

## Hawaii Community College Assessment Committee Annual Report 2013-2014

The Assessment Committee is dedicated to advancing student learning through activities, experiences and results discovered through the assessment process.

The Hawai'i Community College Assessment Committee reports to the College Council. The committee is chaired and convened by the Institutional Assessment Coordinator. Committee membership is comprised of administrators, faculty, and staff from academic and service units.

### 2013-2014 Membership:

<b>Name</b>	<b>Representation</b>	<b>Position</b>
Andrey Chan	Instructional Faculty	CTE (Faculty)
Anne Chung	Instructional Faculty	CTE (Faculty)
Brianna Day	Instructional Faculty/ West Hawai'i Center	UH Center West HI
Bob Duley	Student Affairs Representative	Student Affairs
Sherri Fujita	General Student Support Services Representative	GSSS
Joyce Hamasaki	CTE Dean	CTE (Dean)
James Kiley	Institutional Assessment Coordinator (Chair)	Assessment Coord.
Guy Kimura	LBRT Dean	Liberal Arts (Dean)
Kanoe Lambert	Student Affairs Representative	HLS (Faculty)
Jodi Mine	Administrative Affairs Representative	Administrative Affairs
Estee Nathanson	Office of Continuing Education and Training Representative	OCET
Helen Nishimoto	Academic Senate Chair or Designee	Academic Senate

### Meeting Dates (13 meetings)

August 29, 2013, September 5, 2013, September 19, 2013, October 17, 2013, October 28, 2014, November 13, 2013, January 13, 2014, February 10, 2014, February 24, 2014, March 10, 2014, March 31, 2014, April 14, 2014, April 28, 2014

### Accomplishments/Notable Outcomes:

#### *Assessment Website Updates*

The committee informed and guided the Assessment Coordinator regarding updates to the Assessment Website and tracking for both program and unit assessments.

#### *Development of PATH database:*

The Assessment Committee gave feedback to the PATH development team to ensure that database would be user-friendly and relevant to the needs of the college.

#### *Assessment plan and assessment report forms:*

The committee developed campus-wide assessment forms and finalized after getting input on both content and appearance.

#### *Assessment Handbook:*

The committee gave feedback and made revisions to the Handbook. The Handbook is now available on the Assessment Website to give guidance to faculty and staff on assessment practices for the college.

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### *Committee charge:*

The Committee charge was reviewed and revised. In January 2014, new members were added according to the revised committee make up.

### *Learning outcomes alignment*

The committee developed a report to show outcome alignment from course level to program level, and then from program level to institutional level.

### *Five year comprehensive assessment plan*

The Five Year Assessment Plan was developed for 2013-2018 and was posted to website.

### *E Imi Pono Day*

The Assessment Committee planned a demonstration of PATH entitled: *How Far Have We Come, and Where Do We Need to Go?*

### *ILO Assessment Plan*

The committee developed and approved an ILO Assessment Plan for the campus.

### *ILO Assessment*

To address the data requirements for the ILO Assessment Plan, the committee developed two survey instruments. One survey was designed for graduating students and the other for faculty and staff. Both surveys were deployed and the data was collected.

### *Quality Assessment Rubric*

A rubric was designed to support faculty and staff in both units and programs to assess their progress in assessment and to assist them in identifying their strengths and weaknesses.

### *Assessment training modules*

The committee began to work on training modules for units and programs to assist them with assessment. Since this project was started late in Spring 2014, it is anticipated that the development of a training curriculum will continue in Fall 2014.

### *Closing the loop*

The committee decided to add a "closing the loop" section to the assessment report form so that data can be collected more consistently to show continuous improvement.

### *ILO Assessment Summit*

The committee decided to plan and facilitate an ILO Assessment Summit to be held in the week before instruction of the Fall 2014 semester. The goal of the summit is to be the documentation of cross-departmental dialogue on assessment with the focus on ILO assessment. A planning committee was formed.

Alpha	Number	Title	ILO	Notes
Anth	200	Cultural Anthropology	2	Complete
ASAN	120/121	Japanese/Chinese Culture	3	Complete
HwSI	107	Hawai'i: Center of the Pacific	3	Complete
Eng	257E	Themes in Literature	2,3	Complete
ESL	20W	College Writing	1	Complete
Eng	102	College Reading Skills		Resend using the correct form (information is missing because the wrong form was used) No assessment results posted
Eng	205	News Writing		I requested that this be deleted since a blank form was included in error.
AG	175	Forest Ecosystem Management	2	Complete
AG	175L	Forest Ecosystem Management Lab	1,2	Complete
				Incorrect form, missing info, did not write which ILO the assessment aligns to.
SCI	51	Basic Science for Health Occ		
MATH	100	Survey of Mathematics	2	Results only, submit plan and rubric
MATH	115	Statistics	2	Results only, submit plan and rubric
SCI	124	Intro to Environmental Science	2	Results only, submit plan and rubric
BIOL	141	Human Anatomy I		Incorrect form, resubmit plan, results and rubric using correct forms
BIOL	141L	Human Anatomy I Lab		Incorrect form, resubmit plan, results and rubric using correct forms
BIOL	142	Human Anatomy II		Incorrect form, resubmit plan, results and rubric using correct forms
				No assessment results posted. Incorrect form, resubmit plan, results and rubric using correct forms
ED	105	Intro to Early Childhood		
FIRE	151	Intro to Wildland Fire Control	2	No assessment results posted
GEOG	170	Forest Ecosystem Surveying	1, 2	Complete, but the rubric needs to be resubmitted. It appears to be a draft with mark up text
GEOG	170L	Forest Ecosystem Surveying Lab	2	Complete
<b>No Assessment Posted for 2013-2014</b>				<b>Stats</b>
Liberal Arts				20 courses
Administration of Justice				8 with complete submissions
Digital Media Arts				40% of Lib Arts courses have correct assessment documentation for 2013-2014
Human Services				
Humanities				
Nursing AS				
Practical Nursing				
Social Sciences				
Substance Abuse Counseling				

All programs and departments need to update their CLO documents and 5-year assessment schedules. [Click here.](#)