assessment based on his discussions and training of his own staff. Brian will be getting back to Dawne in late September, early October. Brian has made it clear that he has a plan and a timeline.

Kelli Brandvold
- Human Resources has already created Service Area Outcomes (SAOs)

Dawne Bost
- Approximately 18 people have used the Taskstream system. 86% were successful in inputting information into Taskstream. There is a very small percentage of the 86% that has not fully completed inputting into the system. Also, used Taskstream system as pilots to work with the early adopters. This work will be done via the C4ward that Amy Patz Yamashiro has created. Dawne will begin meeting with administrators and working with them to provide timelines for Taskstream.

Anthony Silva
- Some faculty will be piloting the e-portfolio function of the Learning Assessment Tools (LAT) in Taskstream. Question is who will be funding this portion?

Joanne Whitaker
- Anthony Silva will continue to be the assessment coach for Arts and Sciences. Susan Jaworowski will be the assessment coach for CTE. Noʻeau Keōpūhiwa and Ana Bravo will be assessment coaches for Student Services.

Ron Takahashi
- Is Taskstream cloud based or server based?

Dawne Bost
- Taskstream is both cloud and server based.

Bob Moeng
- System Office has asked Bob to be part of a work group of which the responsibility will be to look at the purchase of an Assessment Management System. Dawne Bost will be attending the systemwide meeting along with Bob. Bob was contacted by Michelle who works in Joanne Itano’s office. Apparently, Windward Community College has
been in negotiations with Taskstream.

**Salvatore Lanzilotti**
- We may find out that Taskstream does not fit our needs.

| 4. ACCJC Summer Workshops Debrief – July 14 Regional Workshop | **July 14**: presentation by Anthony Silva and Laure Burke was well received. Many of the participants commented on how user friendly the assessment coaches were.  
**July 15**: Quality Focus Essay: College will have to choose three areas that the College would like to improve on in the next phase of accreditation.  
1) Includes what your college wants to improve on in the next phase of accreditation.  
2) Explains the mechanism  
3) Suggestions for essays – developmental education, Filipino students success tracked/followed, STEM research initiatives, Student Success Center/Campus. |
| 5. ACCJC Midterm Report Review | **Susan Kazama**  
- Napa Valley College has used the new standards proposed by ACCJC  
- S2016 the College of Micronesia will have used the new standards  
- F2016 the west coast colleges. |
| 6. Preparing for 2018 Self-Study – Identifying what needs to be done | **Joanne Whitaker**  
- Mid-term report for accreditation is almost done. 9 people have sent in edits to the report. There are just a few more puka that need to be filled.  
- **How do we begin archiving?**  
- We cannot do an e-portfolio as an Accreditation Self Study. ACCJC is not yet ready for an e-portfolio submission.  
- May want to face time with Guam Community College (Ray Somera). They do self-studies annually.  
- Need data to drive accreditation. |
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<tr>
<td>IMPORTANT DATES</td>
<td>- October 15, 2015 ACCJC Mid-term Report Due Date</td>
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