

**2008-2009 ACCREDITATION ANNUAL REPORT**  
**Accrediting Commission for Community and Junior Colleges**

**DUE BY June 30, 2009**

- 1) **Name of College:** Windward Community College
- 2) **College Address:** 45-720 Kea`ahala Road
- 3) **City, State, Zip:** Kane`ohe, Hawai`i 96744
- 4) **Prepared by/Title:** Jan Lubin, Accreditation Liaison Officer and Director of Planning and Program Evaluation
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**INSTRUCTIONS**

**Please respond to all of the questions. Enlist the assistance of appropriate individuals in your institution to ensure the accuracy of information submitted.**

**As you respond to the following questions, please consider “new” to mean only those changes which have occurred since the college’s last Annual Report unless otherwise indicated. Include any updates or approved substantive changes since the last Annual Report.**

- 7) Indicate any change in the official name, address, or control of the institution  
N/A
- 8) What is the institution’s overall course completion rate for *the fall 2008 semester*?  
Indicate by percentage: 66.68% completed course with a grade of C or higher. (Course completion is the percentage of officially registered students at the time of census who complete the course with a passing grade. Please indicate what your institution requires for a passing grade.) Last year the completion rate reported (83.3%) was actually the retention rate. Using the same definition above the completion rate was actually 64.43% for Fall 2007. Therefore, a net increase of 2.25%.
- 9) Has the institution’s course completion rate decreased by 5% or more this past year?  
Yes \_\_\_\_\_ No X
- 10) If “yes to item #9 above, what is the percentage decrease? \_\_\_\_\_%.
- 11) Total FTES enrollment in credit degree applicable courses: **968.13** (includes all courses offered at WCC at the 100-level or higher, excluding those that end in 99 or 93).

**12)** Total FTES enrollment in pre-colligate credit course which are non-degree applicable:  
**121.73** (includes all courses offered at WCC below the 100 level, excluding those that end in 99 or 93)

**13)** Total FTES of international students: **0.867** with the Institution limited to Windward, the semester limited to Fall 2008, and the freeze event limited to end of semester.

**14)** Does your institution collect data on state licensing examination results for career/technical programs? Yes  X  No \_\_\_\_\_.

**15)** If “yes” to Item #14 above, list the licensure exam pass rate for **each** career/technical program since last year’s Annual Report (Rate = # passing/# attempting).

| Name of Program | Licensure Exam Pass Rate          |
|-----------------|-----------------------------------|
| Nurse’s Aide    | 86% who took the CNA Exam passed. |
|                 |                                   |
|                 |                                   |

**16)** Have the institution’s licensure exam pass rates declined by 10% or more this past year?  
Yes \_\_\_\_\_ No  X

**17)** If “yes to item #16 above, by what percentage? \_\_\_\_\_%

**18)** Does your institution collect information on job placement rates for its career/technical programs? Yes  X  No \_\_\_\_\_.

**19)** If “yes” to #18 above, list the job placement rate for **each** career/technical program since last year’s Annual Report (Rate = # placed/#graduates in each program). **Job placement data for non-credit training programs is clustered. Number of formal placements = 66**

| Name of Program | Job Placement Rate |
|-----------------|--------------------|
|                 |                    |
|                 |                    |
|                 |                    |

**20)** Have the institution's job placement rates declined by 10% or more this past year?

Yes \_\_\_\_\_ No X \_\_\_\_\_

**21)** If "yes" to item #20 above, by what percentage? \_\_\_\_\_%.

**22)** List all sites or campuses, since the last Annual Report, at which students can complete 50% or more credits for a degree or certificate program, and list the programs for which 50% or more credits may be earned at each site or campus. Also, report when these sites or campuses began operating.

The programs listed below are Windward Community College non-credit ETC programs that originate at other sites. The certificates are conveyed by Windward Community College.

ETC Certificate in Auto Body and Repair and Finishing at Honolulu Community College – moved back to Honolulu Community College from Windward Community College in June 2008

**23)** List new courses and programs offered at sites or campuses outside the geographic region (but within the U.S. served by the college since the last Annual Report.

N/A

**24)** List and describe any programs which were added to the college curriculum since the last Annual Report, regardless of location, that represent a significant departure in either content or method of delivery. Please indicate whether each program is offered at the degree or certificate level and if the programs are for credit or non-credit. Refer to the ACCJC web site [www.accjc.org](http://www.accjc.org) for Substantive Change Policy.)

N/A

**25)** Describe new programs for which 50% or more of the credits are offered through a mode of distance or electronically mediated delivery. Do not include study abroad programs.

N/A

**26)** What is the total FTES enrollment for fall 2008 in all types of distance or electronically mediated delivery offered?

**21.6** includes all online and television courses offered at Windward Community College

**27)** List courses offered in a distance or electronically mediated delivery mode for the first time since the last Annual Report submission.

**Biol 101L** – (credit course) 1 credit offered fall 2008 (hybrid- online and cable TV)

## **INSTRUCTIONS**

**STUDENT LEARNING OUTCOMES: Update the college's progress with course, certificate, degree, and general education expected Student Learning Outcomes identification, assessment, analysis and use of assessment results for institutional evaluation, planning and improvement. Respond to questions 28 - 41 below.**

**28)** Percent of courses with SLOs: **100%**. New non-credit and credit courses must have SLOs before being approved by the Credit and Non-credit Curriculum Committees. All SLOs for all non-credit and credit courses are listed in the Windward Community College and Employment Training Center (ETC) Catalogs. See online at [http://windward.hawaii.edu/Catalogs\\_Schedules/WCC\\_Catalog\\_2008-2009.pdf](http://windward.hawaii.edu/Catalogs_Schedules/WCC_Catalog_2008-2009.pdf) and [http://etc.hawaii.edu/downloads/ETCcatalogtext\\_08-09.pdf](http://etc.hawaii.edu/downloads/ETCcatalogtext_08-09.pdf)

**29)** Percent of Programs with SLOs: **98%**. Although a broad SLO was developed in 2004, the Chancellor's Office needs to develop more specific SLOs. All other instruction and non-instructional units have SLOs developed. See online at [http://windward.hawaii.edu/Assessment/Documents/2004/Department\\_Goals\\_2004.pdf](http://windward.hawaii.edu/Assessment/Documents/2004/Department_Goals_2004.pdf)

**30)** Percent of courses with on-going assessment: **100%**. All credit courses are assessed on a five-year rotating basis. All non-credit courses are assessed annually to see if program change is necessary. See attached schedule.

**31)** Percent of programs with on-going assessment: **98%**. In the past year, assessment has been done for all non-instructional units and instructional units, except the Chancellor's Office. This year, we are instituting assessment of all offices, including the Chancellor's Office. The assessments are posted on the Windward Community College web site at <http://windward.hawaii.edu/Assessment>.

**32)** Have institutional-level SLOs been developed Yes  No  See attached.

**33)** What percent of student and learning support activities have SLOs identified?

**98%**. The Chancellor's Office is the only non-instructional unit that does not have SLOS indentified. This year the Office will develop and assess its SLOs for the first time since 2004. All Annual Assessments and Program Reviews are posted on the WCC web site at <http://windward.hawaii.edu/Assessment>.

**34)** Percent of learning support activities with on-going assessment? **98%**. The Chancellor's Office will begin doing annual assessments this year. See online at <http://windward.hawaii.edu/Assessment>.

**35)** List and describe any programs for non-US nationals the institution conducts or plans to conduct outside the United States. Do not include study abroad programs for the institution's native students. Has the institution submitted a Substantive Change Proposal for this/these activities?

N/A

**36)** List and describe any articulation agreements or Memoranda of Understanding with non-US institutions. Has the institution submitted a Substantive Change Proposal for this/these activities?

N/A

**37)** Has the institution entered into new contracts with non-regionally accredited organizations which provide courses or programs on behalf of the institution?  
Yes  No

**38)** If "yes" to item #37 above, please complete questions #39, #40, and #41 below.

- 39)** Which courses or institutional programs are provided?
- 40)** Which student and learning support services are provided?
- (41)** Describe the level of control the institution exercises over the contract.