

Kapi'olani Community College
Faculty Senate Action Request - 1617005

Did you request action from a union representative?	If YES, please contact your department or campus union representative.
Is this a personal matter?	If YES, please consider discussing the matter with your supervisor or union representative.
Have you filed a grievance/lawsuit over this matter?	If YES, please allow the grievance process to be completed before the matter is brought to Faculty Senate.
Timestamp in Google Doc:	9/16/2016 9:15:09
Submitted By:	Amy P. Yamashiro
UH User Name:	patz
Academic Unit:	Arts and Sciences/Math and Science
Did you request action from a department head or administrator?	No
Is this a departmental matter?	No
Is this a college wide matter?	Yes
Is this a system wide matter?	No
Does this matter align with the responsibilities of a Faculty Senate Committee? If YES, which one?	Assessment & SLOs
Does this matter align with the College's Strategic Plan? If YES, which one?	Not as the Strategic Plan is currently proposed. However, the Faculty Senate SLO Committee did submit in October 2015 wording regarding course and program assessment to be included in the Strategic Plan. That wording is not represented in the current draft of the Strategic Plan.
Does this matter align with the UH System Strategic Directions? If YES, which one?	No
Is there a relevant deadline for action by the Senate? If you answered YES, please indicate the deadline date:	
Please describe the action requested:	The departure of the Institutional Assessment Coordinator has created the need for a plan to keep the campus moving forward on the implementation of the Taskstream Assessment Management system and other assessment-related duties. We request that the Faculty Senate review and approve the following campus-wide plan to move ahead with the implementation of Taskstream and other assessment-related concerns.
Proposed Recommendation:	SEE pages 3-4 of this document
Other:	Thank you for considering our request.

Faculty Senate Use Only

Action Taken:	Date:
Outcome:	Date:

Please see the "Next Steps for Taskstream Implementation" document sent to Susan Inouye on 9/16/2016. Main points also summarized below.

This document is a proposal for a systematic plan to move SLO assessment data management and reporting in Taskstream forward until such time as the Institutional Assessment Coordinator position is filled.

The plan consists of five essential tasks:

Task 1: Appoint, support, and charge an interim Taskstream administrator

- The Taskstream administrator username, password, and duties should be passed to a member of the Taskstream Implementation Group (TIG) who has some experience navigating the Taskstream system or to the Chair of the Faculty Senate SLO Assessment Committee
- The interim Taskstream administrator, if a teaching faculty member, should receive six credits of teaching equivalency; otherwise the administrator should receive a stipend
- The interim Taskstream administrator's general charge should be to manage the Taskstream system, specifically including
 - liaising with Taskstream representatives,
 - creating and affiliating faculty and other user accounts,
 - assisting assessment coaches with Taskstream training on campus,
 - assisting with the completion of fall 2016 and spring 2017 Taskstream implementation goals (see fall and spring campaigns, below)
 - working with assessment coaches, the SLO Assessment Committee, and administration in establishing functional course to program to institutional outcomes maps
 - working with assessment coaches, program coordinators, department chairs, and administrators on identifying the Taskstream reports needed in order to provide faculty and administrators with information similar to that provided by CAPs, CLRs, and LASRs, and
 - working with assessment coaches, administrators, the accreditation liaison officer, and the accreditation self evaluation chair on identifying the Taskstream reports needed in order to complete the College's 2018 self evaluation

Task 2: Train faculty in the use of Taskstream for assessment reporting

- A twice weekly schedule for campuswide training of faculty in the use of Taskstream for assessment reporting should be set (eg, "Taskstream Tuesday / Thursday")
- Taskstream training should be conducted by the assessment coaches with the assistance of the Taskstream administrator
- The goal of the fall 2016 training campaign should be to complete the Standing Requirements area of each course and each program workspace
- The goal of the spring 2017 training campaign should be to complete the appropriate Assessment Cycle areas of each course and each program workspace (largely by transferring current CAP information [in the case of courses] and current assessment plan information [in the case of programs] into the appropriate yearly cycles).

Task 3: Charge, train, and support the Faculty Senate SLO Assessment Committee

- The Committee should be charged with assisting faculty in getting their Taskstream course and program workspaces up to date (ie, fall and spring campaign goals)
- Committee members should be trained in the use of Taskstream for assessment reporting
- Committee members should be charged with working with faculty in their respective departments / units

Task 4: Determine the role (if any) of the Learning Achievement Tools (LAT) platform

- Abandon the use of the Taskstream LAT platform at KCC
- Request that Taskstream apply the cost of any unused licenses to an extended contract for the Taskstream Accountability Management System (AMS) platform or to the purchase of Taskstream's Aqua product for course and program level assessment

Task 5: Decide on a common protocol for course competencies to program learning outcomes to institutional learning outcomes mapping that will be used in all course workspaces (to replace functionality present in Curriculum Central but absent in Quali SCM; See faculty Senate Resolution 020120164 and the Chancellor's response)

- Determine whether the mapping of course competencies to program outcomes to institutional outcomes will produce an acceptable report of these mappings at the course and program level or if mapping needs to be formalized in a matrix a la the Activity to Course Outcome Matrix or the Course to Program Matrix
- If a matrix is required, add that functionality to the Standing Requirements area and include completion of the matrix in the fall 2016 campaign

We believe that the adoption and implementation of this plan will put the College on a clear path to establishing the Taskstream AMS as a useful assessment data management system.