



UNIVERSITY of HAWAII®  
**KAPĪOLANI**  
COMMUNITY COLLEGE

April 23, 2013

To: Mona Lee, Vice Chancellor of Student Affairs

From: The Trailblazers (Lori Maehara, Wesly Maekawa, Michaelyn Nakoa, Lori Sakaguchi, LaVache Scanlan, Dawn Zoni)

Re: Revised Coordinated Student Affairs Assessment Recommendations

To build a coordinated student affairs assessment effort at Kapiolani Community College, it is necessary to have a common culture of assessment among the counseling, student services, and student engagement programs. Common higher education best practices in student affairs assessment at leading institutions across the nation include: administrative support, an identified assessment coordinator, systemized assessment tools, a strong infrastructure, transparency, and embedded common student learning outcomes and rubrics. In order to build this infrastructure, we recommend the following:

- 0.5 FTE Assessment Coordinator for Student Affairs
- Systemized assessment tool for collecting campus-wide information on student learning, such as “OrgSync” or “Campus Labs”. The group is aware that instructional services is also looking into a similar tool and would like to be involved in coordinating the efforts, to ensure that any tool purchased for the campus would be useful to student affairs.
- Data collection devices, such as barcode readers, and/or SARS-TRAK, can help with collection of data for large groups of students, which would improve assessment efforts for student affairs as a whole. Depending on the features and functionality of the system referred to in the previous bullet, data collection software, such as SurveyShare, Survey Monkey or software for data analysis, like SPSS may also be needed.
- Off-campus retreat prior to October 2013 that will include counseling, student services, student engagement programs and any other program or service that collaborates with these groups. The outcomes of the retreat will be to create: 1) a common mission statement after reviewing the counselor SDOs, 2) common goals, 3) common SLOs and 4) common rubrics embedded in daily practice for the groups that would serve student affairs programs across the campus. In order to

accomplish these outcomes effectively, the following resources are needed:

- Hire a neutral facilitator (ie. Richard Keeling) that can work with the many different services offered and can bring in models of best practice from other institutions and has extensive knowledge in SLOs and/or facilitation.
- Off-campus site
- Four days to accomplish all four outcomes
- At least 1 faculty per unit/cluster/program/service (selection process to be determined)
- One day post retreat on campus share-out for all student affairs professionals (Fall semester)
- OFIE representative designated to Student Affairs for data collection, analysis and interpretation
  - Provide training sessions on what data is available, how to interpret it and how to analyze it to improve services (for example CCSSE, need to be specific on what is available and how we might use it to assess SLOs)
  - Attend SLO Retreat
  - Semester meetings
- Commitment to annual assessment retreats and training

To begin building this coordinated student affairs assessment effort, our team commits to establishing a practice of transparency in the 2013-2014 academic year. Development of a website and continued sharing of assessment are two ways we can contribute to this effort. The robust student affairs website will include a UH login for private areas, online resources/tools for student affairs faculty and an area for public reports. Sharing of assessment will include organization of informal “coffee hours” where face-to-face sharing of assessment discoveries, strategies, and best practices will be celebrated.

This team has a vested interest in student affairs assessment, and seeks to attain compliance in areas of concern pointed out by the ACCJC. We look forward to working with administration on these recommendations to create a coordinated student affairs assessment plan for Kapiolani Community College.