Title: CAC Accreditation and Assessment Work Group Meeting Minutes
Date: Tuesday, March 3, 2015
Time: 2:00 – 3:00 p.m.
Place: Lama 111A

Members: Kevin Andreshak, Kelli Brandvold, Ana Bravo, Laure Burke, Katrina Ghazanfar, Kelli Goya, Lisa Kanae, Susan Kazama, Salvatore Lanzilotti, Teri Mitchell, Robert Moeng, Nawa’a Napoleon, Louise Pagotto, Sunny Pai, Lori Sakaguchi, Charles Sasaki, LaVache Scanlan, Anthony Silva, Ron Takahashi, Joanne Whitaker, Amy Patz Yamashiro and Dawn Zoni

Members Absent: Nawa’a Napoleon, Sal Lanzilotti,

Call to Order: Lisa Kanae, Chair

Taskstream Update: Amy Yamashiro
Courses are being brought into the workspaces. They are checking to see if information can be uploaded directly from curriculum central so each course with the course description and outcomes will be populated and ready to be used. There is a subgroup working on the Learning Achievement Tool, which includes eportfolios and a subgroup working on professional development. There was a question on whether UH ITS will allow single sign-in access for Taskstream. ITS is not open to allowing single sign-in to an outside vendor.

On the non-academic side, a template is being created for SAOs (service area outcomes). Taskstream is working on uploading a counseling matrix with 15 shared SLOs and program learning goals for 18 different counseling nodes. They are creating a curriculum map, reporting schedule and timeline. They are testing the system with dummy data. If the mapping is accurate, they will invite counselors to experiment with it in the spring.

Live Text: Ron Takahashi
Live Text was set up in summer 2014. A consultant was brought in to train the majority of the faculty. The most time consuming part of the process was setting up the rubrics showing the mapping to course learning outcomes and program learning outcomes. Some instructors have problems using computers but, even for them, Live Text was easy to use. Culinary paid for 500 licenses out of the department’s funds. The challenge is only about 25% of the faculty are using Live Text. Eventually students will purchase their own licenses and they will expect instructors to use it. How do we get the faculty to use it consistently? Another problem is using Live Text for both summative and formative assessments. Most faculty are using it for final summative assessments instead of formative assessments. All the rubrics are done so the focus will be on transitioning from Live Text to Taskstream.

The use of ebooks has been successful. Students don’t have to buy a textbook and it is easy to carry.
Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) Update:
Tony Silva and Dawn Zoni

The SAOs for KISC are being revised as the staff felt that the original SAOs were focusing on learning outcomes and using service outcomes would be more appropriate. The Student Services area is using the Administrative Services model for SAO assessments.

For SLOs, the department chairs have been reminded about the due dates for course learning reports (CLRs). There are new naming conventions for Course Assessment Plans (CAPs) and CLRs. The Faculty Senate ad hoc SLO Committee is working with the Curriculum Committee to ensure that when a course is updated, a new CAP is created.

AMS Coordinator Position Update: Louise Pagotto
The AMS Coordinator position was posted and taken down. As this is a temporary position, the legislature needs to be informed. The search committee has been approved and is in place.

Draft ACCJC Annual Report: Louise Pagotto and Joanne Whitaker
Suggestions were discussed for questions 37, 38 and 39 for the 2015 Annual Report. For number #37, the emphasis should be on how the ARPD is an effective way of communicating how outcomes are used to ensure continuous improvement. ARPDs are used for student services and academic support as well as for academic programs. In addition, all allocation requests must be tied to the ARPD.

For #38, the answer should mention Taskstream and the new assessment coordinator position. For #39, KCC met all the performance funding outcomes. Also, we are using the Undergraduate Research Experience in STEM as a response to an SLO.

New members in the work group: Bob Moeng
Names that were suggested were Matt Tuthill, Kathy Ogata, Dennis Perusse and Noeau Keopuhiwa. The names will be brought to the Chancellor for approval.

Submitted by: Joanne Whitaker