

**Hawai'i Community College
Academic & Administrative Support:
Unit Assessment Plan Results**

2011/12 Academic Year

**Submitted by Ellen Okuma
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Assessment Plan: Academic & Administrative Support

1. Unit Outcome(s) that will be assessed: (Choose one, or at the most two, outcome(s) to focus on. Start with what is most important or seems a priority for the unit.)

Outcome #3: 20% of HawCC policies are new or have been revised by the end of each academic year

2. What questions does your unit have for staff, faculty and/or students (those who use receive service from the unit) about how they perceive the unit's effectiveness in meeting this outcome?

None at this time because *quantity* is the focus.

However, in the future, it may be possible to survey Chancellor, VCAA, VCAS, VCSA, DCs, Senate Chair and College Council Chair about perceptions of the *quality* of the process that led to the revisions of existing policies or the development of new policies. Such questions might include:

1. Edits or revisions to existing or drafts of new policies were effectively communicated.
2. Questions about revisions to existing policies or drafts of new policies were effectively addressed.

3. Develop and describe the assessment procedure. (This could be a survey, focus groups, participation in the HawCC Accreditation Faculty and Staff Survey or Student Survey, or other method of assessment.) Include how, when and where this will take place and who in the unit is responsible for the process. Describe what you will be doing for the first round (iteration) and the second round (iteration). (Attach another page if you need more room.)

- For the *first* iteration, a table of the existing HawCC policies, including the quantity, at the beginning Fall 2011 will be made. (see Attachment A; 51 policies as of August 15, 2011)
- The table from Fall 2011 will be updated with the indication of new or revised policies, including the quantity, at the end of Spring 2012.
- A report comparing the change in quantity from Fall 2011 to Spring 2012 will be written.
- The report will be sent to the VCAA, VCAS, VCSA, Chancellor, DCs, Senate Chair, College Council Chair, Assessment Coordinator and co-chairs of U-WAG.

4. If possible, set the performance rate. (This may only be possible once you've found some baseline data or the second iteration.)

10 policies—based on the August 15, 2011 count of 51 existing HawCC policies and a 20% review rate—will be revised or new by the end of Spring 2012 semester.

Time Table:

	First Round (Iteration)	Second Round (Iteration)
Outcome statements due	Sept. 1, 2011	
Assessment plan (with questions) ready	AP ready but no questions to be asked	
Assessment Conducted	Week of May 7, 2012	
Use of Results Written Up	By June 1, 2012, results to go to VCAA to include in Annual Program Review for ASU	

Appendix

Unit Outcomes: (List all the outcomes devised for your unit, agreed upon by those who are in your unit.)

1. Academic & Administrative Support will make announcements in a timely manner regarding HawCC faculty and lecturers participating in eCAFE
2. Academic & Administrative Support will make edits in a timely manner to the HawCC database of eCAFE for faculty and lecturers participating in eCAFE
3. 20% of HawCC policies are new or have been revised by the end of each academic year

	Policy number	Attachment A to Academic & Administrative Support Unit Assessment Plan: HawCC Policies & Procedures Manual, as of August 15, 2011 (total of 51 policies; * no policy exists)	Issue Date	Most Current Rev. Date
1	1.001	<u>Policies and Procedures Manual for HawCC</u>	04/20/1995	06/16/2010
2	1.301	<u>Sexual Assault Policies and Procedures</u>	05/01/1995	06/01/2009
3	2.203	<u>Emergency Operations Plan</u>	08/04/2000	06/01/2009
4	2.510	<u>Web Page Guidelines Policy</u>	08/25/1999	06/02/2010
5	3.301	<u>College Committee Structure</u>	02/01/1996	06/03/2010
6	3.302	<u>Program Advisory Councils</u>	08/30/1996	06/17/2010
7	3.303	<u>Campus Governance</u>	04/02/2009	Same as issue date
*	HAW 4.000	<u>Planning</u>		
8	5.101	<u>Student Academic Grievance Policy</u>	04/00/1991	06/04/2010
9	5.200	<u>Distance Education</u>	11/23/2009	04/27/2011
10	5.202	<u>Assessment Policy</u>	10/11/2010	11/19/2010
11	5.250	<u>Course Review Policy and Procedure</u>	02/21/2001	06/04/2010
12	5.301	<u>Grading Policy</u>	06/10/2002	06/04/2010
13	5.302	<u>“N” Grade Policy</u>	12/30/1997	06/04/2010
14	5.303	<u>“I” Grade Policy</u>	06/10/2002	06/04/2010
15	5.304	<u>Repeating Courses</u>	06/10/2002	06/04/2010
16	5.305	<u>Cross-listed Courses</u>	03/10/2003	06/04/2010
17	5.501	<u>Placement Testing</u>	07/01/1996	06/08/2010
18	5.503	<u>Credit/No Credit Policy</u>	02/07/1997	07/25/2006
19	5.504	<u>Final Examinations</u>	06/10/2002	06/08/2010
20	5.601	<u>Credit by Institutional Exam Policy</u>	12/30/1997	06/08/2010
21	5.602	<u>Independent/Directed Studies Policy</u>	08/10/1998	06/08/2010
22	5.603	<u>Advanced Placement Examination Program</u>	06/10/2002	06/08/2010

23	5.604	<u>Credit for Previous Non-English Language Study</u>	06/10/2002	06/08/2010
24	5.605	<u>Credit for Education Received While in Military Service</u>	06/10/2002	06/08/2010
25	5.606	<u>College Level Examination Program (CLEP)</u>	12/13/2002	06/08/2010
26	5.607	<u>Courses Fulfilling Two Different Area Requirements</u>	03/10/2003	06/08/2010
27	5.650	<u>Time Limits on Credits Earned</u>	06/10/2002	06/08/2010
28	5.701	<u>Application for Graduation</u>	06/10/2002	06/08/2010
29	5.702	<u>Graduation Requirements</u>	06/10/2002	06/08/2010
30	5.850	<u>Multiple/Second Degree Policy</u>	06/10/2002	06/08/2010
*	HAW 6.000	<u>Tuition, Scholarships and Fees</u>		
31	7.101	<u>Student Conduct Code</u>	07/01/1991	06/11/2010
32	7.102	<u>Guidelines for Handling a Disruptive Student</u>	11/04/1994	06/17/2010
33	7.103	<u>Guidelines Regarding Children of Our Students</u>	04/02/2009	Same as issue date
34	7.207	<u>Auditing Classes</u>	06/10/2002	06/01/2009
35	7.208	<u>Transfer Credit Evaluation Policy</u>	06/10/2002	06/08/2010
36	7.209	<u>Transferring Credits from External Institutions</u>	03/31/2010	Same as issue date
37	7.220	<u>TOEFL Requirement for International Students</u>	08/16/1999	11/04/2004
38	7.330	<u>Adding and Withdrawing from Classes</u>	02/01/1994	04/27/2011
39	7.505	<u>Class Attendance, Disappearer and No Show Policies</u>	10/05/1995	08/17/2010
40	7.510	<u>Student Academic Honors</u>	07/10/1991	06/01/2009
41	7.520	<u>Satisfactory Academic Progress</u>	10/05/1995	06/11/2010

42	7.521	<u>Academic Renewal Policy</u>	04/02/2009	Same as issue date
43	7.901	<u>Death of a HawCC Student</u>	10/05/1995	06/11/2010
44	8.510	<u>Security Lock and Key Policy</u>	08/05/1999	06/16/2010
45	8.560	<u>Retention and Disposition of Applications for Contract Renewal, Tenure, and Promotion</u>	03/12/2002	06/01/2009
46	9.203	<u>Evaluation of Faculty</u>	08/25/1999	06/01/2009
47	9.204	<u>Instructor Classroom Evaluation Procedure</u>	08/25/1999	11/23/2009
48	9.205	<u>Lecturer Classroom Evaluation Procedure</u>	08/25/1999	11/23/2009
49	9.209	<u>Awarding of Emeritus Title</u>	05/22/1997	06/01/2009
50	9.730	<u>Workplace Non-Violence Campus Procedures</u>	11/07/2001	06/01/2009
51	9.900	<u>Equal Employment Opportunity/Affirmative Action (EEO/AA) Policy</u>	09/01/1991	06/01/2009

Status Update
Assessment Plan for
the Academic & Administrative Support Unit
submitted by Ellen Okuma, 3-9-12

- Attachment A, HawCC Policies & Procedures Manual, as of August 15, 2011 was developed to determine the baseline number and titles of the policies in the Manual.
- Outcome #3 was chosen for the first iteration to assess.
- #3 of the Assessment Plan, 4th bullet was revised to include additional recipients of the report of results—Assessment Coordinator and co-chairs of U-WAG.
- Assessment of outcome #3 will be done after the Spring 2012 semester ends.
- A Report of results will be written and sent to the recipients identified in #3 of the Assessment Plan.

**Academic & Administrative Support
Unit Assessment Plan
Results
June 6, 2012**

1. Outcome 3 was chosen for the first iteration of the unit assessment plan for Academic & administrative Support. Outcome 3 is: 20% of HawCC policies are new or have been revised by the end of each academic year.
2. On August 15, 2011, there were 51 policies (see Attachment A, pages 6-8). To meet the 20% target, 10 policies would need to be either new or revised.
3. Three policies were revised, reviewed by the Academic Senate, approved and posted to the online manual during the Academic Year of 2011/2012. Those policies are: **HAW 5.304: Repeating Courses** (revised, 2-14-12); **HAW 9.204: Student Evaluation of Instructors and Lecturers** (revised, 2-14-12); and **HAW 9.205: Peer Evaluation of Instructors and Lecturers** (revised, 2-14-12).
4. One new policy was developed and approved: **HAW 4.201: Integrated Planning for Institutional Effectiveness** (issued, 11-28-11).
5. In addition, several new policies were developed and have been either sent to the VCAA for forwarding to the Academic Senate Chair for review and approval or have been sent by the VCAA to the Academic Senate Chair for review and approval:
 - **New and Modified Courses** was on the Academic Senate's agenda for May 3, 2012 but was tabled until more time can be spent on reviewing it during Fall 2012.
 - **Credit Hour** was developed for HawCC but was deferred until the new UHCC policy is issued. HawCC's draft was used to develop the UHCC policy.
 - **General Education** was developed for HawCC but was deferred until the new UHCC policy is issued.
 - **Faculty Absence** was developed for HawCC and was sent to the VCAA on April 10, 2012.
 - **Lecturer Absence** was developed for HawCC and was sent to the VCAA on April 10, 2012.
 - **Developmental Education** was developed for HawCC as a result of recommendations from the Developmental Education Enrollment Policy (DEEP) Task Force. It was sent to the VCAA who then sent it to the Fall 2011 Senate Chair. Further follow-up during Spring 2012 indicated that the policy is being reviewed by the Educational Policy Committee.
 - **Course Outline of Record** was developed for HawCC and was sent to the VCAA on March 12, 2012.
 - **Assigned Time/Overload** was developed for HawCC and was sent by the VCAA to the Human Resources Director for review during Fall 2011.
6. The DEEP Task Force also recommended that **HAW 5.501: Placement Testing** be revised. The revision was done with 2 options. Follow-up during Spring 2012 indicated that the policy is being reviewed by the Educational Policy Committee of the Academic Senate.

7. One policy has been reviewed and revised. It does not require Academic Senate approval. ***HAW 1.001: Policies and Procedures Manual*** was sent to the VCAA on April 9, 2012 for the Administrative Team to review and approve.
8. Non substantive edits were made to ***HAW 7.505: Class Attendance, Disappearer and No Show Policies***. The changes were made and the policy was reposted during December, 2011.
9. A total of 15 policies were either developed and submitted for review by appropriate offices or individuals or were reviewed for revision. This number is 29% of the existing policies (51) that were in effect in August, 2011. Twenty-nine percent exceeds the 20% target for reviewing policies during the 2011/2012 academic year.