HAWAI'I COMMUNITY COLLEGE
ANNUAL UNIT REVIEW (AUR)

INSTITUTIONAL ASSESSMENT OFFICE (IAO)

Date _April 15, 2019

Review Period
July 1, 2017 to June 30, 2018

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Program/Unit Review at Hawai'i Community College is a shared governance responsibility related to strategic planning and quality assurance. Annual and 3-year Comprehensive Reviews are important planning tools for the College's budget process. This ongoing systematic evaluation and assessment process supports achievement of Program/Unit and Institutional Outcomes. Evaluated through a college-wide procedure, all completed Program/Unit Reviews are available to the College and community at large to enhance communication and public accountability. Please see http://hawaii.hawaii.edu/files/program-unit-review/

Please remember that this review should be written in a professional manner. Mahalo.

PART 1: UNIT DATA AND ACTIVITIES

Unit Description

Provide the short description as listed in the current catalog. If no catalog description is available, please provide a short statement of the unit's services, operations, functions and clients served.	**Assessment** Assessment is the process of gathering information on student learning and services for the purposes of evaluating and improving the learning environment. Assessment is the responsibility of everyone employed by Hawaiʻi Community College. The College engages in systematic assessment of learning and service outcomes to ensure continuous improvement and to create increased opportunities for student success. The College Council's Assessment Committee provides leadership to ensure that the College achieves its mission by sponsoring assessment activities, encouraging meaningful assessment practices and experiences, and promulgating discovery based on results of the assessment process. Assessment across the Kauhale is governed by the College's Assessment Policy. Haw 5.202. In addition, standards and criteria from the Accrediting Commission for Community and Junior Colleges (ACCJC), as well as accrediting bodies providing oversight for career and technical education programs, serve as the overall guidelines within which the college establishes and revises its assessment activities. The course assessment cycle requires that all courses be assessed at least every five years; specific details of the course assessment requirements are listed in the Assessment Policy. The non-instructional service and support unit assessment cycle requires that all units be assessed regularly on a schedule determined by the appropriate vice chancellor or director. Assessment is integrated with biennium and supplemental budget and strategic planning through annual program and service-unit reviews, and comprehensive reviews on a three-year cycle that are initiated and monitored by the College Effectiveness Review Committee (CERC) and the College Council's Assessment Committee. For more information, visit the website at www.hawaii.hawaii.edu/files/assessment. The following Hawaiʻi CC and UH System policies determine requirements for program review: • HAW #4.201 Integrated Planning for Institutional Effectiveness www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw4 • UHCCP #5.202 (May 2012) www.uhcc.hawaii.edu/OVPCC/policies/docs/UHC-CP_5.202_Review_of_Established_Programs.pdf • Board of Regents Policy, Section 5-1.b www.hawaii.edu/offices/bor/policy/borpch5.pdf

	• University of Hawaiʻi Systemwide Executive Policy, E5.202 www.hawaii.edu/policy

Comprehensive Review information (required by UH System)

Provide the year and URL for the location of this Unit's last Comprehensive Review on the HawCC Program/Unit Review website: http://hawaii.hawaii.edu/files/program-unit-review/	
Year	2016
URL	http://hawaii.hawaii.edu/files/program-unit-review/docs/2016_iao_comprehensive_unit_review.pdf
Provide a short summary of the CERC's evaluation and recommendations from the unit's last Comprehensive Review. Discuss any significant changes to the unit that were aligned with those recommendations but are not discussed elsewhere in this report.	**CERC's Overall Recommendations/Comments on the Comprehensive Review:** The writer did an impressive job of documenting the accomplishments, strengths, struggles, goals and needs of the unit. Recommendations and commendations follow. • Please clarify the content of the "teaching effectiveness workshops and trainings" mentioned on page 3, line 12. As currently written, this activity does not seem to align with the unit's responsibilities. • The unit is to be commended for its efforts in the AMS initiative • The unit is to be commended for its leadership in areas of assessment; Program-Unit Review; Institutional Effectiveness; Accreditation; and System Collaboration. • The writer is to be commended for encapsulating and documenting the progress of her predecessors. IAO response to the CERC's comments: The IAO unit manager, the Institutional Assessment Coordinator (IAC) appreciates the CERC's comments and thanks the committee for its commendations. As for the committee's comment that supporting "teaching effectiveness" is not within the purview of the unit's charge, the IAC understands that teaching effectiveness is both a central desired consequence of good assessment and goes hand-in-hand with positive improvements in assessment practice. As directed and approved by the VCAA, the IAC will continue to provide coaching, informal professional development and support for teaching effectiveness and improvements in teaching strategies as a component, when appropriate, of assessment-related consulting,

	coaching and professional development sessions with faculty, instructors and adjunct lecturers. For an example of the overlap between good teaching and good assessment practices, please see the discussion below related to the "Learning Outcomes Assessment" workshop conducted by IAC in collaborations with the Faculty-Staff Development Committee in Spring 2018.

Unit Data: Analysis of ARPD Data and Other Quantitative Indicators
Unit ARPD data, if applicable, can be found on the ARPD website:
http://www.hawaii.edu/offices/cc/arpd/

Please attach a copy of the Unit's ARPD data tables, if applicable, and submit with this Annual Unit Review (AUR). If other quantitative data is discussed below, please attach relevant documentation.

Analyze the Unit's ARPD data, if applicable, and other relevant quantitative data for the review period.
Describe, discuss, and provide context for all 2017-18 ARPD and other data categories and indicators that are relative to the Unit's provision of services. The UH System does not collect or provide ARPD data for the unit. However, the unit collects data on its provision of services to the College and accomplishment of operational tasks. **DEMAND**: The unit considers its Demand indicators to be the level of faculty/staff participation in its offerings of professional development opportunities, and faculty/staff/admin requests for course, program, curriculum, service-unit and other support related to assessment, the review process, accreditation, and institutional effectiveness. In AY17-18, the unit's IAC provided **166 sessions** totaling **236 hours** of professional development workshops, trainings, consultations, and events to **470 participants** (duplicated count) including: - Assessment: **133** individual and group consulting sessions, trainings and workshops totaling **185.5** hours;   - Program-Unit Review: **33** individual and group consulting sessions, trainings and workshops totaling **50.25** hours; and   - Kauhale-wide Presentation on the Campus Labs Outcomes assessment reporting system during the All-College Meeting, Jan 4, 2018, attended by approximately 100 faculty and staff.

In addition, the IAC provided **296.75** hours of direct services related to Institutional Effectiveness, including consultation, professional and technical expertise, and resource development for curriculum review and development, support for accreditation, and meetings in service to the College.

The unit considers the Demand for the unit's services to be HEALTHY.

Efficiency: The unit has only one full-time member, the non-instructional faculty IAC, who provided all the services and professional development opportunities detailed above and discussed elsewhere in this report. During AY17-18, the IAC was assisted up to 20 hours per week by a student assistant who was able to provide needed support for the unit in data entry, web posting, and records maintenance. Given the volume of services provided by the IAC and the unit's part-time student assistant, the IAC considers the unit to be working as efficiently as is reasonable.

The unit considers its Efficiency to be HEALTHY.

Effectiveness: the unit considers its primary Effectiveness indicators to include, among other factors, the number of completed assessments and program/unit reviews conducted by faculty and staff and reported to the College for posting to the appropriate websites; and the number of successful course and program curricular revisions related to institutional effectiveness that were supported by the services of the IAC (consultations for drafting; reviewing and approvals, as appropriate).

In AY17-18, the IAC supported the submission of the following reports and reviews:

- o **81** AY17-18 course assessments were completed and reports filed on the Campus Labs Outcomes reporting system;
  24 of 28 programs (**85%**) submitted annual reviews;
- o **6 of 8** programs (**75%**) submitted scheduled comprehensive reviews;
- o **11 of 18** units (**61%**) submitted annual reviews;
- o **1 of 1** unit (**100%**) submitted a scheduled comprehensive review.

Support for institutional effectiveness related to curriculum proposals included **21 courses reviewed via the Fast Track** process and **113 courses and 30 programs reviewed via the Curriculum Review Committee** process.

As the College moved from General Education requirements to the UH System's **Foundations and Diversification** course designation process, the IAC provided faculty and the General Education Committee (GEC) support for **64 course F & D designation proposals**.

The unit considers its Effectiveness in serving the College to be HEALTHY.

The unit considers its Overall rating in serving the College to be HEALTHY.

What else is relevant to understanding the Unit's data? Describe any trends, internal/external factors, strengths and/or challenge that can help the reader understand the Unit's data but are not discussed above.

A large part of the IAC's work is done in collaboration with other units and committees. The IAC served on the following committees and task groups in AY17-18:

- Accreditation Core Team
- College Council
- Assessment Committee (AC), Chair
- College Effectiveness Review Committee (CERC)
- Curriculum Review Committee (CRC)
- UH Systems Assessment Coordinators working group

UNIT ACTIVITIES

Report and discuss all major actions and activities that occurred in the unit during the review period, including meaningful accomplishments and successes. Describe how these unit activities helped contribute to student success.
Also discuss the challenges or obstacles the unit faced in meeting its goals and supporting student success. Explain what the unit did to address those challenges.

Campus Labs Outcomes system - implementation and resources development: The Campus Labs Outcomes digital assessment management system was approved for procurement by UH Systems and the Chancellor in January 2017. However, due to additional UH System's Data Governance and ID Authentication requirements, the software was not released to the College until May 2017. The IAC directed the institutional customization and set-up phase of the project, which took place during Summer and early Fall 2017. This included upload to the system of the College's full organizational structure, 600+ course list and 2,700+ outcomes statements, development of all assessment templates to match the College's current practice and policy, and alignment of outcomes statements between all levels for all courses scheduled for assessment in AY16-17 and AY17-18. All course and program data uploaded to or input to the Campus Labs system was based on the Kuali Curriculum Management system's official records.

Prior to rolling out the Campus Labs system to the College and as a part of the customization and set-up phase, the IAC also developed a set of digital resources for assessment report writers to assist them with using the system. This included building a separate "Campus Labs Resources" page on the Assessment website that provides a downloadable template worksheet, downloadable PDF how-to guide and video how-to guide.

The Campus Labs system was rolled out to the College for operational implementation in October 2017. The IAC immediately began offering small group and individual trainings and orientation sessions for faculty and staff on the system. By the end of the Spring 2018 semester, the IAC had provided 48 such sessions totaling 63 hours of professional development for 121 individuals (duplicated count). In addition, the IAC led a presentation and live demonstration of the system to the whole Kauhale during the January 2018 All-College Meeting (approximately 100 attendees).

Assessment website redesign and resources development: In addition to the resources specifically developed for the Campus Labs system, the IAC directed a significant redesign of the College's Assessment website and available resources, with the goal of providing better search and retrieval functions for an enhanced set of resources. New digital resources developed and posted to the website during AY17-18 included:

- Learning outcomes statements at all levels -- ILOs, GELOs, PLOs, CLOs and UOs – available in easily-accessible and searchable formats in a clearly marked "Learning Outcomes" section;
    - ✓ PLO to GELO alignment grids/memos posted on programs pages;
    - ✓ CLOs in hot-linked searchable format for all programs by discipline and course also were published on the "Programs of Study" pages on the main HawCC website;
- 5-year course assessment Schedules for all programs were updated and the link prominently posted as a separate button on the website's left-side navigation bar;
- the pre-Campus Labs Reports Archive (hard-copy PDFs) was fully audited and reorganized; 500+ course reports in this database were bookmarked and re-titled for consistency and clarity by program and year; all reports from this database were recorded in the programs' Status Reports for easier report-completion tracking;
- a Kauhale Resources page was developed to provide downloadable copies of all current and previous IAO Reports to the College from AY14 through AY18; this page also contains updated assessment templates for pre-AY17 reports, and the "Suggested Due Dates" for assessment reports;
- The Assessment Committee's page was redesigned and updated;

- The Assessment Handbook was updated and given a separate link on the left navigation bar.
- In addition, the IAC developed 5-year course assessment Status Reports, AY13 through AY18, with hotlinks to documents in the Reports Archive database; these are updated regularly as new assessment reports are filed by faculty. Links to their individual Status Reports and training on using these resources were provided to all DCs in AY17-18.

Below is a screenshot of the redesigned Assessment website from Spring 2018.

The Assessment website link also was published on the "Faculty/Staff Resources" page of the main HawCC website for increased accessibility.

Program-Unit Review Process and CERC: In addition to the trainings, consultations and drafts-review services provided to Review writers that are discussed above in the "Unit Data" section, the IAC assisted the VCAA and the CERC in the revision and publication to appropriate websites of the AY16-17 APR/AUR and 2015-17 CPR/CUR templates and schedules, and the relevant CERC Evaluation tools (rubrics) for programs and units.

Revisions to IAC's role on College committees:
In support of democratic institutional co-governance and shared decision-making, during AY17-18 the IAC proposed changes to her position's official roles on the Assessment Committee, College Council and the CERC. All three of these proposals were approved and adopted by the relevant governance bodies with implementation of her new role(s) in AY18-19.

Student Assistant position (new): Beginning in Summer 2017, the VCAA generously provided the IAO unit with funding for a student assistant for up to 20 hours per week. The IAC hired and trained the unit's first student assistant and, under her supervision, he assisted with:

- data entry tasks related to the set-up and customization of the Campus Labs Outcomes system, the implementation phase roll-out to the College in October 2017, and transfer of all AY16-17 assessment reports from the Reports Archive (PDF hardcopy) to the Campus Labs database;
- data entry for CLO-related resources developed by the IAC and posted to the College's Assessment and Programs of Study websites;
- posting pf various documents to the Assessment and Program-Unit Review websites; and
- IAO records maintenance.

The VCAA extended funding for a student assistant for AY18-19. Since the first assistant graduated in May 2018, the unit was able to hire a second student to work through Summer 2018 and she continued with the Office through May 2019.

Assessment Committee (AC): During AY17-18, the IAC led a proposal to change the AC's charge and tasks and chaired the Committee during its transition to its new work and reporting responsibilities as outlined in that proposal. As a result, the AC evaluated 11 sets of 3-year program/unit assessment reports submitted in evidence with AY15-17 Comprehensive Reviews and provided memos of commendation/recommendation to those programs and units, as well as to CERC and the College Council, in support of institutional effectiveness and improvements in student learning and College services.

Assessment Policy: The IAC was instrumental in updating the College's Assessment policy, HawCC 5.202, which was adopted by the College Council and approved by the Chancellor in May 2018.

http://www.hawaii.hawaii.edu/sites/default/files/assets/ovcadmin/admin-manual/haw5-202.pdf

Support for Student Success: The IAC firmly believes that all the activities described above work together to help support student success. Faculty/staff need easy and reliable access to good resources and hands-on support as they design, conduct, analyze and use the results of assessment projects. Engaging in effective, robust, outcomes-based assessment is one of the best ways Kauhale professionals can improve their teaching and services.

The IAC is dedicated to the goal of helping faculty/staff enhance students' learning and overall experiences at the College. As the lead faculty in the IAO unit of the Academic Support division, the IAC will continue to focus the Office's work on developing, maintaining and delivering high-level direct support services to faculty, staff and administrators, and to work toward a Kauhale-wide awakening of a positive, collaborative and consensus-based spirit of assessment and review. At the institutional level, the IAC and administration continue to work together to support more data-based decision making throughout our co-governance structure.

Unit Challenges: The unit's main challenge remains resistance to its activities from a small but significant segment of faculty and staff who do not acknowledge the value to their programs/units of a College-wide culture of regular, positive, outcomes-based assessment/review for continuous improvement. Much of this resistance is focused on the institutional reporting (compliance) aspects of these activities.

The IAC and administration continually seek to foster a shift in Kauhale members' consciousness in this regard with the goal of creating a College-wide culture that embraces assessment and review as vital components of excellence in teaching and learning.

UNIT WEBSITE

Has the unit recently reviewed its website? Please check the box below that best applies and follow through as needed to keep the unit's website up-to-date.

☐ The unit does not have a website.

X Unit faculty/staff have reviewed the website in the past six months and revised as necessary.

☐ Unit faculty/staff reviewed the website in the past six months and submitted a change request to the College's webmaster on _____ (date).

☐ Unit faculty/staff recently reviewed the website as a part of the annual unit review process, found that revisions are needed, and will submit a change request to College's webmaster in a timely manner.

PART 2: UNIT ACTION PLAN

AY18-19 ACTION PLAN

Provide a detailed narrative discussion of the unit's overall action plan for AY18-19, based on analysis of the unit's AY17-18 data and the overall results of Unit Outcomes (UOs) assessments conducted during the AY17-18 review period (reported below, Part 3). This Action Plan should identify the unit's specific goals and objectives for AY18-19 and must provide benchmarks or timelines for achieving each goal.   Please provide attachments and additional documentation as appropriate.

From the previous year's AUR, action items for AY17-18 included tasks on the table below.

Tasks & Projects	Date Accomplished/Completed
Complete customization, implementation and roll-out of the Campus Labs Outcomes system.	May 2017 through October 2017.
Complete input of all AY16-17 assessment reports from the archive into Campus Labs.	Project completed December 2017.
Provide on-going training and support to faculty/staff with goal of full adoption of Campus Labs Outcomes system by all programs and units.	On-going: training and support continue to be provided AY17-18 and through AY18-19 for faculty/staff; College-wide adoption of the system is becoming the institutional norm.
Provide 5-year assessment Status Reports to all programs; assist programs in review and updating of assessment schedules; provide targeted support for programs to submit outstanding pre-AY18 assessment reports.	Status Reports provided to DCs early Fall 2017. Updating & review of source database(s) is performed by IAO on a regular basis from faculty/staff assessment report inputs. IAC continues to work with the DCs to continuously revise and update programs' assessment schedules.
Complete LOA project UO alignment to new ILOs.	Project completed early Spring 2018, all UOs posted to Assessment website and updated per approved revisions.
Streamline annual and comprehensive review processes for units.	Completed Fall 2017. Shortened templates provided for non-ARPD-reporting units in DSA, EDvance/OCET, Admin Services and Academic Support.
Assessment website redesign project.	Basic redesign completed late Fall 2017; additional resources and sub-pages added through May 2018.

Investigate possible vendor products for future program/unit review reporting.	Sponsored meetings between Campus Labs product representatives and administration, Spring and Summer 2018. Project overall remains on-going.

New IAO Goals and Action Plans, AY18-19

Assessment: In order to continue and reinforce our progress in moving to the Campus Labs Outcomes digital assessment reporting system, the IAC will focus on procuring an additional 3-year contract renewal with the vendor for the Outcomes system for AY20 through AY22.

*While not a new goal, the IAC also will continue to support full adoption and use of the Campus Labs Outcomes system by all instructional programs and units by the end of AY19. As more faculty/staff input more data into the system, our procurement proposal for continuation of our relationship with the vendor for this product hopefully will be acceptable to the UH System's decision makers in OPRPM.

Program-Unit Review: The IAC will continue to work on streamlining the Review process to increase efficiency of the Review writing process. In AY18-19, the IAC plans to provide more targeted support to individual Review writers who struggle with the process while continuing to offer small-group sessions for previously-successful writers.

Institutional Effectiveness: The IAC will continue working with administration to move the College toward procuring an integrated modular digital reporting system that can link and align data about student achievement, student learning outcomes assessments, student co-curricular engagement, program-unit reviews and strategic planning for improvement. The long-term goal is for the College to procure a digital dashboard platform that allows interactive filterable queries using multiple linked data sources, and that allows targeted data migration from achievement, assessment and co-curricular reports to program-unit reviews and strategic planning and budgeting reports.

Accreditation: Continue to provide service-leadership, support and expertise during the ACCJC accreditation team visit in October 2018.

ACTION ITEMS TO ACCOMPLISH ACTION PLAN

For each Action Item below, describe the strategies, tactics, initiatives, innovations, activities, etc., that the unit faculty/staff plan to implement in order to accomplish the goals described in the Action Plan above.

For each Action Item below, discuss how implementing this action will help the College accomplish its goals for student success.

For each Action Item below, identify how implementing this action will help the unit achieve its Unit Outcomes (UOs).

Action Item 1: Procure additional 3-year contract renewal with Campus Labs for the Outcomes system for AY20 through AY22.

Work with VCAS Kaleiwahea and Administrative Services staff to draft and provide all necessary paperwork for submission of a contract renewal proposal to UH System's OPRPM, Data Governance and Legal Counsel's offices.

Timeline: Spring 2019.

Related goal: Full adoption and use of our existing Campus Labs Outcomes system by all instructional programs and units by the end of AY19.

The IAC will plan, organize and conduct a Kauhale-wide assessment activity using the Campus Labs Outcomes system data and other assessment resources in late August 2018. This "Assessment Awareness" activity will provide structured, focused and hands-on engagement with their own assessment data for faculty/staff across the College. The IAC's report on this activity will be provided to the College via the Assessment website's "Kauhale Resources" page.

Action Item 2: Continue streamlining the Program-Unit Review process.

The IAC will work with the VCAA and the CERC to streamline as possible the comprehensive review templates and the CERC's evaluation rubrics.

The IAC also will work in coordination with the College's webmaster to shift regular management of and posting of documents to the Program-Review site to the IAO.

The IAO will take on the ARPD web submission input process for programs and the VCAA.

Action Item 3: Support Institutional Effectiveness data initiatives.

The IAC will work with the administration team and the newly-hired Institutional Research Analyst and KAI staff to research, test/vet, and make proposals to the College related to various vendor-based interactive systems for data connections between student achievement, learning and demographics. The IAC plans to be an active member of this new initiative as it develops under the Chancellor's leadership.

RESOURCE IMPLICATIONS

> *NOTE: General "budget asks" are included in the 3-year Comprehensive Review.*
> *Budget asks for the following three categories only may be included in the APR:*
> *1) health and safety needs, 2) emergency needs, and/or 3) necessary needs to become*
> *compliant with Federal/State laws/regulations.*

BUDGET ASKS

For budget ask in the allowed categories (see above):	
Describe the needed item(s) in detail.	N/A
Include estimated cost(s) and timeline(s) for procurement.	
Explain how the item(s) aligns with one or more of the strategic initiatives of 2015-2021 Strategic Directions: http://hawaii.hawaii.edu/sites/default/files/docs/strategic-plan/hawcc-strategic-directions-2015-2021.pdf	

PART 3: UNIT OUTCOMES ASSESSMENTS

For all parts of this section, please provide information based on assessments of Unit Outcomes (UOs) and/or Student Learning Outcomes (SLOs) conducted in AY17-18

Unit Outcomes

Provide the full text of the unit's current approved Unit Outcomes (UO) and Student Learning Outcomes (SLOs); indicate each UO's/SLO's alignment to one or more of the Institutional Learning Outcomes (ILOs). The College's ILOs may be found on the Assessment website: http://hawaii.hawaii.edu/files/assessment/index.php?category=Outcomes&page=Institutional.php

UO #	UNIT OUTCOMES (text)	Aligned to ILO #
1	Helps foster continuous improvements in teaching, learning and services by providing support and technical assistance, professional development opportunities, and assessment-related services and resources to the College.	**1, 2, 4**
2	Promotes evidence-based institutional and academic decision-making by facilitating, coordinating and providing technical assistance to programs, units and administrators for the College's Annual and Comprehensive Review and Integrated Strategic Planning processes.	**1, 2, 4**
3	Maintains the College's assessment website, assessment and review reports archives, and assessment and review materials and resources as public resources for the College.	**1, 2, 4**

Assessment Strategies
For each UO/SLO assessed in AY17-18, discuss the assessment strategy, including a description of the type of assessment tool/instrument used, e.g., student surveys provided to all student participants in an activity or event, or a log/count of services provided, etc.

UO 1. Helps foster continuous improvements in teaching, learning and services by providing support and technical assistance, professional development opportunities, and assessment-related services and resources to the College.

On March 16, 2018, the IAC repeated by request the *Designing Assignments and Rubrics for Successful Outcomes Assessment Workshop*. This was a hands-on two-hour

workshop focused on helping instructional faculty/lecturers how to design robust summative assignments and evaluative rubrics for CLO-based course assessments. The workshop included a short presentation on assessment basics, followed by a series of exercises and activities during which faculty worked in small groups reviewing their own and each other's draft end-of-term assignments and the rubrics they intended to use to assess students' work on those assignments. At the end of the workshop, participants were asked to complete the FSDC's standard workshop evaluation form

Results of Unit Outcomes and Student Learning Outcomes Assessments
For each UO/SLO assessed in AY17-18 listed above, provide:
- **a statement of the quantitative results;**
- **a brief narrative analysis of those results.**

UO 1. Helps foster continuous improvements in teaching, learning and services by providing support and technical assistance, professional development opportunities, and assessment-related services and resources to the College.

Evaluation results provided by Faculty-Staff Development Committee of an FSDC survey of participants in the March 2018 workshop conducted by the IAC show that all participants had a positive, educational professional development experience with the workshop. Please see below for quantitative and text responses to the survey.

5 Participants, 5 Evaluations Received

Rate your level of agreement with each of the following statements.

	Strongly **AGREE**	Agree	Neutral or Undecided	Disagree	Strongly **DISAGREE**
From this session, I feel I gained information and skills that could help improve my effectiveness at Hawaiʻi CC.	4	1	0	0	0
The presenter was knowledgeable about the topic(s).	5	0	0	0	0
The presenter was effective.	4	1	0	0	0
Overall, I feel this session was valuable and	4	1	0	0	0

informative.					

Comments

What did you like about this session? (Instruction, presentation delivery, materials, etc.)
● Pace of learning
● Dynamic. Resh is very approachable, knowledgeable
● Good subject matter
● Enthusiasm of the present, organized activities, and clear handouts
● I appreciated the check-off list! Very helpful in preparing assessment materials with the student perspective in mind.
In what ways could this training be improved?
● Two parts for more time and detail
● Held very often
● No improvements necessary. I liked the small group work, feedback opportunities, and provided materials.
Do you have any suggestions for future workshops?
● Maneuvering through the assessment process of course (which you already provide)
● No requests at this time

Next Steps – ASSESSMENT ACTION PLAN for AY18-19

Describe the unit's intended next steps to support improvements in student success and achievement of its UOs/SLOs, based on the unit's overall AY17-18 assessment results. Include any specific strategies, tactics, activities or plans for improvement to the unit's future assessments of its services, operations or functions
The IAC will be distributing an evaluation survey to all participants of the August 2018 Kauhale Day "assessment Awareness" activity; results will be published on the Assessment website.   The IAC will resume distributing an annual survey about assessment and program-unit review to the Kauhale in April/May 2019. Results will be included in the unit's AY18-19 AUR and the IAC's annual report to the College, which is published on the "Kauhale Resources" page of the Assessment website.