

Implementation of Student Affairs Leadership Team (SALT) for Assessment

Five counseling and instructional faculty attended an Academic Impressions conference, “Building a Coordinated Student Affairs Assessment Effort” in Portland, OR in February 2013. After returning to campus, this group in addition to the Student Affairs Coordinator formed a SALT team for assessment that met between February and April to develop a list of recommendations for a Coordinated Assessment Plan for Student Affairs at Kapi’olani Community College to submit to the VCSA. The goal for the SALT Assessment Team was to create and implement a list of recommendations for a Coordinated Student Affairs Assessment plan. The recommendations were submitted to the VCSA in April 2013.

The team worked for several weeks in the fall 2013 semester to plan the Assessment Retreat including collecting feedback from all student affairs personnel on a common mission statement and program learning goals, finding funding sources, working with a professional facilitator and creating a realistic agenda to bring the Coordinated Student Affairs Assessment effort to fruition.

- Lori Maehara, Counselor – Culinary Program
- Wes Maekawa, Counselor - Nursing Program
- Michaelyn Nakoa, Counselor - DSSO
- Lori Sakaguchi, Counselor – BLT Program
- LaVache Scanlan, First Year Experience Coordinator
- Dawn Zoni, Student Affairs Coordinator

Target Issue and Plan to overcome identified problem	SALT Agreements	Resources	Completed as planned		In Progress for 2013-14		Overall Success
			February-May	June-August	September-December	Spring 2014	
1. Create a Collaborated Student Affairs Assessment Plan	Submitted memo with Recommendations to VCSA in April 2013		Submitted in April 2013.				

<p>2. 0.5 FTE Assessment Coordinator</p>	<p>-Must be a 9-month counselor. -Department must agree to release counselor for set number of hours during academic year. - Counselor will work in summer to pay back hours. -VCSA will pay up to 2 months of overload.</p>				<p>-Position description finalized on 10/18/2013. -Working with Ana Bravo to begin in this role in November 2013 or January 2014.</p>		
<p>3. Assessment Management System (AMS)</p>	<p>Tool to collect, store and extract Student Affairs data and assessment. VCAA has asked that Student Affairs work with Academic Affairs on acquiring the same AMS campus-wide.</p>				<p>Dawn is working with Faculty SLO Ad Hoc Committee, Assessment Coaches, VCAA and CELTT.</p>		
<p>4. Systemized assessment tool for collecting campus-wide information on student learning (bar code reader)</p>	<p>Starfish may have this capability.</p>	<p>Dawn and Ana will investigate possibility of using Starfish Kiosk to meet this need.</p>			<p>Dawn and Ana will report back with results of the tool's capability and cost by March 2014.</p>		
<p>5. Off-campus retreat in Fall 2013</p>	<p>Trailblazers and Dawn will organize retreat for</p>				<p>2 full days at WCC with off</p>	<p>Second follow up ½</p>	

	November 2013 with two follow-up ½ days: one in December 2013 and one in January 2014.				campus facilitator on 11/21 & 11/22. With ½ day follow up on 12/18/13.	day on 1/28/2013.	
6. Designated OFIE representative for Student Affairs	Jeffrey Yamashiro -Requests must be sent through VCSA to approve overtime and clear with Bob Franco				Mona, Dawn, and Ana will meet with Jeff Yamashiro in November and work with him to set up a schedule of training and data gathering.		
7. Commitment to annual assessment Professional Development, including retreats and training	Student Affairs retreat in November (2 full days) and December 2013 (1/2 day) and in January 2014 (1/2 day). Dawn and Ana will work together to plan future annual formal assessment shareouts.					-A shareout of the retreat results will be planned for February 2014. -Ana will coordinate informal assessment share-outs and other PD workshops.	