



UNIVERSITY of HAWAII®  
**LEEWARD**  
COMMUNITY COLLEGE

Date: May 4, 2020

To: Michael Cawdery, Leeward CC Faculty Senate Chair

From: Michele Mahi, Leeward CC Faculty Senate Assessment Committee Chair

Subject: Faculty Senate Assessment Committee 2019-2020 Academic Year Report

The mission of the Assessment Committee is to:

1. **Communitate:** Review and make recommendations to the Faculty Senate on policies and procedures relating to assessment.
2. **Facilitate:** Work with the Administration and the Office of Planning, Policy, and Assessment (OPPA) to facilitate the assessment process and establish a culture of assessment.

The Assessment Committee met with the following members:

1. Jayne Bopp, Assessment Liaison Officer
2. Eunice Brekke, AA Program Review Committee Chair
3. Adam Heleman, Institutional Assessment Specialist
4. Michele Mahi, Faculty Senate Assessment Committee Chair
5. Della Teraoka, Vice Chancellor of Academic Affairs
6. Erin Thompson, ICTL Coordinator
7. Natalie Wahl, Interim LRC Coordinator
8. Shuqi Wu, Coordinator for the Office of Planning, Policy and Assessment

This report contains information on the following Assessment Committee activities: assessment management software, course assessment progress, prior learning assessment, and ad hoc AA Program Committee.

Assessment Management Software:

During the 2018-2019 academic year, the College replaced the TK20 assessment database with the Knack assessment database. The reasons for transitioning from TK20 to Knack included: (1) Faculty found Knack easier and more intuitive to use and (2) Knack was less costly than TK20. However, in June 2019, we were notified that we could no longer use the Knack assessment database as there was an issue with data governance and that a proposed agreement on the Terms of Conditions (TOC) was not reached.

After consultation with other campuses in the UH System, the Assessment Committee reviewed the following assessment management softwares that had already completed the UH data governance approval process:

1. Campus Labs
2. eLumen
3. Watermark

The Assessment Committee evaluated the aforementioned assessment management softwares using the following ten questions:

1. How satisfied are you with the ease of use of the software?
2. How satisfied are you with the way information is collected?
3. How satisfied are you with the way information is presented?
4. How satisfied are you with the alignment of learning outcomes?
5. How satisfied are you with the ability to collaborate with other users on this software?
6. How satisfied are you with the reporting features?
7. How satisfied are you with the value for this software?
8. How satisfied are you with the anticipated learning curve?
9. How satisfied are you with the ability to view aggregated details of assessment data?
10. Does this software meet your expectation for collecting assessment data?

After careful review of Campus Labs, eLumen, and Watermark, the Assessment Committee unanimously voted to adopt Campus Labs. In addition to receiving the highest score on our evaluation, Campus Labs was the least costly option of the assessment management softwares we reviewed. On February, 25, 2020, Adam Halemano, our Institutional Assessment Specialist, submitted the [Campus Labs contract](#) for approval. On May 4, 2020 the business office approved the purchase of Campus Labs. The official start date of the contract will be June 1, 2020.

#### Course Assessment Progress:

Since the College did not have an Assessment Management Software (AMS) for the 2019-2020 academic year, the Assessment Committee requested that instructors submit their course assessment data using the [Course Assessment Form](#), a Google Form. On the Google Form, we asked instructors to include the following information: Name, division, course, academic term, delivery method, assessment measurement tools, class size, number of students assessed, number of students meeting outcomes, and an analysis of the assessment process. From the time the form launched in Fall 2019 to the date of this report, May 4, 2020, we collected 208 responses. Table 1 displays the course assessment progress by division, as of May 4, 2020. For a complete listing of courses and their assessment progress, please refer to the [2019-2020 Course Assessment Report](#).

Table 1: Course Assessment Progress by Division

Division	Number of Courses	# Courses Assessed in Past 5 Years	% Courses Assessed in Past 5 Years
----------	-------------------	------------------------------------	------------------------------------

Arts and Humanities	120	38	31.7%
Business	63	44	69.8%
Counseling	9	3	33.3%
Language Arts	81	50	61.7%
Math and Science	165	112	67.9%
Prof Arts and Technology	66	40	60.6%
Social Science	76	56	73.7%
<b>Totals</b>	<b>580</b>	<b>343</b>	<b>59.1%</b>

#### Prior Learning Assessment:

The Assessment Committee Chair worked with the Prior Learning Assessment Coordinator from the UHCC System to align the Prior Learning Assessment (PLA) requirements and procedures. The Assessment Committee Chair also met with the Prior Learning Assessment Coordinator from Kapiolani Community College to discuss alignment of PLA across campuses.

#### Ad Hoc AA Task Force / AA Program Committee:

The Assessment Committee also included an ad hoc AA Task Force whose task is to assess and evaluate the College's seven General Educational Learning Outcomes. The AA Task Force included the following members: Jeremiah Boydston, Eunice Brekke (chair), Weirong Cai, Daniela Elliott, Jiajia Garcia, Adam Halemano, Michele Mahi, Christina Mende, Michael Oishi, Natalie Wahl, and Suzette Scotti.

Paula Asamoto, Assistant Professor of Speech, and Eunice Brekke, AA Task Force Chair, submitted a report assessing the Oral Communication General Education Learning Outcome for the Associate in Arts in Liberal Arts degree program. The Assessment Committee Chair presented the report to the Faculty Senate during the October 11, 2019 regular meeting. The AA Task Force found that our students are well exceeding the College's benchmark of seventy percent or more in Oral Communication. For additional details regarding assessment methodology and results, please view the complete report: [Assessment of the Associate in Arts in Liberal Arts degree at Leeward Community College – Oral Communication](#).

During the November 8, 2019 regular meeting of the Faculty Senate, Eunice Brekke, AA Task Force Chair, and Jim Goodman, Dean of Arts and Sciences requested that the AA Task Force be made permanent and renamed the AA Program Review Committee and that reports be transmitted through the Faculty Senate Assessment Committee.

During the December 6, 2019 regular meeting of the Faculty Senate, Michael Oishi, Vice Chair of Faculty Senate submitted the following Motion:

On behalf of the Faculty Senate Executive Board, Vice Chair Oishi moved to approve the renaming of the AA Review Task Force to the AA Program Committee and accept the provisions provided in this draft memo from the Dean of Arts & Sciences. [Draft Memo](#).

The Faculty Senate approved the motion to institutionalize the AA Program Committee.

During the January 10, 2020 regular meeting of the Faculty Senate, the Faculty Senate appointed Jeremiah Boydston as AA Program Committee Chair for the 2020-2021 academic year.

Therefore, starting in the 2020-2021 academic year, the AA Task Force / AA Program Committee will no longer be an ad hoc committee of the Assessment Committee.

The goals for the Assessment Committee for the 2020-2021 academic year include:

1. Solicit representatives from each division to serve as assessment liaisons.
2. Train division representatives on how to use our new AMS, Campus Labs.
3. Create training sessions for the campus on how to use our new AMS, Campus Labs.
4. Develop workshops on assessment to further encourage a campus culture of assessment.
5. Increase the percent of courses assessed in the past five years to 70% for each division.