

MINUTES Assessment Committee September 13, 2007
Began: 2:03PM Ended: 2:39PM

Present: Jim Poole, Lianne Nagano, Ralph Kam, Kerry Tanimoto, Shanon Miho, Jarren Uyehara, Noel Alarcon, Bert Shimabukuro, Marcia Roberts-Deutsch, Fumi Takasugi, Ross Egloria

Not Present: Sam Rhoads

PROCEEDINGS

Minutes from the last meeting were approved and posted to the Intranet.

FALL 2007 SCHEDULE

The committee will meet the second Thursday of every month in Building 6, downstairs conference room from 2:00PM – 3:00PM. The scheduled dates for the fall semester are:

1. October 11, 2007
2. November 8, 2007
3. December 13, 2007

PROGRAM REVIEW UPDATE

The Vice President for Community Colleges system office has changed the due date for the submission of annual program data from April 15th to December 15th. This was done to accommodate the varying budget and planning cycles of all seven community college campuses. The decision to change the date was made at the end of the spring 2007 semester.

Five instructional programs are scheduled to complete their five-year program review. These programs are:

- DISL (Tech I)
- VESL (Tech I)
- CA (Tech II)
- CENT (Tech II)
- Liberal Arts (University College)

All seven CCs are still required to make program health determinations using the provided terms of “Healthy”, “Cautionary”, and “Unhealthy”. The system office is again leaving it up to the individual CCs to figure out their own system of how this determination is made for a program’s demand, efficiency, and outcome as well as for the overall program health. Until we can come up with a better method for doing so (and this committee does recognize that a better method is needed), we will continue to make these determinations using the old PHI indicator methods (same way we did it last year).

COMMENCEMENT 2007 SURVEY UPDATE

David Cleveland and Ross Egloria designed graduation surveys for both Liberal Arts graduates and Occupational/Technical program graduates. These paper-based surveys were distributed at the spring 2007 commencement at the Waikiki Shell as the students were checking in at the registration desk. Cynthia Smith, David Fink (student assistant), and the graduation committee were instrumental in assisting with the distribution and collection of surveys. David Cleveland and his student assistants compiled all of the data from the paper-based forms. Since David Cleveland is currently away on vacation, the results will be shared at the next meeting.

ONLINE SURVEY CREATION UPDATE

HCC has various software products at their disposal to assist various individuals/groups with the creation of online surveys. David Cleveland currently uses a product called Survey Pro which he uses to help various courses/programs with the creation of Knowledge Surveys. The system also has a product called SurveyShare which can be used to generate and disseminate online surveys. Any UH faculty or staff can request an account to do short term surveying activities (3-month maximum at a time). You can read more about this product at <http://www.hawaii.edu/its/surveyshare/>

WORKSHOP SCHEDULE

One of the shortcomings of our programs is the lack of Student Learning Outcome maps from the course level to the program level. Ross will be offering a few brown bag workshops this semester to assist the instructional programs with this task. The schedule is still being developed.

OTHER UPDATES

The office of the Vice President for Community Colleges has decided to go forward with the Curriculum Central project. Marcia and Sam will be attending a system-wide meeting to discuss how this project will proceed. Marcia will update the committee at the next scheduled assessment committee meeting.

Next meeting for fall 2007

October 11, 2007 – 2:00-3:00PM (6-101)