Kapiʻolani Community College
Faculty Senate Action Request - #1516004

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:	11/12/2015 12:10:13
Submitted By:	Dawne Bost
UH User Name:	dbost
Academic Unit:	Taskstream Implementation Group
Did you request action from a department head or administrator?	
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?	Complete two documented cycles of development for all certificate and degree programs, for assessment, evaluation, and improvement of student learning outcomes (Performance Measure B7) Develop effective mechanism to ensure compliance with accreditation recommendation (D10B)
Does this matter align with the UH System Strategic Directions? If YES, which one?	HPMS Action Strategy 1: Employ best practices in management, administration and operations
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 Taskstream Implementation Group requests a review and recommendation regarding activation of the Taskstream system's "Review" feature for instructional courses and programs. Taskstream's Review feature has multiple uses that address the completion of the different stages of the assessment cycle and the data entered into the Taskstream system. The Review feature can be enabled to allow a simple "complete/not complete" check-off system, or it can be enabled to allow more detailed feedback regarding the assessment work submitted.The Review function can also be used as a mechanism for a Taskstream user to request feedback and support from faculty members who have been trained in assessment best practices, such as the Assessment Coaches or Assessment Coordinator. Additionally, the Review feature allows for identification of areas of the college that have not yet started work in Taskstream, are in progress of developing Taskstream records or have completed all required entries. Review allows for more detailed reporting on

	the status of each area than reports offered by other aspects of the Taskstream system, thus providing additional means to move the assessment process forward as efficiently as possible. The Department Chairs, the Assessment Coaches, and the Assessment Coordinator have access to these same functions under the current LASR, CLR, and CAP documents. Coaches and the Assessment Coordinator provide input on the assessment and form-completion process when asked to do so by faculty, course/program/discipline coordinators, or Chairs. Implementation of Taskstream's Review feature will provide them with an easily-accessible electronic version of these functions that otherwise is not fully or readily available through other Taskstream tools. Although the use of Taskstream's Review feature for Chair review of assessment document submissions and Assessment Coach and Coordinator support is not a change in process, it will expand upon the current levels of formal documentation. Similarly, when using the Review feature, the detail provided regarding the progress made in developing assessment materials for submission presents a greater degree of information about the developmental stages of assessment reporting than is currently generally available. Additionally, enabling the Review function potentially gives the reviewer a role in overseeing the assessment process of other faculty members if the reviewer has the authority to request revisions on an incomplete or incorrectly completed assessment. Thus, the Taskstream Implementation Group submits this request for the Faculty Senate to consider and make a recommendation regarding the activation of the Review feature for both instructional course and program assessment. To aid in the consideration of this request the Taskstream Implementation Group will provide a demonstration of the Review function and a list of benefits and challenges associated with activation of the feature. Activation of the review feature does not incur any additional costs to the College, since it is included in the cost of using the Taskstream system. A recommendation regarding this request is necessary by May 2016 since full implementation of Taskstream begins in Fall 2016.
Proposed Recommendation:	NA
Other:	