

**2012 Accreditation Self Evaluation
Data Book Three:
Department Chairs, Unit Heads, and Administrators
Survey Result**

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Q1. What is your role at the college

Answer Options	Response Percent	Response Count
Department Chair/Unit Head	66.7%	18
Dean, Vice Chancellor, the Chancellor	33.3%	9

Q2. Do you currently serve as a department chair?

Answer Options	Response Percent	Response Count
Yes	65.2%	15
No, but I formerly served as a department chair	34.8%	8

Q3. How have you used the mission statement in planning for the college? (Choose all that apply)

Answer Options	Response Percent	Response Count
In the Long Range Development Planning process	46.4%	13
In the Strategic Planning process	64.3%	18
In the Tactical Planning process	89.3%	25
In Annual Review of Program Data	60.7%	17
In Three-Year Comprehensive Program Review	50.0%	14
In internal budget planning	46.4%	13
In external grant application planning	50.0%	14
I have not used it	3.6%	1

Q4. In what other ways have you used the mission statement? (Choose all that apply)

Answer Options	Response Percent	Response Count
To develop or modify department/unit goals	66.7%	18
To develop improvement strategies	70.4%	19
To create or modify criteria to evaluate our department/unit	48.1%	13
To refer to when making changes to curriculum	37.0%	10
In reviewing tenure/promotion documents	48.1%	13
To communicate to internal and/or external community	63.0%	17
I have not made use of it	11.1%	3

Q5. How aware are you of the campus' commitment to ongoing planning?

Answer Options	Response Percent	Response Count
Very much	78.6%	22
Somewhat	17.9%	5
A little	3.6%	1
Not at all	0.0%	0

Q6. To what degree do you participate in campus ongoing planning?

Answer Options	Response Percent	Response Count
To a great degree	60.7%	17
To some degree	21.4%	6
A little	14.3%	4
Not at all	3.6%	1

Q7. How often do you allocate time for planning in your department/unit?

Answer Options	Response Percent	Response Count
Very often	28.6%	8
Often	53.6%	15
Sometimes	10.7%	3
Rarely	7.1%	2
Never	0.0%	0

Q8. Rate the importance of planning in your primary duties?

Answer Options	Response Percent	Response Count
Extremely important	59.3%	16
Very important	18.5%	5
Moderately important	14.8%	4
Slightly important	7.4%	2
Not at all important	0.0%	0

Q9. How effective is the planning process in your department/unit?

Answer Options	Response Percent	Response Count
Extremely effective	21.4%	6
Very effective	28.6%	8
Somewhat effective	39.3%	11
A little effective	10.7%	3
Not at all effective	0.0%	0

Q10. UH System Website

Answer Options	Very satisfactory		Somewhat satisfactory		Neither satisfactory nor unsatisfactory		Somewhat unsatisfactory		Very unsatisfactory		Did not use/NA		Total Response Count
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Accessibility	9	32.1%	15	53.6%	0	0.0%	2	7.1%	1	3.6%	1	3.6%	28
Accuracy	7	25.9%	13	48.1%	3	11.1%	2	7.4%	1	3.7%	1	3.7%	27
Comprehensibility	8	29.6%	14	51.9%	2	7.4%	1	3.7%	1	3.7%	1	3.7%	27

Q11. Kapiolani Community College Website

Answer Options	Very satisfactory		Somewhat satisfactory		Neither satisfactory nor unsatisfactory		Somewhat unsatisfactory		Very unsatisfactory		Did not use/NA		Total Response Count
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Accessibility	3	11.1%	11	40.7%	2	7.4%	7	25.9%	4	14.8%	0	0.0%	27
Accuracy	4	15.4%	9	34.6%	5	19.2%	4	15.4%	4	15.4%	0	0.0%	26
Comprehensibility	3	11.5%	11	42.3%	4	15.4%	7	26.9%	1	3.8%	0	0.0%	26

Q12. Office for Institutional Effectiveness

Answer Options	Very satisfactory		Somewhat satisfactory		Neither satisfactory nor unsatisfactory		Somewhat unsatisfactory		Very unsatisfactory		Did not use/NA		Total Response Count
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Accessibility	11	40.7%	8	29.6%	3	11.1%	2	7.4%	0	0.0%	3	11.1%	27
Accuracy	11	42.3%	8	30.8%	3	11.5%	1	3.8%	0	0.0%	3	11.5%	26
Comprehensibility	10	38.5%	9	34.6%	3	11.5%	1	3.8%	0	0.0%	3	11.5%	26

Q13. Office for Institutional Effectiveness Website

Answer Options	Very satisfactory		Somewhat satisfactory		Neither satisfactory nor unsatisfactory		Somewhat unsatisfactory		Very unsatisfactory		Did not use/NA		Total Response Count
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Accessibility	6	21.4%	13	46.4%	2	7.1%	0	0.0%	0	0.0%	7	25.0%	28
Accuracy	5	18.5%	12	44.4%	2	7.4%	1	3.7%	0	0.0%	7	25.9%	27
Comprehensibility	4	14.8%	14	51.9%	2	7.4%	0	0.0%	0	0.0%	7	25.9%	27

Q14. STAR Data Metrix

Answer Options	Very satisfactory		Somewhat satisfactory		Neither satisfactory nor unsatisfactory		Somewhat unsatisfactory		Very unsatisfactory		Did not use/NA		Total Response Count
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Accessibility	10	35.7%	6	21.4%	1	3.6%	4	14.3%	1	3.6%	6	21.4%	28
Accuracy	13	48.1%	3	11.1%	3	11.1%	2	7.4%	0	0.0%	6	22.2%	27
Comprehensibility	11	40.7%	4	14.8%	1	3.7%	4	14.8%	1	3.7%	6	22.2%	27

Q15. QUILL, the college intranet

Answer Options	Very satisfactory		Somewhat satisfactory		Neither satisfactory nor unsatisfactory		Somewhat unsatisfactory		Very unsatisfactory		Did not use/NA		Total Response Count
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Accessibility	6	22.2%	11	40.7%	2	7.4%	4	14.8%	4	14.8%	0	0.0%	27
Accuracy	4	14.8%	9	33.3%	7	25.9%	4	14.8%	3	11.1%	0	0.0%	27
Comprehensibility	4	14.8%	10	37.0%	3	11.1%	8	29.6%	2	7.4%	0	0.0%	27

Q17. Please answer the following questions related to financial resources.

Answer Options	Yes		No		Total Response Count
	Count	Percent	Count	Percent	
1) Do you understand your department/unit's budget?	21	75.0%	7	25.0%	28
2) Do you understand how your department's budget was determined?	17	60.7%	11	39.3%	28
3) Do you understand the connection between your department/unit's budget and your department/unit's Tactical Plan?	20	71.4%	8	28.6%	28
4) Do you understand the connection between your department/unit's budget and the college's Strategic Plan?	19	70.4%	8	29.6%	27
5) Were you involved directly with your department/unit's tactical plan budgeting process?	19	70.4%	8	29.6%	27

Q18. Are your department/unit's tactical plan meetings documented?

Answer Options	Response Percent	Response Count
Yes	60.7%	17
No	35.7%	10
Did not work on tactical plan	3.6%	1

Q19. Please check the option that most closely describes how your department/unit 2009-2012 tactical plan was developed? The 2009-2012 tactical plan was developed primarily by:

Answer Options	Response Percent	Response Count
a. the full-time members of your department/unit.	28.6%	8
b. a committee of interested faculty and/or staff.	7.1%	2
c. a committee appointed by the department chair.	0.0%	0
d. the department/unit chair with input from all faculty and staff.	32.1%	9
e. the department/unit chair with input from selected faculty and staff (such as discipline coordinators).	21.4%	6
f. the dean and the department/unit chair with input from selected faculty and staff (such as discipline coordinators).	0.0%	0
g. the department/unit chair alone.	0.0%	0
h. the dean.	3.6%	1
Other (please specify)	7.1%	2

Q20. The 2012-2015 tactical plan for your department/unit will be updated primarily by:

Answer Options	Response Percent	Response Count
a. the full-time members of your department/unit.	21.4%	6
b. a committee of interested faculty and/or staff.	7.1%	2
c. a committee appointed by the department/unit chair.	7.1%	2
d. the department/unit chair with input from all faculty and staff.	28.6%	8
e. the department/unit chair with input from selected faculty and staff (such as discipline coordinators).	17.9%	5
f. the dean and the department/unit chair with input from selected faculty and staff (such as discipline coordinators).	7.1%	2
g. the department/unit chair alone.	0.0%	0
h. the dean.	0.0%	0
Other (please specify)	10.7%	3

Q21. Please indicate the implementation stage of the processes for departmental evaluation, planning, and resource allocation based on the scale below

Answer Options	0 No implementation		1 Under discussion		2 Partial implementation		3 Full implementation		Total Response Count
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
a. My department/unit uses program review data or other institutional assessment data routinely to examine the strengths and weaknesses of our department/unit practices	1	3.6%	2	7.1%	14	50.0%	11	39.3%	28
b. The results of program reviews or other institutional assessment data are used routinely to inform plans for improvement in programs and services.	0	0.0%	2	7.1%	13	46.4%	13	46.4%	28
c. My department/unit has a tactical plan that clearly and succinctly states its goals for future development.	1	3.6%	3	10.7%	9	32.1%	15	53.6%	28
d. The tactical plan is used to guide operational planning for each fiscal year.	3	10.7%	4	14.3%	10	35.7%	11	39.3%	28
e. Strategic focus is created through the identification of a small number of clear priorities for department/unit action.	2	7.1%	5	17.9%	9	32.1%	12	42.9%	28
f. My department/unit demonstrates its ability to stop doing things that are off-mission, low-priority, and/or ineffective in promoting student engagement, learning, and achievement.	6	21.4%	3	10.7%	9	32.1%	10	35.7%	28
g. Members of my department/unit participate extensively in the planning or priority-setting processes.	3	11.1%	3	11.1%	13	48.1%	8	29.6%	27
h. Resources are consistently allocated and re-allocated to address priorities identified through the planning process.	5	17.9%	5	17.9%	12	42.9%	6	21.4%	28
i. There are clearly defined learning competencies for each course in my department/unit.	2	8.0%	2	8.0%	5	20.0%	16	64.0%	25

j. There are clearly defined learning outcomes for the programs under my department/unit.	1	3.8%	2	7.7%	5	19.2%	18	69.2%	26
k. Our program level learning outcomes are aligned with the mission and values of the institution.	1	3.7%	4	14.8%	7	25.9%	15	55.6%	27
l. Our department/unit allocates appropriate resources (e.g., personnel, training, equipment, supplies) to support learning outcome assessment.	2	7.4%	8	29.6%	8	29.6%	9	33.3%	27
