

2012 Accreditation Department Chairs, Unit heads, and Administrators Survey











1. What is your role at the college

		Response Percent	Response Count
Department Chair/Unit Head		100.0%	18
Dean, Vice Chancellor, the Chancellor		0.0%	0
		answered question	18
		skipped question	0




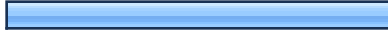



2. Do you currently serve as a department chair?

		Response Percent	Response Count
Yes		77.8%	14
No, but I formerly served as a department chair		22.2%	4
		answered question	18
		skipped question	0




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

		Response Percent	Response Count
In the Long Range Development Planning process		38.9%	7
In the Strategic Planning process		55.6%	10
In the Tactical Planning process		94.4%	17
In Annual Review of Program Data		61.1%	11
In Three-Year Comprehensive Program Review		44.4%	8
In internal budget planning		38.9%	7
In external grant application planning		38.9%	7
I have not used it		5.6%	1
	Other uses (please specify)		1
		answered question	18
		skipped question	0



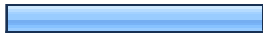
4. In what other ways have you used the mission statement? (Choose all that apply)

		Response Percent	Response Count
To develop or modify department/unit goals		66.7%	12
To develop improvement strategies		66.7%	12
To create or modify criteria to evaluate our department/unit		50.0%	9
To refer to when making changes to curriculum		33.3%	6
In reviewing tenure/promotion documents		38.9%	7
To communicate to internal and/or external community		50.0%	9
I have not made use of it		11.1%	2
	Other (please specify)		0
		answered question	18
		skipped question	0

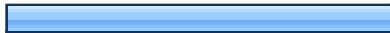



5. How aware are you of the campus' commitment to ongoing planning?

		Response Percent	Response Count
Very much		66.7%	12
Somewhat		27.8%	5
A little		5.6%	1
Not at all		0.0%	0
answered question			18
skipped question			0

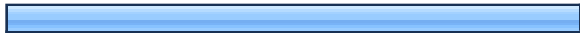



6. To what degree do you participate in campus ongoing planning?

		Response Percent	Response Count
To a great degree		44.4%	8
To some degree		33.3%	6
A little		22.2%	4
Not at all		0.0%	0
answered question			18
skipped question			0

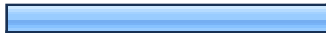



7. How often do you allocate time for planning in your department/unit?

		Response Percent	Response Count
Very often		33.3%	6
Often		44.4%	8
Sometimes		16.7%	3
Rarely		5.6%	1
Never		0.0%	0
		answered question	18
		skipped question	0

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

		Response Percent	Response Count
Extremely important		50.0%	9
Very important		16.7%	3
Moderately important		22.2%	4
Slightly important		11.1%	2
Not at all important		0.0%	0
		answered question	18
		skipped question	0

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

		Response Percent	Response Count
Extremely effective		27.8%	5
Very effective		16.7%	3
Somewhat effective		38.9%	7
A little effective		16.7%	3
Not at all effective		0.0%	0
		answered question	18
		skipped question	0

10. UH System Website

	Very satisfactory	Somewhat satisfactory	Neither satisfactory nor unsatisfactory	Somewhat unsatisfactory	Very unsatisfactory	Did not use/NA	Response Count
Accessibility	27.8% (5)	50.0% (9)	0.0% (0)	11.1% (2)	5.6% (1)	5.6% (1)	18
Accuracy	17.6% (3)	52.9% (9)	5.9% (1)	11.8% (2)	5.9% (1)	5.9% (1)	17
Comprehensibility	17.6% (3)	58.8% (10)	5.9% (1)	5.9% (1)	5.9% (1)	5.9% (1)	17
answered question							18
skipped question							0

11. Kapiolani Community College Website

	Very satisfactory	Somewhat satisfactory	Neither satisfactory nor unsatisfactory	Somewhat unsatisfactory	Very unsatisfactory	Did not use/NA	Response Count
Accessibility	11.1% (2)	44.4% (8)	5.6% (1)	22.2% (4)	16.7% (3)	0.0% (0)	18
Accuracy	17.6% (3)	35.3% (6)	17.6% (3)	17.6% (3)	11.8% (2)	0.0% (0)	17
Comprehensibility	11.8% (2)	47.1% (8)	11.8% (2)	23.5% (4)	5.9% (1)	0.0% (0)	17
answered question							18
skipped question							0

12. Office for Institutional Effectiveness

	Very satisfactory	Somewhat satisfactory	Neither satisfactory nor unsatisfactory	Somewhat unsatisfactory	Very unsatisfactory	Did not use/NA	Response Count
Accessibility	35.3% (6)	23.5% (4)	17.6% (3)	11.8% (2)	0.0% (0)	11.8% (2)	17
Accuracy	37.5% (6)	25.0% (4)	18.8% (3)	6.3% (1)	0.0% (0)	12.5% (2)	16
Comprehensibility	31.3% (5)	31.3% (5)	18.8% (3)	6.3% (1)	0.0% (0)	12.5% (2)	16
answered question							17
skipped question							1

13. Office for Institutional Effectiveness Website

	Very satisfactory	Somewhat satisfactory	Neither satisfactory nor unsatisfactory	Somewhat unsatisfactory	Very unsatisfactory	Did not use/NA	Response Count
Accessibility	16.7% (3)	44.4% (8)	11.1% (2)	0.0% (0)	0.0% (0)	27.8% (5)	18
Accuracy	11.8% (2)	41.2% (7)	11.8% (2)	5.9% (1)	0.0% (0)	29.4% (5)	17
Comprehensibility	5.9% (1)	52.9% (9)	11.8% (2)	0.0% (0)	0.0% (0)	29.4% (5)	17
answered question							18
skipped question							0

14. STAR Data Metrix

	Very satisfactory	Somewhat satisfactory	Neither satisfactory nor unsatisfactory	Somewhat unsatisfactory	Very unsatisfactory	Did not use/NA	Response Count
Accessibility	27.8% (5)	16.7% (3)	5.6% (1)	16.7% (3)	5.6% (1)	27.8% (5)	18
Accuracy	41.2% (7)	5.9% (1)	17.6% (3)	5.9% (1)	0.0% (0)	29.4% (5)	17
Comprehensibility	29.4% (5)	11.8% (2)	5.9% (1)	17.6% (3)	5.9% (1)	29.4% (5)	17
answered question							18
skipped question							0

15. QUILL, the college intranet

	Very satisfactory	Somewhat satisfactory	Neither satisfactory nor unsatisfactory	Somewhat unsatisfactory	Very unsatisfactory	Did not use/NA	Response Count
Accessibility	27.8% (5)	44.4% (8)	5.6% (1)	5.6% (1)	16.7% (3)	0.0% (0)	18
Accuracy	16.7% (3)	33.3% (6)	27.8% (5)	11.1% (2)	11.1% (2)	0.0% (0)	18
Comprehensibility	16.7% (3)	38.9% (7)	16.7% (3)	22.2% (4)	5.6% (1)	0.0% (0)	18
answered question							18
skipped question							0

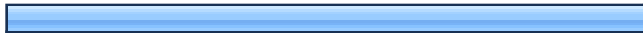


16. List other data information sources that you used for planning purposes:

	Response Count
	3
answered question	3
skipped question	15




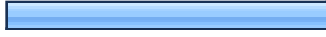


17. Please answer the following questions related to financial resources.

	Yes	No	Response Count
1) Do you understand your department/unit's budget?	61.1% (11)	38.9% (7)	18
2) Do you understand how your department's budget was determined?	38.9% (7)	61.1% (11)	18
3) Do you understand the connection between your department/unit's budget and your department/unit's Tactical Plan?	55.6% (10)	44.4% (8)	18
4) Do you understand the connection between your department/unit's budget and the college's Strategic Plan?	55.6% (10)	44.4% (8)	18
5) Were you involved directly with your department/unit's tactical plan budgeting process?	61.1% (11)	38.9% (7)	18
		answered question	18
		skipped question	0








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

		Response Percent	Response Count
Yes		55.6%	10
No		38.9%	7
Did not work on tactical plan		5.6%	1
		answered question	18
		skipped question	0

**19. 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:**

		Response Percent	Response Count
a. the full-time members of your department/unit.		11.1%	2
b. a committee of interested faculty and/or staff.		11.1%	2
c. a committee appointed by the department chair.		0.0%	0
d. the department/unit chair with input from all faculty and staff.		38.9%	7
e. the department/unit chair with input from selected faculty and staff (such as discipline coordinators).		27.8%	5
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.		5.6%	1
Other (please specify)		5.6%	1
answered question			18

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

		Response Percent	Response Count
a. the full-time members of your department/unit.		11.1%	2
b. a committee of interested faculty and/or staff.		5.6%	1
c. a committee appointed by the department/unit chair.		11.1%	2
d. the department/unit chair with input from all faculty and staff.		38.9%	7
e. the department/unit chair with input from selected faculty and staff (such as discipline coordinators).		16.7%	3
f. the dean and the department/unit chair with input from selected faculty and staff (such as discipline coordinators).		5.6%	1
g. the department/unit chair alone.		0.0%	0
h. the dean.		0.0%	0
Other (please specify)		11.1%	2

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

0 - No implementation. There is no evidence that this practice has been implemented in your department/unit.

1 - Under discussion. This practice is being discussed or is in the planning stages.

2 - Partial implementation. This practice is being implemented in some areas of department/unit.

3 - Full implementation. This practice has been fully implemented across the department/unit.

Note: Most questions are adapted from Community College Inventory Survey

	0 No implementation	1 Under discussion	2 Partial implementation	3 Full implementation	Response Count
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	0.0% (0)	11.1% (2)	50.0% (9)	38.9% (7)	18
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)	5.6% (1)	55.6% (10)	38.9% (7)	18
c. My department/unit has a tactical plan that clearly and succinctly states its goals for future development.	5.6% (1)	11.1% (2)	27.8% (5)	55.6% (10)	18
d. The tactical plan is used to guide operational planning for each fiscal	16.7% (3)	16.7% (3)	27.8% (5)	38.9% (7)	18

year.					
e. Strategic focus is created through the identification of a small number of clear priorities for department/unit action.	5.6% (1)	22.2% (4)	27.8% (5)	44.4% (8)	18
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.	22.2% (4)	5.6% (1)	38.9% (7)	33.3% (6)	18
g. Members of my department/unit participate extensively in the planning or priority-setting processes.	11.8% (2)	11.8% (2)	52.9% (9)	23.5% (4)	17
h. Resources are consistently allocated and re-allocated to address priorities identified through the planning process.	22.2% (4)	22.2% (4)	22.2% (4)	33.3% (6)	18
i. There are clearly defined learning competencies for each <u>course</u> in my department/unit.	5.9% (1)	5.9% (1)	17.6% (3)	70.6% (12)	17
j. There are clearly defined learning outcomes for the <u>programs</u> under my department/unit.	0.0% (0)	5.9% (1)	17.6% (3)	76.5% (13)	17
k. Our program level learning outcomes are aligned with the mission and values of the institution.	0.0% (0)	17.6% (3)	29.4% (5)	52.9% (9)	17
l. Our department/unit allocates					

appropriate resources (e.g., personnel, training, equipment, supplies) to support learning outcome assessment.	5.6% (1)	33.3% (6)	38.9% (7)	22.2% (4)	18	
					answered question	18
					skipped question	0

Page 2, Q3. How have you used the mission statement in planning for the college? (Choose all that apply)

1	Curriculum Updates	Sep 7, 2011 12:00 AM
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Page 3, Q16. List other data information sources that you used for planning purposes:

1	Banner, Dept. records	Sep 15, 2011 12:24 PM
2	Banner/Oracle	Sep 8, 2011 8:08 PM
3	State Government Reports Pacific Business News Community College Research Center National Higher Education Associations Carnegie Foundation Grants-Related Literature	Sep 7, 2011 7:40 PM

Page 4, 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:

1	Academic Discipline Coordinators, discipline-area faculty and Chair	Sep 15, 2011 12:27 PM
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Page 4, Q20. The 2012-2015 tactical plan for your department/unit <u>will be</u> updated primarily by:

1	Academic Discipline Coordinators, discipline-area faculty and Chair	Sep 15, 2011 12:27 PM
2	Don't know	Sep 9, 2011 9:32 AM