

Student Life



2019

ANNUAL REPORT OF PROGRAM DATA



UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE

At a minimum, each program or unit Annual Program Review Update shall include measures described in [UHCCP 5.202](#). Additional measures may also be used for program or unit assessment.

1. Program Description

Program or Unit Mission Statement

Kauai Community College Student Life fosters a collegiate community by integrating academic, cultural and recreational life. The Student Life Center is a comfortable and inclusive environment, connecting students, the campus community and our many guests by providing opportunities for engagement through programs and services.

Part I. Program Description

Date of Last Comprehensive Review	2016
Date Website Last Reviewed/Updated	8/1/2019
Target Student Population	New, Continuing, Transfer, Unclassified, Returning and anyone seeking an education
External Factor(s) that Affected the Program or Unit	Programs and courses offered at the college determines enrollment

2. Analysis of the Program

Strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the Quantitative Indicators. CTE programs must include an analysis of Perkins Core indicators for which the program did not meet the performance level. Include Significant Program Actions (new certificates, stop outs, gain/loss of positions, results of prior year's action plan).

Include the Annual Review of Program Data (ARPD; all [Instructional programs](#) and [Academic Support](#) programs - Library, Technology Resources, Testing Center, Tutoring, and Financial Aid), program-developed metrics (Institutional Effectiveness programs, Office of Continuing Education and Training, campus committees), or metrics required by [UHCCP 5.202](#) that are not

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provided as ARPD ([Administrative Service](#) programs and some Student Support [programs](#)) under review in table format below (EP 5.202 and UHCCP 5.202).

The Overall Program Health is Cautionary

Describe and discuss demand, efficiency, effectiveness, and overall health categories. What has been the trend over the past three years in each of these categories? What factors (internal or external) may have contributed to the program or unit health categories? For Career and Technical Education (CTE) programs, provide a discussion on any unmet Perkins Core Indicator that includes contributing factors (UHCCP 5.202).

Based on this analysis, what are the program's strengths and areas to improve regarding demand, efficiency, and effectiveness?

Describe any significant program actions that occurred in the prior year (e.g., new certificate(s), stop outs, gain/loss of position(s), reduction in funding, new or completed grant(s), etc.).

Career and Technical (CTE) programs should provide an analysis for any unmet Perkins Core Indicators.

DEMAND	17/18	18/19	19/20	20/21	
# of Student Activities Planned *	25	25			Healthy >= 20 Cautionary <= 15 Unhealthy <= 10
# of Active Clubs	9	11			Healthy >= 10 Cautionary <= 8 Unhealthy <= 6
# of Student Government Members*	10	9			Healthy >= 12 Cautionary <= 9 Unhealthy <= 6
# of Student Life Center Reservations Requested, Processed and Completed	F17 - 39 S18 - 22 61	F18- 40 S19 - 28 68			
# of Internal Proposals Processed and Completed	113	111			
# of Student Activities Processed	22	24			
# of Visits to Student Life Website	87	155			

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EFFICIENCY	17/18	18/19	19/20	20/21	
% of filled Student Government Positions#	43% (10/23)	39% (9/23)			Healthy >= 12 Cautionary <= 9 Unhealthy <= 6
% of filled Student Activities Council Positions*	69% (9/13)	46% (6/13)			Healthy >= 8 Cautionary <= 6 Unhealthy <= 4
% of UH Meetings attended by KCC Caucus Members	78% (7/9)	90% (9/10)			
% of Student Activities Completed* 22/25	88% (22/25)	96% (24/25)			Healthy >= 20 Cautionary <= 15 Unhealthy <= 10
% of Event Participation Goals met *					Healthy >= Cautionary <= Unhealthy <=
EFFECTIVENESS	17/18	18/19	19/20	20/21	
Student Government Survey (ex. Able to use Robert's Rules of Order; able to complete an internal proposal)					
Student Life Facilities Survey					
Survey on Activities (ex. Did the activity meet your expectations?)					
CSSEE Student Organization Score*					Healthy >= Cautionary <= Unhealthy <=
How often have you used Student Organizations the current academic year (CESSE 2018 Q12.1)**		0.52 (National is 0.53)			
How satisfied are you with the Student Organization services? (CESSE 2018 Q 12.2)***		1.18 (National is 1.22)			
How important are the Student Organization Services to you at this college? (CESSE 2018 Q 12.3)****		2.02 (National is 1.90)			

* Metrics used in Health Call Rubric

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** Never = 0, 1 = 1 time, 2=2-4 times, 3 = 5+ times

*** 0 = not at all, 1 = somewhat, 2 = very

**** 1 = not at all, 2 = somewhat, 3 = very

Even with a change in leadership at the administration and student levels, demand for student life remained relatively consistent from last year. There was an increase in the number of visits to the student life website, club participation and more requests for the usage of the facilities. Unfortunately, some metrics were unable to be calculated, like percent of participation goals met, because data were not collected. Number of positions in student activities and government decreased, yet participation in UH meetings by Caucus increased. This decline is likely the result of not meeting grades, taking on multiple campus roles, and demand by the institution to provide student perspectives on committees. Another reason may be the reduced accessibility of Student Life Administration. There were temporary positions that were re-assigned on a part-time basis for ASUH-KCC Student Government and Student Activities Council. The lack of daily mentoring resulted. Effectiveness was not well documented because service learning outcome surveys were not administered. CESSE 2018 finding indicate that students at the College used and were less satisfied with student organizations when compared to other small schools, but the importance of these was greater when compared to small schools. This indicates the need to have stronger, more consistent leadership in Student Organizations.

Strengths of Student Life include the follow through and completion of student activities. Leaders consistently used a standardized event planner guide that thoroughly explains the logistical and requisition process.

Student Life facilities and space are adequate and provide better services when compared to other community colleges in the system. This is a testament to the value of Student Life at the College. Weaknesses include a need to better advertise through more campus pole banners, website improvement and brochures as to how student life can benefit students. Students tend to take on too much too soon and end up failing or resigning from positions. With the untimely change in board participation January 2019, significant changes could not occur, nor could accurate assessment take place as both new advisors and student leaders requested time to acclimate to new responsibilities and positions.

3. Program Student Learning Outcomes

- a) List of the Program Student Learning Outcomes
- b) Program Student Learning Outcomes that have been assessed in the year of the Annual Review of Program Data.
- c) Assessment Results
- d) Changes that have been made as a result of the assessments.

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Report on PSLO assessment for the prior year.

1. List of the PSLOs.
2. Indicate PLSOs that were assessed in the year of this APRU.
3. Assessment findings.
4. Changes that have been made as a result of the assessment findings.
5. Next planned assessment date.

PSLO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
Student Government members learned to apply Parliamentary Procedures using Robert's Rules of Order	No	No workshop was offered in Spring 2019, however instruction and application of program was demonstrated at every official meeting. Standardized usage of Robert's Rules of Order is done at every official meeting. (100% of members use Robert's Rules of Order)	Practical application of Robert's Rules used at every official meeting. A table was developed to help students understand and apply different rules. Offer workshop in Spring 2020	2019-2020

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PSLO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
Basic knowledge of presenting proposals and funding procedures	No	No workshop was offered in Spring 2019, however instruction and application of program was demonstrated at every official meeting. Standardized usage of Robert's Rules of Order is done at every official meeting. (100% of members use Robert's Rules of Order)	Students use workshop guidelines to prepare and present proposals Offer workshop in 2020	2019-2020
Ability to identify and complete steps to deliver an activity or function	No	No workshop was offered in Spring 2019, However usage of standardized Event Planner Checklist is used at every student activities meeting (100% of members use the Event Planner Checklist)	Event Planner Checklist used for planning of every activity Offer workshop in 2020	2019-2020

PSLO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
Demonstrate ability to supervise a facility with professionalism	No	100% of Employees and Volunteers completed a facilities training in September 2019	Event Planner Checklist used for planning of every activity Use a morning and afternoon Facilities Checklist; implement survey to visitors assessing professionalism of student assistants	2019-2020
Apply basic customer service skills	No	No Training was conducted	Survey will be given to visitors to assess customer service and identify areas for improvement	2019-2020

4. Action Plan

Include how the actions within the plan support the college's mission. In addition to the overall action plan for the program, include specific action plans for any Perkins Core Indicator for which the program did not meet the performance level.

Action Plan	Anticipated Outcome	Actual Outcome
Replace 14 old RICO club boards located at the Learning Resource Center.	Purchase of 14 new cork boards will help to showcase student organizations and market student life.	14 cork boards replaced.
Installation of new pole banners around campus.	Worked with Marketing and Outreach Department to install	10 pole banners installed around campus with an

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Action Plan	Anticipated Outcome	Actual Outcome
	10 pole banners around campus to advertise Student Life programs such as Student Government and Student Activities.	additional 10 to be purchased in Fall 2019.
Update Student Life Website	Accurate and updated information for five sections of student life.	New Student Life icon placed on Kauai CC home page. 3 of 5 areas updated.
Recruitment of Student Leaders	New Student Orientation, Club Day, campus flyers	2 potential members have expressed interest.

List any additional significant actions that impacted your program (e.g., new certificate, loss or gain of faculty or staff, stop outs, etc.).

Student Life Coordinator reassigned to Lead Counselor position which resulted in change of job duties and responsibilities. Faculty members re-assigned overload to serve as temporary advisors for ASUH-KCC Student Government, Student Activities Council, registered independent clubs, UH Caucus and facilities managers of the Student Life Center in Fall 2018.

Impact of the program were affected by unanticipated changes in student leadership within the executive and senate board of ASUH-KCC Student Government and the Student Activities Council in January 2019. This resulted in having to retrain all levels of the program from the advisors to student leadership.

Analysis of Alignment with CPR

List the goals that were identified to be initiated, continued, or completed during this APRU cycle, in your last CPR, and if they were achieved. Be sure to include the benchmark, desired outcome, actual outcome, and unit of measure. If you completed your last CPR prior to 2018, please refer to * in this section.

Goal/Strategic Goal or Priority**	Achieved (Y or N)?	Benchmark	Desired Outcome	Actual Outcome	Unit of Measure
See Table Below	See Table Below	See Table Below	See Table Below	See Table Below	See Table Below

**All Strategic Goals and Priorities are Aligned to the College Mission.

Describe any impacts these goals had on your health indicator(s).

Click or tap here to enter text.

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*Based on findings in Parts I – IV, develop an action plan for your program or unit from now until your next CPR date. This should include goals that align with the College Mission, measurable outcomes, benchmarks, and alignment to the College’s Strategic Priorities, and/or Strategic Goals. Be sure to focus on weaknesses identified in ARPD data, PSLO outcomes, results of survey data, and other data used to assess your unit or program. This plan should guide your program and subsequent APRUs, but may be amended based on new initiatives, updated data, or unforeseen external factors.

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
Increase Participation in Student Life activities	1, 5 (Program Review - Institutional Effectiveness) Strategic priorities)	_____ % % of students that participated in an offering in 18/19	_____ % participation in student life activities	# Students in that participated in a Student Life Activity/total enrollment	3, 4, 5
Grow student government membership to capacity	1, 16	N = 9 students in 18/19	N = 23	Number of members on Student Gvt	3, 4, 5
Grow Student Activities Council	1, 16	N = 6 students in 18/19	N = 13	Number of members on Student Activities Council	3, 4, 5
Increase collaboration with active student clubs to improve activities and lessen the burden for both clubs and student life	1	N=9 Number of active clubs in 18/19	Increase number of active clubs (model collaboration opportunities with Student Life)	Number of active clubs % of collaborative events	3, 4, 5

5. Resource Implications

Resource Request(s) for next year (from CPR Plan for your program or unit, or one(s) developed in Part V above if CPR was completed prior to 2018).

I am NOT requiring resources for my program/unit.

5. Resource Implications

Resource Request(s) for next year (from CPR Plan for your program or unit, or one(s) developed in Part V above if CPR was completed prior to 2018).

Program Goal	Click or tap here to enter text.
Resource Requested*	Click or tap here to enter text.
Cost and Vendor	Click or tap here to enter text.
Annual Recurring Cost	Click or tap here to enter text.
Useful Life of Resource	Click or tap here to enter text.
Person(s) Responsible and Collaborators	Click or tap here to enter text.
Timeline	Click or tap here to enter text.

***An approved ITAC Request Form must be attached for all technology requests**