



UNIVERSITY of HAWAII®  
**KAPI'OLANI**  
COMMUNITY COLLEGE

memorandum

November 14, 2016

To: Susan Inouye, Chair, Faculty Senate

Subject: Response to Faculty Senate Resolution 09022016-5: Taskstream  
Implementation Plan

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The Faculty Senate Resolution documents the approval of the SLO Committee's Taskstream implementation plan in light of the vacant institutional assessment coordinator position.

It is my understanding that Title III will no longer fund the institutional assessment coordinator position. Rather, the responsibilities of that position related to assessment of academic programs will be delegated and shared by the current assessment coaches. The responsibilities related to the implementation and support of Taskstream will be carried out as outlined in the plan submitted with the resolution and attached here.

By way of this memo, I am asking Interim VCAA Susan Kazama to allocate funds to support six non-instructional teaching equivalencies in Spring 2017, and beyond, as needed, to fund an interim Taskstream administrator to support the users of Taskstream. Per the plan approved by the Faculty Senate, the interim Taskstream administrator should be selected from among the members of the Taskstream Implementation Group.

A handwritten signature in black ink, appearing to read 'Louise Pagotto', written over a horizontal line.

Louise Pagotto  
Interim Chancellor

C: Susan Kazama, Interim VCAA

## **Attachment 1. Responsibilities of the Interim Taskstream Administrator**

### **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