2011-12 Annual Report

Academic Affairs Office

Submitted by
Richard Fulton, VCAA

December 21, 2012
Mission and Outcomes assessment

Mission Statement: The Mission of the Academic Affairs Office is to support all aspects of WCC’s instructional effort within the guidelines provided by the Mission statements of the College and the various degree and certificate programs. The Office also supports all degree, certificate, and general education learning outcomes, but specifically focuses on outcomes associated with communication.

In spring, 2012 the Academic Affairs Office produced two outcomes, with associated means of assessment and criteria for success (outcomes follow). After an initial assessment of the outcomes, office staff analyzed results and developed an action plan with measurable results.

Outcome 1: Academic Affairs will provide appropriate and friendly service to faculty/staff/students.

Outcome 2: Academic Affairs staff will be accurate and timely in processing forms and paperwork.

II. Summary of major activities

Academic Affairs processed three new degree and certificate programs through approval by the Board of Regents

Academic Affairs processed an ATP for the ASNS through the CCAO

In spring, 2012, AA received allocations totaling over 1.5 million dollars for the initiation of the C3T activities, including money to support I-CAN, JIT, WIKI Services, Biotech, and Ag/Vet Tech. In June, Prof. David Ringuette agreed to move to an 11-month appointment and take on the responsibility of coordinating the Agriculture activities of the grant for WCC and the five campuses associated with Ag.

The IKE (engineering consortium) grant moved into its second year. Prof. Letty Colmenares provided direction for WCC curriculum and student recruitment; Michelle Sagario was hired to develop an internal assessment process for the grant, as well as to support grant activities through the consortium. Other grants included a continuation of the RDP grant to support curriculum development for the Vet Tech program, and five successful Perkins proposals to support programs in Vet Tech, Agripharmatech, Business, Assistive Technology, and Green Workforce Creation.

2011-12 Key Goals and outcomes

I. Curriculum and Program Development

Goal 1: Complete an ATP and Program Proposal for AS in Natural Science (carryover from 2010-11)
Addresses: UH System goal 4.3; WCC goals 4.1, 4.5, 4.8; President’s graduation initiative
Measurable outcomes: ATP complete and accepted by CCAO in fall, 2011; Program Proposal complete and accepted by BoR in spring, 2012. Initiate the degree by fall, 2012; over the next four years at least 25 students will earn an AS in NS
Result: ATP was completed as part of a consortium with HonCC, HawCC, KauCC and accepted by CCAO in spring, 2012. Consortium was charged with developing a joint Program Proposal before the end of Spring, 2013.

Goal 2: Complete ATP and Program Proposal for AA in Art with entrepreneurship component
Addresses: WCC Mission; President’s graduation initiative
Measurable outcomes: ATP complete and accepted by CCAO in 2011-12; Program Proposal completed and accepted by BoR in 2012-13; in first four years, program graduates 20 AA in Art.
Result: ATP not Completed; goal in its entirety will be carried over to 2012-13.

Goal 3: Complete an ATP and Program Proposal for AA in HWST
Addresses: WCC Mission Statement, President’s graduation initiative
Measurable outcomes: ATP complete and accepted by CCAO in 2011-12; Program Proposal completed and accepted by BoR in 2011-12; in first four years, program graduates 20 AA in HS.
Result: Program approved by Board of Regents in spring, 2012. First measurable outcomes will be available in spring, 2013. PLOs to be assessed for 2012-13 annual report.

Goal 4: Complete Program Proposal for CA in Ethnopharmacognosy and Plant Biotech
Addresses: UH System Goals 4.1, 4.3; WCC goals 4.1, 4.5, 4.6, 4.8; President’s graduation initiative
Measurable outcomes: Complete proposals and have them accepted by BoR by January, 2012; initiate programs by fall, 2012; graduate at least 25 CAs in first 4 years of programs.
Result: Program approved by BoR in Spring, 2012. First measurable outcomes will be available in spring, 2013. PLOs to be assessed for 2012-13 annual report.

Goal 6: Complete Program Proposal for AS in Vet Tech
Addresses: UH System goals 4.1, 4.3; WCC goals 4.1, 4.3, 4.6, 4.8; President’s graduation initiative.
Measurable outcomes: Have program proposal approved by BoR by January, 2012; initiate degree by fall, 2012, graduate 6-15 students annually after 2nd year of program.
Result: Program approved by BoR in spring, 2012. First measurable outcomes will be available in spring, 2013. PLOs to be assessed for 2012-13 annual report.

Goal 7: Complete curriculum for Certificate of Completion in Sustainable Agriculture; offer first classes
Addresses: UH System goals 4.1, 4.3; WCC goals 4.1, 4.3, 4.7
Measurable outcomes: Certificate program will offer initial classes by January, 2012; first graduates by May, 2013; program will grant 5-8 certificates annually, plus provide training for 20 non-certificate seeking students annually.
Result: Curriculum not completed; goal carried over to 2012-13.
Measurable outcomes: New format will be used in 2011 annual reports submitted in November, 2011; reviewers will report that new format makes measuring outcomes and goals clearer, and uses data that provide more accurate measurements than previously.

Result: Partially completed. Dissatisfaction with format and measures continued; format and benchmarking still need adjustment, and will be worked on in 2012-13.

Goal 8: Implement Curriculum Central
Addresses: System requirement

Measurable outcomes: by end of 2011-12, all WCC course data will be uploaded to curriculum central; System will provide report indicating that CC has improved student and advisor comprehension of courses across the CC system.

Result: Curriculum Central implemented; system has not yet implemented an assessment.

Goal 9: Complete ACCJC self-study
Addresses: Accreditation Requirement

Measurable Outcome: Self-study reviewers, GSIEC reviews, and ACCJC express satisfaction with quality of self-study and progression of process.

Result: Self-study completed; ACCJC review team commends WCC on Self Study (fall, 2013).

III. Student outcomes

Goal 10: Improve retention, persistence, and pass (c or better) rates in developmental math and English (carryover from 2010-11)
Addresses: System goal 2.3, WCC goal 2.3

Measurable Outcome: In 2011-12, measurable baseline data will be established and strategies implemented. By 2013-14 academic year achievement rates in these key developmental areas will exceed the average rates across the system.

Result: fall to spring persistence was at 69%; fall to fall persistence was at 50%; both numbers exceeded AtP goals. Pass rates in developmental English are below goal (actual 55, goal 58) as they are in math (actual 61, goal 69). Outcome will be a better developed writing and math center, and more effective use of SI and tutoring.

Goal 11: Facilitate and participate in review of general education SLO’s with faculty, implement assessable strategy based upon this review.
Addresses: Accreditation standards, IEC strategies

Measurable Outcomes: In fall, 2011, Office of Academic Affairs will cooperate with IEC and other appropriate entities to hold forums for review of current general education SLOs and for establishing strategies for focusing and measuring SLOs will be held; by May 2012, a revised set of general education SLOs with appropriate measurements will be initiated; Survey of faculty will show that over 80% are satisfied or very satisfied with both the process and the revised SLOs.

Result: Faculty accepted new Gen Ed SLOs; process of SLO assessment scheduled to begin fall, 2012.
Goal 12: Facilitate the incorporation of external review in degree level student learning outcomes in concert with the IEC, Chancellor, and Faculty.

_**Addresses:** Accreditation standards

*Measurable Outcomes:* Faculty will indicate that they are knowledgeable of what external review means, and how it is to be accomplished; in spring, 2012, process for external review for AA outcomes will be established.

*Result:* external review was not implemented in spring 2012 for AA; external review for CAVETA was not repeated. This goal will be carried over to 2013.

IV. **Policies**

Goal 13: Reform Teaching Equivalency/Assigned Time policies

_**Addresses:** UHPA Contract

*Measurable Outcomes:* By spring, 2012, the process that was initiated in spring 2011 will be modified to include more efficient timelines for review; Deans and faculty senate committee will develop a rubric for scoring requests.


Goal 14: Ensure timely payment of overload to faculty

_**Addresses:** UHPA Contract

*Measurable outcomes:* All paperwork for faculty overloads will be completed accurately and forwarded to the HR office by the end of September (fall semester) and February 15 (spring semester).

*Result:* With a very few exceptions caused by situations out of control of this office, all paperwork was accurately completed by the timeline set.

**2012-13 Key Goals and Outcomes**

Goal 1: Complete a program proposal for AS in Natural Science

_**Addresses:** UH System goal 4.3; WCC goals 2.6, 2.7, 4.1, 4.5, 4.8; President’s Graduation Initiative

The purpose of this goal is to improve the graduation and transfer rates of students who plan to major in a natural science discipline; KCC research indicates that the AS in NS is more appropriate for such students than an AA degree because students are able to graduate with about 60 credits before transferring. The new degree will also provide a transfer level goal for students enrolled in an increasing number of certificates in STEM. WCC will be working with three other system colleges to present the Program Proposal to CCAO in early spring, 2013. This goal is carried over from 2011-12.

*Measurable Outcomes:* Initiate the degree by fall, 2013; over the next four years at least 25 students will earn an AS in NS.

Goal 2: Complete CC in Sustainable Agriculture

_**Addresses:** UH System goals 4.1, 4.3, WCC goals 4.1, 4.3, 4.8; C3T goal
The purpose of this goal is to provide a program to prepare people to be successful farmers, particularly small-plot farmers. This certificate is also core to the success of the agriculture portion of the college’s C3T grant.

Measurable outcome: Program will be approved by spring, 2013; program will grant 5-8 certificates annually, plus provide training for 20 non-certificate seeking students annually.

Goal 3: Prepare and offer a variety of short-course and non-credit classes and workshops in agriculture
Addresses: UH System goal 4.3; WCC goal 4.3 and 4.8; C3T goal

The purpose of this goal is to provide a number of job training opportunities for students who have moved through the I-CAN and JIT programs and are ready to prepare for employment and career opportunities in agriculture.

Measurable outcome: C3T grant provides measurable outcomes for number of programs offering a recognized credential, number of students trained, and number of completers employed.

Goal 4: Complete ATP for AA in Visual Arts
Addresses: System goal 4.1 (Increase by 3% year number of degrees granted and transfer to UH) ; WCC goal 2.6, 2.7  4.1, 4.7.

The purpose of this goal is to provide a pathway for students who are focused on the fine arts to earn a degree at WCC, to be prepared for successful transfer to the UH system, and to prepare for a job in the fine arts through entrepreneur education.

Measurable outcome: approved ATP in 2013, approved Program plan in 2014, with at least three graduates/transfers by the end of spring 2014. In 2014-15 studies will provide evidence that entrepreneur completers will have been able to partially or fully support themselves through the visual arts.

Goal 5: Continue to facilitate the incorporation of external review in degree level student learning outcomes in concert with the IEC, Chancellor, and Faculty
Addresses: accreditation standards
The purpose of this goal is to continue to focus on external review of learning outcomes in the AA, AS, and AAHS.

Measurable Outcomes: At least two external review activities will take place for each degree program; faculty will be satisfied or very satisfied that outcomes are being achieved.

Goal 6: Improve completion rate for DL courses
Addresses: WCC goal 2.1
Purpose: data show that the completion rate for online classes remains at about 57% annually. Initiatives in faculty development and student advising will be aimed at improving the successful completion of online courses.

Measurable Outcomes: an increase of at least 3% in successful completion of online courses over 2011-12.
Degree and Certificate Activity, 2011-12

Academic Affairs began a planned expansion of degree and certificate activity in 2011-12, completing program proposals for a CA in Agripharmatech, an AS in Veterinary Tech, and an AA in Hawaiian Studies. The two technical programs are the beginning of STEM program expansion as outlined in WCC's strategic plan 4.1 (increase the number of degree and certificate programs in STEM by one per year), 4.5 (increase STEM enrollments by 3%/yr.) and 4.8 (increase STEM graduates by 3%/yr.). The AAHS degree is associated with strategic plan 1.6 (increase the graduation rate of Native Hawaiians). Each of the new degrees and certificates has PLOs appropriate to the program and linked to the Gen Ed Learning Outcomes.

SLO, PLO, GLO and Assessment

All SLOs were assessed; assessments led to a variety of changes in both pedagogical techniques and curriculum. While assessments could also have led to budget requests, most outcomes indicated that changes should be made at no cost. An assessment of the GLOs indicated that they were both outmoded and unmeasurable; thus, the assessment led to a new set of four GLOs which were to also be the PLOs for the AA degree; an assessment was to be launched in fall, 2012 with assessments completed by spring, 2014.

PLO Assessment for the two certificate programs (agriculture and CAVETA) were not carried out pending a review of program outcomes and formulation of more effective assessment activities. CAVETA was in transition between directors, and the addition of the AS in Vet Tech starting fall, 2012, has prompted discussion on the most effective methods of combining CAVETA and AS assessment activities. Assessments will also be planned in 1012-13 for the CA in Agripharmatech and the AA in Hawaiian Studies.

Integrated Planning

The Academic Affairs Office participated in the College's Integrated Planning effort by proposing new facilities, equipment, and personnel through the Planning and Budget Council. All requests for immediate or longer term resources were evaluated by the PBC, which includes a number of Academic Affairs personnel. New resources are allocated in the context of total campus planning.

Department Planning

See Department Annual Reports. Department Goals and Action Plans included the following:

*Humanities*

Acquisition of the following equipment items for 2013:
- 100 kiln shelves
- 4 pottery wheels
- 2 power supply timers
4 electric pianos

Develop and institutionalize the HMI

Fill Needed Humanities positions in Drawing and Painting, Sculpture, Print Making, and a Gallery Assistant

Language Arts

Request funding for FT positions in English and Speech

Secure funding for furniture and equipment for the new LA building

Increase use of the writing and speech labs, including additional evening hours of staffing and more speech sections

Analyze and address the implications of the Composition (Engl 100) success rate and other data related to remedial and developmental courses

Increase dialogue and coordination with WCC’s feeder high and intermediate schools through a P-20 Alignment grant and other initiatives

Explore ways to support second-year language courses through a variety of delivery systems.

Natural Sciences

Build wall around BMGC

Convert Imiloa 123 to biology lab

Reconstruct Display Wall, HI 117

Purchase clickers

Purchase Electron Detector Apparatus

Replacement of Water Baths

Maintenance of Polynesian canoes

Purchase trailer for canoes

Establish BMGC student internships

Purchase FTIR

Institutionalize chem tutoring
Secure funds for full time physics/astronomy instructor

Social Science

Secure funding for FT anthropology and Psychology positions

Secure adequate budget for furnishings for new Social Sciences building

Develop a comprehensive departmental strategy to incorporate social science courses in the Knowledge Base Admission Requirements of the UH-M School of Social Work

Create and offer PACS 108

Math and Business

Continue to secure space needed to effectively teach ICS and BUS classes

Prepare to offer ACC 202 online

Prepare to offer ICS 113 using MS Access in an online course

Research and select teaching materials for BUS 122B

Complete work on updating certificates of competence in ABIT and Web Support

Investigate alternatives to ICS 50

Seek funding for additional tutoring and SI support for ACC 201 students

Interview lecturers for lecturer pool. Attempt to get more faculty on campus.

Full implementation of the redesign courses: Math 19, Math 28, Math 29

Continue to support SI in gatekeeper courses

Conduct a review of the redesigned courses

Review the Math 103 common final exam results

Develop a Math 135 common final exam

Secure funding for the following positions: ICS, Coordinator for Business, Developmental Math Instructor, SI student help

Secure funds for dedicated lab for business/CCE

Secure funds for periodic software replacement
Secure funds for e-struction CPS Pulse 28-clicker system

**Budget Implications for Office of AA**

The Academic Affairs Office will request funding for three positions, which have been requested in the last 3 PBC reviews:

A Webmaster/CC/Banner APT

A clerical staff person to support faculty and administer support for grants

A .5 APT to manage the Service Learning Program

In addition, the Office will request a $12,000 line item budget increase to cover the annual cost of service contracts.