

Please follow these steps to provide the OVCAA with your 2007-08 assessment efforts:

- 1) Visit the Department Assessment website:  
<http://www.manoa.hawaii.edu/assessment/update/>,
- 2) Either the department chair, designated faculty or assistant logs in with their UH Mānoa ID
- 3) Please type in your responses to each question or copy and paste your responses to the assessment questions from (please note that your responses are limited to no more than 500 characters):
  - a. A word document with your assessment practices,
  - b. An external accreditation summary and/or report,
- 4) Save your work as you progress through the form by using the “Save” button on the bottom of the form, you may then edit what you saved at any time by choosing the “View/Edit Your Department Reports” button.
- 5) Please submit your responses by **October 1, 2008** once you are satisfied that the answers best represent your current assessment efforts.

Thank you for taking the time to complete this report. Your responses will be used to inform WASC of our assessment progress. Please feel free to contact me ([quigleyp@hawaii.edu](mailto:quigleyp@hawaii.edu), 956-4571) or Tim Merrill ([tmerrill@hawaii.edu](mailto:tmerrill@hawaii.edu), 956-6303) directly with any questions.