

**Business, Legal and Technology Education Department
Kapi`olani Community College**

Lecturer Self-Assessment

**(Fall only lecturers, due November 1)*
(Spring only lecturers, due April 1)**

Instructions: Please read the "Business, Legal and Technology Education Department; Kapi`olani Community College; Lecturer Self-Assessment Process and Guidelines" prior to completing this self-assessment.

Name: LISA M. LAMB (formerly BELLAMY)
Date of submission: 16 APR 14
Semester(s) included in assessment: FALL 2012-SPR 2014
Total credits taught as of this self-assessment:
Current lecturer level (Application required for advancement):

"x" one	Level
X	A (1-75 credits taught)
	B (76-149 credits taught)
	C (150+ credits taught)

1. List course(s) or attach an ongoing list with the following information for courses you taught (e.g. Banner printout, etc.):

Semester and Year (Past to Present from last assessment)	Courses Taught (course alpha, number, and title)	Method of Delivery (face-to-face, hybrid, online, cable TV, etc.)	Average Class Enrollment at time of assessment
Fall 2012	MKT 120 Principles of Marketing	Face-to-Face	17
Fall 2012	MKT 120 Principles of Marketing	Online	22
SPR 2013	MKT 120 Principles of Marketing	Online	21
SPR 2013	MGT 118 Principles of Supervision	Online	19
SPR 2013	MKT 150 Customer Service/Selling	Face-to-Face	18
Fall 2013	MKT 120 Principles of Marketing	Online	23
Fall 2013	MGT 118 Principles of Supervision	Online	26

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SPR 2014	MKT 120 Principles of Marketing	Online	25
SPR 2014	MGT 118 Principles of Supervision	Online	28

Brief statements for all answers (Type in info after each item).

2. Discuss your strengths for the courses you taught for the current academic year.

My teaching strengths include: providing a detailed syllabus that includes weekly assignments/deadlines/team projects; providing a chat room forum for student led teams to collaborate (via Laulima); giving weekly assignment reminders; posting grades regularly, creating weekly discussion opportunities and being accessible by email to students throughout the course. For face-to-face teaching, my strengths are facilitating discussion (versus "lecturing") and creating unique learning opportunities such as team/classroom activities for each class meeting. Most of the students were excited and looked forward to these activities. Each activity was centered on a chapter in the text and had relevancy to everyday life lessons as well.

3. Discuss your weaknesses for the courses you taught for the current academic year.

My teaching weaknesses are: timeliness of my grading, maintaining a set day/time when I send reminders/announcements/updates, being accessible by phone (due to my deployment status, I don't have a phone that students can call, however I have been able to call students if they requested to speak with me.). My number one weakness for this semester has been keeping up with BLT Department email traffic. My face-to-face classroom weakness in previous semesters was the lack of time to present material and lessons (my own time management). We always seemed to run out of time.

4. Discuss your instructional strategies, methods, materials, and/or assignments employed by you to create a positive learning environment and to assist students in achieving course outcome/competencies? How well did the students attain these outcomes/competencies? How do you know? What changes have you made for your classes since last evaluated?

My strategy as an instructor for KCC is to provide as much transparency in my syllabus as possible with regard to assignments and overall expectations. This includes grading and late assignment management. I upload course materials such as chapter slides, assignment directions and textbook excerpts into the resources/discussion tabs to ensure students have access to all tools which can help them to succeed. Lastly, I always provide students an opportunity to excel (or make up work) through online participation points and extra credit points. Students are typically successful in the course. providing they do not withdraw or just quit participating. This

is my first formal self-evaluation, however one of the changes/adjustments I made since my first semester of teaching was to clearly articulate my grading policy and to include reduced points for late final projects, versus zero points.

5. Discuss the results of the peer and student evaluation and any planned actions as a result of the comments and responses to prior evaluation recommendations, (if you had previous evaluations). Attach student evaluations of previous semesters if not already submitted previously.

My student evaluations have been very positive, with usually one or two "needs improvement" comments reference grading transparency (first 2 semesters) and assignment feedback (previous semester). I've worked to improve the classes by taking all feedback into consideration and making adjustments either within my syllabi or making a concerted effort to provide timely/specific feedback on team and individual assignments.

6. Discuss how others, e.g. your program coordinator, BLT department, helped you to improve.

It has been an absolute pleasure and a tremendous learning experience to have worked with Susan Dik and Estelle Ogawa over the past two years. Both have provided mentoring and leadership and were always available to answer questions.

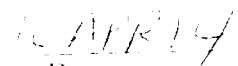
7. List your contributions to your program, department, or college this academic year (Optional).

I believe I've offered the department consistency in teaching (both MGT 118 and MKT 120) over the past 3 semesters. Additionally, I contribute unique experience in the classroom through my military experience, as it relates to both Supervision and Marketing.

8. Other comments.

Working with KCC students (and faculty) has been a rewarding experience for me. As I prepare to transition from Active Duty military service (after 25 years) to a civilian career, teaching for the BLT department has truly facilitated my decision to pursue a full-time career in Education. I am blessed and thankful to have had this unique opportunity.


Signature


Date