

Process Committee

Summary Points of Meeting

December 19, 2008

Hawai'i Hall Room 309

8:00 am – 9:30 am

Attendees: Alan Teramura, Mary Tiles, Ming-Bao Yue, Christine Sorensen, Ashley Maynard, Gregg Geary, Keith Sakuda, Peter Crouch, Walt Niemczura, Ann Sakuma

Not in Attendance: Brian Taylor, Klaus Keil, Jaime Sohn

Committee members agreed to meet on the next two Fridays [12/26/08 and 01/02/09] at 10am in Sinclair Library. Gregg to advise members of room number once confirmed.

Updated draft of the prioritization process reviewed. WASC info added to intro. Change heading entitled Priorities to Prerequisites. Verbiage under criteria list will be reviewed by members and modified for clearer understanding.

The appropriate unit of measure needs to be defined for each section [Academic, Research, and Student Services] as a guideline for the field. Evaluation process occurs at the appropriate unit of measure. In order for Deans/Directors to be able to prioritize, it is important to have the lowest unit of measure evaluate themselves. To ensure understanding, it is vital to provide a clear explanation of the objective of the prioritization process to all levels taking part in this exercise.

Committee will develop section on definitions to clearly define administrative unit, department, program, etc.

Instead of having weights attached to the criteria, suggestion was made to have totals for each instead, with percentages. The results could be plotted against other campus programs so units will be able to see where they lie in the big scope of things.

Homework: Provide any additional feedback on the draft prioritization process to Chris. Volunteer requested to draft a rubric for Administration to complete the set for Mānoa.