Meeting Schedule

The next meeting is May 15, 1-3pm at Manono 110. It was decided by consensus of the group that the first Tuesday of the month will be the regularly scheduled meeting date for the work group.

ACCJC Follow-Up Report (Due October 15, 2014)

There is a request to the writers on the recommendations to submit the second draft by April 30th.

- Recommendation 2: For the budget cycle, the Allocation Resource Forms (ARFs) were prioritized by the department chairs and were submitted to the Deans and Vice Chancellors. They were further prioritized, sent to the Vice Chancellor for Administrative Services (VCAS) and sent to the AGOs (Student Congress, Staff Council, Kalaulani and Faculty Senate) for ratings. All 53 ARFs will be rated by each AGO on a scale of 0, 1, 2, 3 (3 being the highest priority). The AGOs were instructed to give a rating of 3 to no more than 17 ARFs (1/3 of the total). The VCAS received the ratings from the AGOs except the Student Congress who will submit their ratings this week. The next step is for the Budget Work Group to review them and send their recommendations to the CAC. The CAC will give final recommendations to the Chancellor. The Chancellor and Administrative Staff will make final budget decisions and report back to the constituents with explanations on their decisions.

- Recommendation 3: see comments below

- Recommendation 4: see comments below

- Recommendation 5: Dawn Zoni reported that for recommendation 5, a survey was sent out to 2,086 students on student area outcomes (SAOs) for financial aid, admissions and graduation.

- Recommendation 6: The VCAA has submitted drafts of KCC policies reflecting the UHCC policy 9.104 on evaluation of lecturers and UHCC policy 9.203 5-year evaluations of faculty.

- Recommendation 8: see comments below

Faculty Senate ad hoc SLO Committee Update
The SLO committee will be presenting to the Faculty Senate on Monday, May 5th regarding SLOs in faculty evaluations, the AMS (Assessment Management System) recommendations, creating a position of assessment coordinator or director of assessment, and continuing assessment training. They will be asking for a vote by the Faculty Senate on their recommendations.
(Tell Pagotto, Send ARF form to Laure Burke)

Course Learning Reports (CLR) Update
During spring break, OFIE (Office for Institutional Effectiveness) hired students to collect the Course Assessment Plans (CAPs) from the CLRs to determine the progress made on assessing course learning outcomes by department. The data collected was the number of competencies in each course, the number of competencies that were assessed and the timeline to assess the rest. Data was collected on 792 courses. The reports were sent to the department chairs for follow up.

The goal for the summer is to transfer the data to LASR (Learning Assessment Schedule and Report). OFIE could manage this project using student hires. LASR would make it easier for department chairs to access the information and to see the big picture. The Kahikoluamea (Development English and math) courses were disaggregated throughout the report. A suggestion was made to put an * (asterisk) on the courses in Kahikoluamea. LASRs are due from department chairs on May 31st. All competencies in all courses must be assessed by 2016. After 2016, it will be determined how long the next cycle should be. (Is a 3-year cycle better than a 5-year cycle to better match the Comprehensive Program Review cycle?) Other suggestions are to revise courses and possibly reducing the number of competencies for certain courses.

The LASRs are a bottom-up approach. It shows the CAPs and shows the assessment schedule on a spreadsheet, which the department chairs can use. There is the possibility that KCC can apply for a Title III grant to purchase an AMS to aggregate the data and create reports. The AMS will be used to track SLOs for instruction, counseling, instructional/academic support, and SAOs for all service areas.

Review of Challenges and Progress Spreadsheet
For the October 15, 2014 Follow Up Report, the focus will be to address the recommendations from Laguerre’s report of December 2013. For the midterm report in 2015, the focus will on all the recommendations from previous reports.

The draft of the Challenges and Progress table with edits made during this meeting is attached.

Recommendation 2:
Questions about the Budget Cycle process: For the Allocation Resource Forms (ARFs), did the AGOs use a rubric? How are we prioritizing the requests?
Each AGO came up with their own rubrics or process to rate the ARFs. Prioritization will continue to happen with the Budget and Planning Work Group and the CAC. The process will be evaluated and revised for the next budget cycle.

A suggestion was made to offer the campus-wide survey in the fall. Additionally, there is a need to show how the $500,000 spent on teaching equivalencies was linked to our SLOs. A separate document is needed from HR showing the reasons for the reallocation of positions in Student Services.

**Recommendation 3:**
The Vice Chancellor for Academic Affairs sent an email to the department chairs asking for the highlights of how they used their assessments to improve their teaching. A separate document that is needed is the course revisions sent to the Faculty Senate Curriculum Committee for approval as it explains how course revisions are linked to SLOs.

The next steps are to make it easier to document improvements based on assessments. There is a section in the CLR document. Will it be included in LASR?

LASRs are accessible on Google Drives or on OFIE’s website. Is that the most accessible way to archive the information? Student Service assessments are in Laulima. However, a password is needed to access that information. Does the information need to be accessible to the entire campus community or the public? If it is for the campus community, folders can be made public on Laulima. The discussion on archiving documents was tabled for the next meeting.

**Recommendation 4:**
Institutional Learning Outcomes (ILOs) are from our general education learning outcomes. Who is assessing our ILOs? Arts and Sciences are assessing them as well as other departments across campus. A suggestion was made to add a 6th outcome for student development for counselors. Another suggestion was to refer to the Degree Qualifications Profile by the Lumina Foundation.

**Recommendation 5:**
Dawn Zoni and the ALOs have meet several times and the second draft is almost completed.

**Recommendation 6:**
Department Personnel Committee’s post tenure reviews are due May 15th. The SLO committee has also revised the document recommending language for Faculty Senate’s position on SLOs in faculty evaluation. This document will be reviewed for a vote by the Faculty Senate in May.

**Recommendation 8:**
The Technology Work Group has convened and the 2nd draft of the technology plan will be completed on May 5. The Technology Plan will be reviewed by the work
group. Other concerns such as managing technology needs across the campus will be discussed.

Submitted by: Joanne Whitaker