1. What is your role at the college

	Response Percent	Response Count
Department Chair/Unit Head	**66.7%**	**18**
Dean, Vice Chancellor, the Chancellor	33.3%	9
	answered question	**27**
	skipped question	**1**

2. Do you currently serve as a department chair?

	Response Percent	Response Count
Yes	**65.2%**	**15**
No, but I formerly served as a department chair	34.8%	8
	answered question	**23**
	skipped question	**5**

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	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
Other uses (please specify) Show replies		3

| | answered question | 28 |
| | 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%	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
	Other (please specify) Show replies	2
	answered question	27
	skipped question	1

PAGE: STANDARD I.B. - IMPROVING INSTITUTIONAL EFFECTIVENESS

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

	Response Percent	Response Count
Very much	**78.6%**	**22**
Somewhat	17.9%	5
A little	3.6%	1
Not at all	0.0%	0
	answered question	28
	skipped question	0

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

	Response Percent	Response Count

	Percent	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
	answered question	**28**
	skipped question	**0**

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

	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
	answered question	**28**
	skipped question	**0**

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

	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
	answered question	**27**
	skipped question	**1**

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

	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
	answered question	28
	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	32.1% (9)	**53.6% (15)**	0.0% (0)	7.1% (2)	3.6% (1)	3.6% (1)	28
Accuracy	25.9% (7)	**48.1% (13)**	11.1% (3)	7.4% (2)	3.7% (1)	3.7% (1)	27
Comprehensibility	29.6% (8)	**51.9% (14)**	7.4% (2)	3.7% (1)	3.7% (1)	3.7% (1)	27
						answered question	28
						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% (3)	**40.7% (11)**	7.4% (2)	25.9% (7)	14.8% (4)	0.0% (0)	27
Accuracy	15.4% (4)	**34.6% (9)**	19.2% (5)	15.4% (4)	15.4% (4)	0.0% (0)	26
Comprehensibility	11.5% (3)	**42.3% (11)**	15.4% (4)	26.9% (7)	3.8% (1)	0.0% (0)	26
						answered question	27
						skipped question	1

12. Office for Institutional Effectiveness

	Very satisfactory	Somewhat satisfactory	Neither satisfactory nor unsatisfactory	Somewhat unsatisfactory	Very unsatisfactory	Did not use/NA	Response Count

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

		answered question	27
		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	21.4% (6)	**46.4% (13)**	7.1% (2)	0.0% (0)	0.0% (0)	25.0% (7)	28
Accuracy	18.5% (5)	**44.4% (12)**	7.4% (2)	3.7% (1)	0.0% (0)	25.9% (7)	27
Comprehensibility	14.8% (4)	**51.9% (14)**	7.4% (2)	0.0% (0)	0.0% (0)	25.9% (7)	27

		answered question	28
		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	**35.7% (10)**	21.4% (6)	3.6% (1)	14.3% (4)	3.6% (1)	21.4% (6)	28
Accuracy	**48.1% (13)**	11.1% (3)	11.1% (3)	7.4% (2)	0.0% (0)	22.2% (6)	27
Comprehensibility	**40.7% (11)**	14.8% (4)	3.7% (1)	14.8% (4)	3.7% (1)	22.2% (6)	27

		answered question	28
		skipped question	0

15. QUILL, the college intranet

	Very satisfactory	Somewhat satisfactory	Neither satisfactory	Somewhat satisfactory	Very satisfactory	Did not use/NA	Response Count

	satisfactory	satisfactory	nor unsatisfactory	unsatisfactory	unsatisfactory	use/NA	Count
Accessibility	22.2% (6)	**40.7% (11)**	7.4% (2)	14.8% (4)	14.8% (4)	0.0% (0)	27
Accuracy	14.8% (4)	**33.3% (9)**	25.9% (7)	14.8% (4)	11.1% (3)	0.0% (0)	27
Comprehensibility	14.8% (4)	**37.0% (10)**	11.1% (3)	29.6% (8)	7.4% (2)	0.0% (0)	27

answered question	27
skipped question	1

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

	Response Count
Show replies	6

answered question	6
skipped question	22

PAGE: STANDARD III AND IV

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

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

answered question	28
skipped question	0

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

	Response Percent	Response Count
Yes	60.7%	17
No	35.7%	10
Did not work on tactical plan	3.6%	1
	answered question	28
	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.	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) Show replies	7.1%	2
	answered question	28
	skipped question	0

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

	Response Percent	Response Count
a. the full-time members of your	21.4%	6

department/unit.

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) Show replies	10.7%	3

answered question	28
skipped question	0

PAGE: EVALUATION OF INSTITUTIONAL EFFECTIVENESS

21. Please indicate the implementation stage of the processes for departmental evaluation, planning, and resource allocation based on the scale below:
0 - Under discussion. 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	3.6% (1)	7.1% (2)	**50.0% (14)**	39.3% (11)	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)	7.1% (2)	**46.4% (13)**	**46.4% (13)**	28
c. My department/unit					

has a tactical plan that clearly and succinctly states its goals for future development.	3.6% (1)	10.7% (3)	32.1% (9)	**53.6% (15)**	28
d. The tactical plan is used to guide operational planning for each fiscal year.	10.7% (3)	14.3% (4)	35.7% (10)	**39.3% (11)**	28
e. Strategic focus is created through the identification of a small number of clear priorities for department/unit action.	7.1% (2)	17.9% (5)	32.1% (9)	**42.9% (12)**	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.	21.4% (6)	10.7% (3)	32.1% (9)	**35.7% (10)**	28
g. Members of my department/unit participate extensively in the planning or priority-setting processes.	11.1% (3)	11.1% (3)	**48.1% (13)**	29.6% (8)	27
h. Resources are consistently allocated and re-allocated to address priorities identified through the planning process.	17.9% (5)	17.9% (5)	**42.9% (12)**	21.4% (6)	28
i. There are clearly defined learning competencies for each <u>course</u> in my department/unit.	8.0% (2)	8.0% (2)	20.0% (5)	**64.0% (16)**	25
j. There are clearly defined learning outcomes for the <u>programs</u> under my department/unit.	3.8% (1)	7.7% (2)	19.2% (5)	**69.2% (18)**	26
k. Our program level learning outcomes are aligned with the mission and values of the institution.	3.7% (1)	14.8% (4)	25.9% (7)	**55.6% (15)**	27
l. Our department/unit allocates appropriate resources (e.g., personnel, training, equipment, supplies) to support learning outcome assessment.	7.4% (2)	29.6% (8)	29.6% (8)	**33.3% (9)**	27

answered question   **28**