Assessment@KapCC

(Instructional Faculty)

Item	Purpose	Date Due	Process	Archive Location
Course Assessment Plan (CAP)	■Create assessment plan for each course	■Maintain current plan for each course	■Faculty submits to Program/Discipline Coordinator or Chair	■Laulima site for each Program or Department (password protected)
Course Learning Report (CLR)	■Document fall and spring semester assessment results and "Next Steps" in the course assessment cycle to improve student learning (based on CAP).	■Last day of faculty duty of spring semester	■Program/Discipline Coordinator or Chair aggregates data in CLR for all assessed sections of each course.	■Laulima Site for each Program or Department (password protected)
Learning Assessment Schedule and Report (LASR)	■Document five year schedule/report for every course and related competencies (based on CLR). ■All courses and related competencies are assessed at least once during a five year cycle.	■Update fall semester progress by December 31. ■Update spring semester progress by May 31.	■Program/Discipline Coordinator or Chair updates Google Document. ■Program/Discipline Coordinator or Chair discuss assessment needs with Assessment Coaches	■Google Document for each Program or Department (UH System Accessible)
Annual Report of Program Data (ARPD)	■Document assessment of program learning outcomes from previous academic year including "Next Steps" for improvement	■Mid-November	■Designated person completes ARPD online ■Program Administrator reviews ARPD ■Vice Chancellor for Academic Affairs reviews all ARPDs	■University of Hawaii Community Colleges' ARPD Website (publicly accessible) http://www.hawaii.edu/offices/cc/arpd/index.php
Comprehensive Program Review (CPR)	■Document results from program learning outcomes from previous three ARPDs including steps for improvement based on the results ■Each program learning outcome is assessed at least once every three years	■March 2016 based on a three year cycle	■Program Administrator submits CPR ■Vice Chancellor for Academic Affairs reviews all CPRs	■Office for Institutional Effectiveness Website (publicly accessible)