EAA Steering Committee Meeting Notes
November 19, 2018 1:00 - 2:30pm


Excused: Lorey Takahashi, Siobhán Ní Donacha

Absent: Rosemarie Woodruff

1. Introductions
   a. EAA Fellow for UHM: Brett McFarlane - UC Davis
   b. UHM EAA Liaisons
      i. Jennifer Brown - jb26@hawaii.edu
      ii. Stephanie Kraft-Terry - kraft2@hawaii.edu
      iii. Ronald Cambra - cambra@hawaii.edu
   c. Steering Committee Members

2. Roles in the EAA Process - Guidebook pp 12-15

3. Timeline (working document, will adjust over time)
   a. Future Steering Committee Meetings (Chair or Co-Chair must attend)
      i. Mon. December 10th 1-2:30 pm
      ii. Tues. January 22nd 1-2:00 pm
      iii. Tues. February 26th 1-2:00 pm
      iv. Tues. April 2nd 1-2:00 pm
      v. Tues. April 30th 1-2:00 pm

4. Documents
   a. Agenda
   b. Powerpoint from Meeting
   c. Guidebook
   d. EAA Platform
   e. Conditions of Excellence (includes Key Performance Indicators)

5. Data and IRB Updates
   a. Data - UH IRAO is working on gather data for the past 10 years to input into the Gardner Institute Platform and merge that with student success program information.
   b. IRB - application submitted for Student Survey, will update this application when Faculty/Staff Survey comes available

6. Launch Meeting - December 3, 2018; 1:30 - 4pm
   a. 1:30 - 3:00pm - Full-group meeting, introduction
   b. 3:00 - 4:00pm - Committee Meeting (Run by Chair/Co-Chair)
      i. Introductions
ii. Establish Ground Rules
iii. Review KPIs and begin to identify sources of evidence
iv. Set future meeting dates
v. Define Homework

7. Facilitation Introduction (Monica Stitt-Bergh, Mānoa Assessment Office)
   a. Handout

Launch Meeting Committee Locations:
- Organization - Keller 214
- Advisor Selection and Development - Hawaii Hall 309 (Chair/Co-Chair needs to reserve)
- Learning - CC 307
- Collaboration and Communication - CC 310
- Institutional Commitment - ITC 105
- Improvement and Scholarship - QLC 012
- Technology - QLC 412
- Student Purpose and Pathways - CC 309
- Equity, Inclusion and Diversity - QLC 208

Homework:
- Read the Guidebook
- Read resources in the Document Library (in EAA platform)
- Review sample Conditions KPI (preview of how platform will work for each condition)