Recommendation 1

In order to meet the Standards, the Team recommends that the College regularly evaluate its institutional plans and governance and decision-making policies, procedures, and processes to ensure their effectiveness. Further, the Team recommends that the results of evaluations be widely communicated across the institution and used as the basis for making improvements.

Standards I.B.7, I.B.8, IV.A.7
Key Processes - 4 Categories

1. Organizational Effectiveness (AGO’s and Councils)
2. Planning Effectiveness
3. Instructional Programs
4. Campus Policies
1. Organizational Effectiveness

- **Authorized Governance Organizations**
  - Faculty Senate
  - Student Congress
  - ‘Aha Kalāualani
  - Staff Council

- **Operational College Councils**
  - Chancellor’s Advisory Council (CAC)
  - Administrative Staff Council
  - Academic Affairs Council (AAC)
  - Student Affairs Leadership Team (SALT)
  - Counseling and Academic Advising Council (CAAC)
  - Office for Continuing Education and Training Council (OCET Council)
2. Planning Effectiveness

Long Term Institutional Planning
    Mission Statement and Strategic Plan 2015-2021
    Long Range Development Plan (On hold)
    Hawaiʻi Papa O Ke Ao

Operational Planning
    Sustainability Plan
    Distance Education Plan
    Technology Plan
    Enrollment Management Plan
    Continuous Improvement Plan
    Tactical Plans (Student Success Plans)
3. Effectiveness of Instructional Programs

1. Annual SLO Assessment and Review (course, program, general education and ILOs)

2. Annual Report of Program Data (ARPD)

3. Comprehensive Program Review (Every 5 years)
4. Effectiveness of Campus Policies

Due this year for review are:

- KOP 1.112 Participation in College Decision-Making Processes
  
  Review date: March 19, 2019

- K 9.104 Lecturer Evaluation Process
  
  Review date: April 28, 2019
Cycle of Evaluation

- Twice a year (goal setting and evaluation)
- Annually (Evaluation of an AGO, ARPD)
- Every 5 years (Comprehensive Program Review)
- Every 6 years (Mission Statement, Strategic Plan)
- Continuously (student learning outcomes assessments)
- As needed (policies)
2 Kinds of Evaluation

- External
  - Constituents

- Internal
  - Goal Setting + Evaluation
On Evaluation:

Measure what you value instead of valuing only what you can measure.
THIS IS FOR US.
# Our Continuous Improvement Process

<table>
<thead>
<tr>
<th>Our Goal</th>
<th>Evaluation Strategy</th>
<th>Findings</th>
<th>Actions (based on findings)</th>
<th>Our New Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>What specifically do we want to achieve?</td>
<td>How will we know whether we have achieved it?</td>
<td>What does the data say about whether/how well we achieved our goal?</td>
<td>Based on our findings, what do we feel are the next appropriate actions?</td>
<td>Do we need to revise or create a new goal?</td>
</tr>
<tr>
<td>★ Singular</td>
<td>★ Clear</td>
<td>★ Measurable</td>
<td>★ Parameters/Standard</td>
<td></td>
</tr>
</tbody>
</table>

- **We will respond to 80% of all action requests within 2 meetings.**
- **Secretary will track when ARs are submitted vs addressed and note any complications/barriers in the process.**
- **72% of ARs received response within 2 mtgs after submission. 22% of ARs were incomplete and needed to go back to committees for revision.**
- **Revision of AR template will simplify form and include specific examples and considerations. Communications will go out to committee chairs to further clarify and offer support.**
- **We will respond to 80% of all action requests within 2 meetings.**

We've identified a need for improvement in our process and devised a strategy for improvement and a way to evaluate its impact.
Critical Factors for Success:

**ALIGNMENT** of
**GOALS + EVALUATION STRATEGIES**

Use of **DATA** to inform **DECISION-MAKING**

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**Kapi‘olani CC Continuous Improvement Process**

**PLAN**
- Goals & Corresponding Evaluation Strategies

**EXECUTE**
- Execute Plans & Collect Data

**ANALYZE**
- Analyze Data

**REFLECT**
- Determine Level of Success to Inform
AGO & Councils (9 month cycle)
- Beginning of Fall: PLAN
- Fall - Spring: EXECUTE
- End of Spring: ANALYZE & REFLECT

Plans (12 month cycle)
- Beginning of Fall: PLAN (ANALYZE & REFLECT)
- Fall - Summer: EXECUTE
- Beginning of Fall: ANALYZE & REFLECT (PLAN)
Recommendation 2...