

**Proposed: Maida Kamber Center Assessment Plan
Assessment Team (4/02/12)**

Data to Improve Operations

Data to collect	Strategy/Activity	Means of Assessment	Criteria for Success	Assessment data source	Summary of Data	Use of Results
Walk-in numbers per semester	Walk-in hours 4 days per week	Sign-in sheet	Increase in number of walk-in	Office Assistant, Student Assistants	TBD	Staffing, Traffic patterns, Strategies to improve services
Number of AA, AS-NS, AS-NMA students who transfer with declared major per Academic Year	Workshops, individual advising, Transfer Fair	KCC Transfer Report Source: National Student Clearinghouse	Increase in number of transfers to baccalaureate institutions with declared major	UH Manoa IRO? Institutional Research and Analysis Office (System?)	TBD	Plan for campus visits, training, participation in Transfer Fair, AA w/ concentrations
Number of AA, AS-NS, AS-NMA students who participate in Ka'ie'ie and Automatic Admissions per Academic Year	Workshops, individual advising	Count from UH baccalaureate institutions Admissions	Increase in number who participate in programs instead of regular admissions	UHM, UHWO, UHH Admissions	TBD	Marketing strategies, resources for web development, does Ka'ie'ie help with retention? Transfer? Completion?
Number of AA, AS-NS, AS-NMA students who have Academic Plans in STAR per Academic Year (Leading indicator for student transfer, graduation)	STAR workshops, individual advising,	Possible to do from a STAR report?	Increase in number of students who use STAR Academic Plan	UH system STAR Team, OFIE?	TBD	Marketing strategies for STAR, resources for computers, web development

Services assessed

MKC Counselor Evaluation

Data to collect	Strategy/Activity	Means of Assessment	Criteria for Success	Assessment Data source	Summary of Data	Use of Results
Questions to measure counselor effectiveness and quality of services to promote improvement toward meeting student needs	Student appointments and walk-ins	Counselor Evaluation	Individual	Each MKC counselor	Not applicable	Contract Renewal, Promotion/Tenure documents, 5 year review

Workshops Evaluations

Data to collect	Strategy/Activity	Means of Assessment	Criteria for Success	Assessment Data source	Summary of Data	Use of Results
Student satisfaction, SLOs?		Survey		Students participating in workshop	TBD	Improve workshops, improve student participation

Student Learning Outcomes

Kapi`olani Community College’s Counseling SDOs

- 1. Students will continue to grow in self-awareness.**
- 2. Students will be responsible for their choices and make informed decisions.**

Learning Goal 1: Self Appraisal	Learning Goal 2: Exploration, Assessment, Decision making
Students can identify and evaluate personal qualities, values, attitudes, strengths, interests, skills and acquired learning and use this self-appraisal to develop and respond creatively to their unique career, educational and life planning process.	Students can explore, assess, re-examine and act upon their progress toward academic, career and life goals to make informed decisions.

Maida Kamber Center Student Learning Outcomes

Students will be able to:

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| <ul style="list-style-type: none"> 1. identify three to five areas of interest, skills, work values and occupations to explore. 2. choose 3 careers to research based on a career assessment instrument. | <ul style="list-style-type: none"> 3. demonstrate how to connect majors to careers. 4. use STAR to assist in their graduation and/or transfer process. 5. identify necessary requirements to graduate. 6. identify the steps to transfer to a baccalaureate institution. |
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3 year SLO Assessment Plan

Spring 2012

- Create rubric for SLO #5
- Create assessment strategy for SLO #5
- Assess SLO #5 and complete Student Services Program Learning Report

Fall 2012

- Create rubric and develop strategy for SLO #4. Assess SLO #4 and complete Student Services Program Learning Report
- Create rubrics and develop strategy for SLO #1 and SLO #2

Spring 2013

- Assess SLO #1 and SLO #2 and complete Student Services Program Learning Report
- Create rubrics and develop strategy for SLO #3

Fall 2013

- Assess SLO #3 and complete Student Services Program Learning Report
- Create rubrics and develop strategy for SLO #6

Achievement Data

Data to collect	Strategy/Activity	Means of Assessment	Criteria for Success	Assessment Data source	Summary of Data	Use of Results
Number of AA, AS-NS students who transfer	Workshops, individual advising, Transfer Fair	KCC Transfer Report Source: National Student Clearinghouse	Increase in number of transfers to baccalaureate institutions	Institutional Research and Analysis Office (System?) National Student Clearinghouse	Have baseline numbers...	Plan who to invite to campus, participate in Transfer Fair,
Number of AA, AS-NS students who participate in Ka'ie`ie and Automatic Admissions	Workshops, individual advising	Count from UH baccalaureate institutions Admissions	Increase in number who participate in programs instead of regulars admissions	UHM, UHWO, UHH Admissions	TBD	
Number of students who graduate with AA, AS-NS, AS-NMA	Workshops, individual advising	Number of graduates	Increase in number of students who graduate with AA, AS-NS, AS-NMA	OFIE? KCC records?	TBD	
Number of AA, AS-NS, AS-NMA students who complete: 20 credits year 1 40 credits year 2 60 credits year 3				OFIE?	TBD	Moving through on time? Completing successfully?
Number of students attending workshops	Workshops for Career Exploration, Transfer, Graduation	Sign-in sheet	Increase in number of students participating in workshops	Workshop leaders	TBD	Workshops effective? Students aware?

Working Notes

1. Number of students who transfer to Manoa via Ka`ie`ie and Auto Admit
 - Reason: Marketing, follow up survey, accountability, funding, resources,
 - Does early reg, early advising (thru Ka`ie`ie) help them transfer smoothly?
2. Number of students who graduate with AA, ASNS
 - Reason: accountability, funding, resources,
3. 20/40/60 credits by 1st year/2nd year/3rd year (Leading indicator for achievement)
 - Reason: