

Midterm Report
IV. College Self-Identified Issues

			Timeline
Standard I: Institutional Mission and Effectiveness			
A. Mission	A.1	The College will continue to respond to the needs of the community it serves by establishing programs and services aligned with its purposes, character and student population	spring 2016
	A.3	The College will review its Mission Statement and Vision Statement on a regular cycle.	fall 2016
B. Improving Institutional Effectiveness	B.1	The College will continue to encourage participation in and dialogue about continuous improvement of student learning and all institutional processes across the entire College community, including lecturers and non-instructional staff.	continuous
	B.2	The College will continue to work to involve faculty and staff at all levels of the assessment and program review processes.	continuous
	B.3	The institution will review the effectiveness of the five-year assessment plan for programs and units in addition to the Integrated Planning for Institutional Effectiveness policy in order to strengthen assessment and ensure a continual cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation to improve institutional effectiveness.	Completed Annually & on a 3-Year Cycle CERC, College Council
	B.5	The institution will continue to make data available to communicate matters of quality assurance to appropriate constituencies and interested parties.	continuous
	B.6	Hawai'iCC will continue to review and modify all parts of its planning processes.	Completed Annually
Standard II: Student Learning Programs and Services			
A. Instructional Programs	A.1.a	The College will continue to identify and meet student needs by developing programs that are consistent with the educational preparation of students and the characteristics of the community.	spring 2016
	A.1.b	The College will continue to support assessment activities for all faculty and staff, including adjunct instructors, through in-service training, workshops, and conference attendance.	continuous
	A.2	The College will continue to use authentic assessment and meaningful program review processes to assure improvement in all courses, programs, and units.	Completed Annually & Continuous
	A.2.a	The College will increase formalized record-keeping to track meetings that occur between PACs and CTE program faculty.	Completed Annually
	A.2.c	The College will use CCSSE and assessment data to improve course rigor and standards, through communicating results to divisions and departments and initiating assessment that addresses these areas. Faculty will continue to work with UH System colleges to improve rigor and standards through appropriate assessment.	Continuous Ongoing

	A.2.d	The College will continue to provide professional development to faculty members regarding supporting different learning styles and working with students with special needs.	continuous
	A.2.e	The College will use its Academic Master Plan (AMP) to guide planning for future instructional needs.	Completed Annually
	A.2.h	The College will complete the process of establishing policies that incorporate federal definitions related to college-level credit hour.	Completed
	A.3	The College will ensure that GE-certified courses are consistent with the general education philosophy and meet established standards. The College will establish a cohort of GE-certified courses by fall 2013.	continuous Completed
		The College will review and revise GE requirements as needed for AAS and AS programs so that GE-course requirements are at the appropriate level.	continuous
		The College will monitor assessment of general education components of all degree programs.	continuous
	A.3.a	The College's GE course-certification process will include courses that address the outcome for major areas of knowledge.	spring 2016
	A.3.b	The College will assign GE certification to courses that provide evidence of addressing the outcomes associated with the standard.	Completed / Continuous Committee
	A.3.c	The College will assign GE certification to courses that meet student learning outcomes associated with the standard.	Completed / Continuous Committee
	A.5	The College will continue to pursue opportunities to prepare students for national certification and licensure opportunities.	Completed / Continuous Staff
	A.6	The College will continue to provide clear, accurate information about its educational offerings and policies.	continuous
	A.6.c	The College will continue to review all policies, practices, and procedures by establishing a systematic review process.	Continuous
B. Student Support Services	B.1	Student-services offices will continue to survey students to assure the quality of services. The College will evaluate the need for a full-time first-year-experience coordinator.	fall 2015 Completed
	B.2	The College will continue to update the catalog and provide precise, accurate, current information.	Completed Annually

- B.3.a In order to serve DE students more effectively, OSS is developing real-time internet-based communications, such as Skype, to deliver orientations and communicate with students. The College will develop a one-stop students-services resource for DE students. fall 2015
- B.3.b The College will continue to offer opportunities for student involvement that nurtures responsibility and provides intellectual and aesthetic enrichment. continuous
- Service-learning opportunities will continue to be developed and will be communicated regularly to students in all disciplines. continuous
- B.3.d The College will establish an International Office to support international students, promote study abroad, and facilitate student and faculty exchanges. Continuous
- B.4 The Office of Student Services will continue to carry out unit assessment plans to ensure continuous improvement. Continuous
- C. Library and Learning Support Services
- C.1.a The College, in coordination with the UH System, will move forward with the Pāalamanui project, developing a new campus in West Hawai'i that will adequately support space and equipment needs for library and learning support services. Completed
- C.1. b Mookini Library will increase outreach to provide additional information about library services that faculty can share with students and increase awareness of the Book-a-Librarian program. Continuous
- The LLC will adapt online library instruction materials used by Mookini Library for use with West Hawai'i instructors and students. continuous
- C.1.e College representatives will meet with UH Hilo administrators to update the Memorandum of Understanding as needed. Ongoing

Standard III: Resources

- A. Human Resources
- A.1 The College will continue to adhere to existing policies and procedures.
- A.1. b The College will pursue funding to fill civil service staff openings.
- The Human Resources Office will take steps—including training sessions for supervisors and a tracking system for scheduled reviews—to ensure regular evaluations of APT and civil service employees. Ongoing
- A.1.d The College will continue to promote professional standards, ethics, and the UH System's code of conduct. AY 2015-16
- A.2 A.2: The College will continue to use analysis generated through the program and unit review processes to prioritize funding to maintain a sufficient number of qualified faculty and staff with full-time responsibility to the institution.
- The College will pursue Legislative funding for full-time positions. Ongoing
- A.3.b The Human Resources Office will research encryption software as an option to keep electronic records secure. Completed

	A.4.a	The College will survey faculty and staff to assess the need for additional programs and services to support personnel of diverse backgrounds.	
	A.4.b	The College will continue to plan for and maintain ongoing staff development training to encourage an appreciation for diversity and an equitable environment for personnel and students.	Continuous
	A.4.c	The College will continue to treat personnel and students with integrity.	continuous
	A.5.a	The College will continue to foster faculty and staff development activities to meet personnel needs.	continuous
	A.6	The College will continue to refine integrated planning processes to support ongoing improvements to human resources planning.	continuous
B. Physical Resources	B.1	The College will pursue funding for a new campus in Hilo.	TBD
		The College will provide sufficient West Hawai'i facilities at the Pālanui campus.	Completed / Ongoing
		The College will continue the process of establishing a Resources Master Plan, which will further assure that physical resources support the needs of programs and services.	Completed Annually
	B.1.b	The College will continue to plan and seek improvements regarding all aspects of access, safety, and security.	fall 2016
		The College will establish a new campus in West Hawai'i, Hawai'i Community College - Pālanui.	fall 2015
	B.2	The College will continue to refine its use of UH System and College review data to provide for regular, ongoing assessment for facilities planning.	Ongoing
		The College will develop a Resources Master Plan (RMP) that formalizes evaluation and planning for facilities and equipment.	Completed
	B.2.a	The College will update the LRDP for the Hilo campus.	TBD
	B.2.b	The College will establish a Resources Master Plan to improve the systematic assessment and improvement of physical resources.	Ongoing
C. Technology Resources	C.1	The College will establish a Technology Master Plan (TMP) to coordinate technology services.	Completed
	C.1.a	The College will provide Apple training to Computer Services/IT Support to increase institutional support for varied platform applications.	continuous
	C.1.b	The College will continue to offer technology training and DE support through ITSO.	
		The College will create appropriate training, workshops, and tutoring programs to meet student needs.	Ongoing
	C.1.c	The College will work to secure funding to support a replacement schedule for classroom multimedia equipment.	Completed
		The College's Computer Services/IT Support unit will continue to monitor and upgrade technology infrastructure as needed to handle the College's increasing demands.	continuous

	C.1.d	Through the Technology Master Plan, the College will link assessment of technology needs with effective distribution of resources.	
	C.2	The College will develop a Technology Master Plan that will provide the framework for integrating coordinated technology planning with institutional planning.	Ongoing
D. Financial Resources	D.1.a	The College will continue to link budget decisions with integrated planning processes.	
	D.1.d	The College will pursue ways to increase awareness of budget-development processes.	Completed
	D.2.b	The Business Office will pursue using the College website to disseminate financial information. The College will participate in UH System trainings in the use of the new Kualii modular financial system.	Ongoing
	D.2.g	The College will convert to the Kualii Financial System.	Completed

Standard IV: Leadership and Governance

A. Decision - Making Roles and Processes	A.2.a	The College will work to make faculty and staff more aware of institutional organizations and their roles in the budget and planning processes.	continuous
	A.3	The College will continue to survey all faculty and staff to assess communication and understanding of governance. The College will assess the Kauhale model regarding its effectiveness in facilitating communication. The College will take steps to improve communication related to the various governance bodies.	spring 2016 fall 2016 Completed
	A.5	The College will establish a regular evaluation schedule for governance bodies. College leadership personnel will clarify their roles in responding to College needs.	spring & fall 2016
B. Board and Administrative Organization	B.2.B	The chancellor will use the College's master plans to further ensure that integrated planning guides improvements in the teaching and learning environment.	continuous

Responsible Parties

Admin, College Council

College Council

Admin, College Council,
IAC

Admin, College Council,
IAC, IRO
Admin, CERC, College
Council

Admin, IAC

Admin, CERC, College
Council

Admin, CERC, College
Council

Admin, DCs, IAC, IRO

Admin, DCs, IAC, IRO,
Assessment Committee,
Faculty and Staff

VCAA, CTE Dean,
Faculty and Staff
Admin, SSC, IEO,
Faculty, DCs

Admin, Faculty, Staff

Ha'awi Kokua Program,
ITSO, Media Services,
Faculty/Staff
Development
Committee
VCAA

Admin

Academic Senate, GE
Committee
Academic Senate, GE
Committee
VCAA, Academic
Senate, GE Committee

Academic Senate, GE
committee, Deans,
DC's, Faculty
Academic Senate, GE
Committee
Academic Senate, GE
Committee

Academic Senate, GE
Committee

Admin, Faculty & Staff

External Affairs and
Public Relations,
Webmaster,
Information Center
Admin, Academic
Senate, Education
Policy Committee
VCSA, Unit Managers

chancellor, VCSA, VCAA

Admin

VCSA

College-wide

SLC

Admin, ESL & IEP
Programs, International
Education Committee,
Study Abroad
Instructors
VCSA

OVPCC-UHCC, Admin,
Director of HawCC -
Palamanui

LLC

LLC

Admin, VC Academic
Affairs, VC
Administrative Affairs

Human Resources
Manager

Admin

Admin Team
Human Resources
Manager

Faculty and Staff
Development
Committee
Admin

Faculty and Staff
Development
Committee
Admin, CERC, Faculty
and Staff Development
OVPCC-UHCC, Admin

OVPCC-UHCC, Admin,
Director of HawCC -
Palamanui
Admin

Admin

OVPCC-UHCC, Admin,
Director of HawCC -
Palamanui
Admin Team, POM
Manager

Admin Team

OVPCC-UHCC, Admin
Admin Team

Technology Advisory
Committee
Admin

ITSO, VC Academic
Affairs
Admin

Computer Services/IT
Support

Technology Advisory
Committee

Admin

Business Office Manager

UH Kualo Financial
Systems Team

Admin

Admin, IRO

Admin, Kauhale Director

College-wide

Admin, IRO, College
Council, Academic
Senate
chancellor, Admin