

## Counseling Assessment Leaders Meeting

May 4, 2017 (cancelled)

### Meeting Agenda & Notes

Facilitator: Ana Bravo, Assessment Coach

#### Attendance

Assessment Leader	Program	Present	Absent
Sheryl Fuchino- Nishida	Business, Law, & Tech Ed, Culinary, and Hospitality Cluster		
Russ Kinningham	Health Sciences, EMS, Nursing Cluster		
Mimi Yen	Honda International Center		
Shannon Sakamoto	Maida Kamber Center		
Michaelyn Nakoa	Targeted Populations		
Drake Zintgraff	Targeted Populations		
Layce Reed	Deaf Studies		

#### Guests


**Monthly Meetings for 2016-2017:** every first Thursday of the month (9am-11am)

Spring 2017 Meetings: ~~Feb. 2~~ (cancelled), ~~Mar. 2~~ (postponed), Mar. 16, Apr. 6, May 4

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#### Goals for 2016-2017:

1. Distribute final SLO, Rubrics, Matrix and Timeline
2. Increase collaboration between offices/programs who are working on similar SLOs
3. Increase assessment communication with counseling colleagues
4. Ideas of how to communicate with the College

*All action items for Assessment Leaders are in red*

Agenda Topics	Discussion/Notes	Decision/Action
<b>I. Welcome &amp; Review</b>	<ul style="list-style-type: none"> <li>• Ana update:               <ul style="list-style-type: none"> <li>○ Ana &amp; No'eau will meet with Lacey &amp; Regina this semester for their assessment plan (Regina's is scheduled; need Lacey's)</li> </ul> </li> </ul>	
<b>II. Review of Coffee &amp; Collaboration with Donuts &amp; Dialogue (C<sup>2</sup>D<sup>2</sup>) -- Close the Loop</b> (Ana)	<ul style="list-style-type: none"> <li>• <i>Goals:</i> <ul style="list-style-type: none"> <li>○ <i>Increase collaboration between offices/programs who are working on similar SLOs</i></li> <li>○ <i>Increase assessment communication with counseling colleagues</i></li> </ul> </li> <li>• <i>C2D2 outcomes:</i> <ul style="list-style-type: none"> <li>○ <i>Share out best practices (process)</i></li> <li>○ <i>Learn from others</i></li> <li>○ <i>Ask questions</i></li> <li>○ <i>Connect/Collab</i></li> </ul> </li> <li>• See Ana's session notes <i>below.. (need leaders to fill in by March 31</i> → Ana will email to rest of counselors to complete)</li> <li>• Need feedback from attendees after leaders fill in session notes               <ul style="list-style-type: none"> <li>○ Take-aways</li> <li>○ Support needed for this new cycle (on-going; )</li> </ul> </li> </ul>	
<b>III. Fall 2017 Assessment Cafe: "Fall into Assessment"</b> (Ana)	<ul style="list-style-type: none"> <li>• Earlier campaign</li> <li>• Second week of Oct 2017 (8:30am-11am):               <ul style="list-style-type: none"> <li>○ 10/9 Mon: SLO 1a, 1b, 1c                   <ul style="list-style-type: none"> <li>○ SLO 1a: Shannon &amp; Russ</li> <li>○ SLO 1b: Ana &amp; Drake</li> <li>○ SLO 1c: Sheryl</li> </ul> </li> <li>○ 10/11 Wed: PLG 2, PLG 3, PLG 5                   <ul style="list-style-type: none"> <li>○ PLG 2: Shannon &amp; Sheryl</li> <li>○ PLG 3: Mimi</li> <li>○ PLG 5: Ana</li> </ul> </li> <li>○ 10/12 Thurs: SLO 4a, 4b, 4c                   <ul style="list-style-type: none"> <li>○ SLO 4a: Drake</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ana</b> ask Teri to add in CAAC Calendar</li> <li>• <b>Shannon</b> make flyer</li> <li>• <b>Leaders</b> distribute Save-the-date flyer by <b>April 20</b> (to cluster meetings)</li> <li>• <b>Ana</b> look into Wo Funding</li> </ul>

	<ul style="list-style-type: none"> <li>○ SLO 4b: Ana</li> <li>○ SLO 4c &amp; 4d: Michaelyn</li> <li>○ 10/12 11:30am-1pm: Debrief for leaders</li> <li>○ Locations reserved by Michaelyn: 'Elima</li> <li>○ Ideas: pies?</li> <li>○ Funding: ask VCSS? VCSA? Wo Funding?</li> </ul>	
<b>III. Program Assessment Timeline</b> (Ana)	<ul style="list-style-type: none"> <li>● updates on what each program's status is on current assessment activities</li> <li>● <b>Reminder:</b> upcoming SLO assessment deadline is Sept. 2017 on Taskstream</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Each program complete Program Assessment Timeline 2016-2019 by July 4, 2017</b></li> </ul>
<b>IV. Taskstream</b> (Ana)	<ul style="list-style-type: none"> <li>● Will need training because of new counselors and/or positions/programs:             <ul style="list-style-type: none"> <li>○ TRIO</li> <li>○ DSSO</li> <li>○ SP</li> <li>○ Early Alert*</li> <li>○ VA</li> <li>○ Online Learners</li> <li>○ MHW</li> <li>○ Job Readiness</li> <li>○ Deaf Studies Program &amp; Center</li> </ul> </li> <li>*scheduled --</li> <li>● Requests for refresher:             <ul style="list-style-type: none"> <li>○ ??</li> </ul> </li> <li>● Leaders' recommendation: do a one-time training for everyone</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Ana</b> ask indiv programs for general training</li> <li>● <b>Ana</b> ask general refresher sessions</li> <li>● <b>Ana</b> give Leaders date to start Taskstream input by Fri, Apr 14</li> </ul>
<b>VII. Updates on SA &amp; Campus Assessments</b> (Ana)	<ul style="list-style-type: none"> <li>● Need <a href="#">input/feedback from counselors</a> <i>ideas and comments you have that will improve our campus assessment strategic plan:</i> <ol style="list-style-type: none"> <li>1. <i>What is currently not working?</i></li> <li>2. <i>What would you like to see in a plan for the near future?</i></li> </ol> </li> <li>● 2 open campus forums to receive feedback from faculty and staff on the College's Draft Assessment Plan:             <p><b>Wednesday, April 19</b>              12:00-1:30 p.m.              Tamarind Room, 'Ōhelo Building              &amp;  <b>Thursday, April 20</b>              1:30-3:00 p.m.              Tamarind Room, 'Ōhelo Building</p> <p><b>The Draft Assessment plan (see handout or online copy):</b>  <a href="#">2017 College Assessment Strategic Plan.2017.03.13</a></p> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>Assessment Leaders &amp; Counselors give feedback on <a href="#">KapCC Assessment Strategic Plan google doc</a> by:</b> <ol style="list-style-type: none"> <li>(1) <b>Mon, April 17</b></li> <li>(2) <b>Mon, April 24</b></li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>● Chancellor’s Advisory Council meeting -- hear the discussion on the Assessment Plan: <b>Thursday, April 13, at 2:30-4:30 p.m.</b> in the Tamarind Room You may also <b>add your comments</b> here: <a href="https://goo.gl/forms/0041xZwEshKiL6CQ2">https://goo.gl/forms/0041xZwEshKiL6CQ2</a></li> <li>● <u>Recommend:</u> <ul style="list-style-type: none"> <li>○ to Assessment Plan look at accreditation report</li> <li>○ Ask Amy Y if has tech rep at KCC for Taskstream (Drake) -- where is data held (esp for archive)</li> <li>○ When is Taskstream finalized so programs can start inputting</li> <li>○ Hold one meeting for diff “writers” to ask questions</li> <li>○ Should be aligned to accreditation report!</li> <li>○ Counseling report (historical)</li> </ul> </li> <li>● SLO Committee</li> </ul>	
<p><b>VIII. Other Updates/ Questions</b></p>	<ul style="list-style-type: none"> <li>● Student Affairs Assessment Leaders’ (SAAL) <i>Applying &amp; Leading Assessment in Student Affairs</i> Online Course: <a href="http://studentaffairsassessment.org/opencourse">http://studentaffairsassessment.org/opencourse</a> <ul style="list-style-type: none"> <li>○ eight-week MOOC opens on April 17, 2017, and closes on June 12, 2017.</li> <li>○ Each content module will be released one week at a time</li> <li>○ Self-paced -- participants may access as many of the open modules as they wish for as long as the content is available in Canvas. Participants may join the class at any time while it is open. The later one joins, though, the less one may interact with classmates and instructors.</li> <li>○ Enrollment closes on June 2, 2017 (ten days before the course closes), so sign up before then</li> <li>○ Discussed idea of “assessment academy” -- space to have discussion on the weekly SAAL topics/lessons <ul style="list-style-type: none"> <li>■ <b>Interested:</b> Shannon, ..</li> </ul> </li> </ul> </li> <li>● Michaelyn’s SLO Fridays presentation <ul style="list-style-type: none"> <li>- (Belief in assessment; understanding of Student Affairs Assessment; history; definitions; Kapo’oloku assessment &amp; samples; challenges; assessment &amp; budgeting)</li> <li>- Recommendation: other clusters share-out</li> </ul> </li> <li>● Next meeting: <b>May 4</b> (last meeting for AY 2016-2017) -- potluck brunch?</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Inform Ana if interested in SAAL’s course by Thurs, Apr 13-- Assessment Academy</b></li> <li>● <b>Sheryl ask Kristy for assessment history powerpoint</b></li> </ul>

**C2D2 Sessions Notes**

*(copied from March 2017 meeting notes)*

SLO 1a: Shannon & Russ (11 attendees)

SLO 1b: Ana & Drake (8 attendees)

SLO 1c: Sheryl (9 attendees)

Takeaways	Possible Collaborations	Support Needed
<p><b>Kuilei</b></p> <ul style="list-style-type: none"> <li>● “Non-degree seeking” (early admit)</li> <li>● Doesn’t show on STAR Pathway but in line with educational goal</li> </ul>	<ul style="list-style-type: none"> <li>● KISC--Codes on Banner?</li> </ul>	<ul style="list-style-type: none"> <li>● May need Health Scie/Nursing Banner code</li> </ul>
<p><b>Health/Nursing</b></p> <ul style="list-style-type: none"> <li>● Concrete list developed</li> <li>● Survey--list what they think next steps are → visit classroom</li> <li>● 10 question survey</li> <li>● Accepted students + pre-nursing students</li> <li>● Personalize</li> <li>● Give students worksheets with deadlines</li> <li>● Suggestions: Need to determine high-need group; have students add onto checklist</li> </ul>		

PLG 2: Shannon & Sheryl (8 attendees)

PLG 3: Mimi (3 attendees)  
 PLG 5: Ana (2 attendees)

Takeaways	Possible Collaborations	Support Needed
<b>HOST</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Culinary</b> <ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Nursing (PLG 5)</b> <ul style="list-style-type: none"> <li>• Focus on current Nursing students -- looking into PRE-Nursing students</li> </ul>		
<b>HIC</b> <ul style="list-style-type: none"> <li>• Change ESOL courses to ensure alignment</li> </ul>		
<b>VA (PLG 2)</b> <ul style="list-style-type: none"> <li>• Looking into PLG 2</li> </ul>		
<b>MKC</b> <ul style="list-style-type: none"> <li>• Undeclared: pre-health, Nursing, MKC-Liberal Arts, personal development</li> <li>• Survey: need to look @ students who don't come in</li> <li>• Question: how do we get higher response rate?</li> <li>• Career focus: RIASEC</li> </ul>		
<b>FYE</b> <ul style="list-style-type: none"> <li>• Career path for undecideds</li> <li>• "From your KCC counselor" email</li> </ul>	<ul style="list-style-type: none"> <li>• With counselors to look into "pre-majors"</li> </ul>	

SLO 4a: Drake (8 attendees)

SLO 4b: Ana (6 attendees)

SLO 4c & 4d: Michaelyn (5 attendees)

Takeaways	Possible Collaborations	Support Needed
<p><b>Kuilei (SLO 4a)</b></p> <ul style="list-style-type: none"><li>● Based on survey results: brought NSO I to HS (i.e. tech barrier); all 1st time students who applied to KCC (disagg dual students); Chunking approach; need for earlier awareness; Increased yield rate on app</li><li>● Survey distributed before graduation (April)</li><li>● Correlation between on-campus HS testing vs. awareness</li><li>● Prep for NSO -- what do students need to be successful in NSO?</li><li>● Need survey and focus groups on UH app</li><li>● Drake will send survey GoogleForm</li><li>● Increased response rate for flyers/postcards/paper acceptance -- but no resources for that right now</li><li>● Need checklist of resources/steps (but only those important for transition) -- financial aid, orientation, health clearances, status of app</li></ul>	<ul style="list-style-type: none"><li>● With Community Relations</li><li>● With FYE</li></ul>	<ul style="list-style-type: none"><li>● Printed outreach materials (flyers/postcards/paper acceptance letters)</li><li>● Checklist of resources/steps</li></ul>
<p><b>SPP (SLO 4a)</b></p> <ul style="list-style-type: none"><li>● Open-ended resources</li></ul>	<ul style="list-style-type: none"><li>● Nursing grant?</li></ul>	

<p><b>HIC (SLO 4b)</b></p> <ul style="list-style-type: none"> <li>• F1 visa app</li> <li>• Asks students how well they know after the presentation</li> <li>• Quiz = direct assessment; informs delivery &amp; content of orientation (Mimi distributed)</li> <li>• Survey = indirect assessment (Mimi distributed)</li> <li>• Students sign contract at the end of orientation</li> <li>• Counselors @ session curious about international students' process</li> </ul>	<ul style="list-style-type: none"> <li>• With counselors re: international students' process</li> <li>• Counselors can look at HIC's surveys as example</li> </ul>	
<p><b>FYE (SLO 4b)</b></p> <ul style="list-style-type: none"> <li>• Question: which policies do we want to emphasize? (since there are many)</li> <li>• Question: Who measures Title IX &amp; Conduct?</li> </ul>	<ul style="list-style-type: none"> <li>• With counselors to determine prioritization of policies for first year</li> </ul>	
<p><b>NHSS (4c)</b></p> <ul style="list-style-type: none"> <li>• Peer mentors trained to create SMART goals</li> <li>• Student's first contact is wa'a appointment</li> <li>• Students fill out student plan (Michaelyn showed)</li> </ul>	<p>Other programs measuring this SLO can look at NHSS student plan for example</p>	<ul style="list-style-type: none"> <li>• <b>Platform to hold "student files"</b></li> </ul>
<p><b>(4d)</b></p> <ul style="list-style-type: none"> <li>• Transitional programs may be better focusing on planning</li> <li>• Question: Implementation may be better after 1st year?</li> </ul>		

**General Question(s):**

- Taskstream & ARPD: include students served and/or students outreach?
- Need for a platform that students, staff, faculty can use and input "student file" -- Starfish (how much access does student have?)



**Feedback from facilitators:**

Takeaways	Possible Collaborations	Support Needed

**Suggestion for next time:**

Positives	Recommendations
<p>Series style is effective                      Good attendance                      Campaign                      Keep session</p>	<ul style="list-style-type: none"> <li>● Set up a separate meeting for assessment leaders outside of regular assessment meeting to discuss results &amp; feedback</li> <li>● Send evaluation right after</li> <li>● Earlier campaign</li> <li>● Second week of Oct 2017 (8:30am-11am):                             <ul style="list-style-type: none"> <li>○ 10/9 Mon: SLO 1a, 1b, 1c</li> <li>○ 10/11 Wed: PLG 2, PLG 3, PLG 5</li> <li>○ 10/12 Thurs: SLO 4a, 4b, 4c</li> <li>○ 10/12 11:30am-1pm: Debrief for leaders</li> </ul> </li> <li>● Keep same facilitators</li> <li>● Keep same groups</li> <li>● Fall theme “fall into assessment”</li> <li>● Need funding</li> </ul>