COMPREHENSIVE PROGRAM REVIEW 2022

UNIVERSITY of HAWAI'I
KAUA'I COMMUNITY COLLEGE

Library

Kaua`i Community College
Five Year Comprehensive Program Review (CPR)

At a minimum, each program or unit CPR shall include measures described in UHCCP 5.202. Additional measures may also be used for program or unit assessment.

Program Name Library

Assessment Period: 2017-2022

Program or Unit Mission Statement (UHCCP 5.202)

The library provides an intellectually stimulating environment for the college community by providing a variety of resources and services that promote development of critical thinking and information literacy skills.

College Mission Statement (UHCCP 5.202)

Kauaʻi Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.

Part I. Executive Summary of Program Status

Summary of previous CPR and/or Annual Program Review (APRU) recommendations by Cabinet, College Council, the Division/Unit Chair, Advisory Board, or other reviewing entity.

Describe program or unit changes made as a result of these recommendations.

Part II. Program Description (UHCCP 5.202)

Number of Faculty and Staff	Faculty (FT): 1
	Faculty (Lecturers): 0
	Staff: 1
Date Website Last Reviewed/Updated	11/08/2022
Brief History of Program	Keeping in step with Kauaʻi Community College's open access policy the library has continued to provide resources and services that support the curriculum and offer life-long learning opportunities to the community at large. Housed in the two-story Learning Resource Center (LRC), the library is one of several support services (formerly Academic Support) that became part of Student Affairs in January 2017 due to reorganization. Four librarians and one civil service personnel made up the library staff until December 2021, when staff was reduced to one full time librarian. An additional APT position was added in November 2022 to replace the one civil service personnel. The library provides primary public services such as circulation, reference, and library instruction to their clientele. Library services are provided five days a week during the semester with hours of 8am - 6pm from Monday through Thursday, and 8 am - 4:00 pm on Friday. Summer and semester break hours are shortened during those times. At the heart of the resources that the staff uses to guide students and faculty in their research and study include the print book collection that numbers around 54,000+ volumes and electronic books via ProQuest Ebook Central (formerly Ebrary) and EBSCO. In addition to the library's collection is accessibility to some four million volumes within the University of Hawaiʻi Library System via intra-system loan (ISL). Complementing the availability of electronic books are various subscriptions to full-text electronic databases for journals and periodicals that support various curricula and programs. Examples include Ebsco, our primary multidisciplinary database, that currently contains over 20,000 journal titles, ScienceDirect that offers over 2000 journal titles and JSTOR that provides access to more than 12 million journal articles, books, images, and primary sources in 75 disciplines. Other major databases include CQ Researcher and Opposing Viewpoints. Streaming video is accessible via a subscription to Films on Demand and feature length films are available to faculty via Kanopy and Swank Digital Campus. All e-resources, including books and full-text databases, are accessible via the internet 24/7 service to students regardless of physical location. Distance education students are also equally supported by the library staff with provision of reference assistance, library instruction and new student orientations.

For Non-Instructional Programs ONLY

Community Partnerships, Advisory Committees, etc.	Library Advisory Committee Kikuchi Collection Advisory Group

Part III. Analysis of Quantitative Indicators

Include the five years of 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 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 _____.

Describe and discuss demand, efficiency, effectiveness, and overall health categories. For example, what trends have emerged over the past five years? 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 (UHCCP 5.202)?

Part IV. Assessment Data (EP 5.202)

Assessment Results for Program Student Learning Outcomes (PSLOs; see ACCJC Standard I.B.2).

Develop a schedule for PSLO assessment over the next five years so that within the review period, all PSLOs will have been assessed (UHCCP 5.202).

> All PSLOs are assessed in each semester by a quiz taken by students that have received information literacy instruction from the instructional librarian.

1. List of the PSLOs, last date assessed, and next date to be assessed.

   PSLO 1 – Students will be able to access needed information (Q1-Q3 avg)
   PSLO 2 – Students will evaluate information and its sources critically (Q4)
   PSLO 3 – Students will be able to acknowledge sources (Q5)

   Benchmark of 70% for each PSLO

2. Assessment findings.

Fa2018	Sp2019	Fa2019	Sp2020	Fa2020	Sp2021	Fa2021	Sp2022
Q1: 94%	Q1: 93%	Q1: 85%	Data not gathered due to Covid-19	Q1: 95%	Q1: 89%	Q1: 100%	Q1: 100%
Q2: 96%	Q2: 100%	Q2: 92%		Q2: 87%	Q2: 78%	Q2: 100%	Q2: 100%
Q3: 98%	Q3: 93%	Q3: 88%		Q3: 90%	Q3: 81%	Q3: 88%	Q3: 94%
Q1-Q3 avg: 96%	Q1-Q3 avg: 95%	Q1-Q3 avg: 88%		Q1-Q3 avg: 91%	Q1-Q3 avg: 83%	Q1-Q3 avg: 96%	Q1-Q3 avg: 98%
Q4: 100%	Q4: 98%	Q4: 92%		Q4: 100%	Q4: 85%	Q4: 76%	Q4: 100%
Q5: 99%	Q5: 93%	Q5: 98%		Q5: 100%	Q5: 81%	Q5: 100%	Q5: 100%

3. Changes that have been made as a result of the assessment findings.

   In Spring 2020, most courses moved online. Instructional methods were adapted to an online environment.

Part V. Curriculum Revision and Review

(N/A for this non-instructional program)

Part VI. Survey Results

CESSE 2022

How often have you used the following services during the current academic year?		
Library resources and services	Never	18
	1 time	8
	2-4 times	24
	5 or more times	16

How satisfied are you with the services?		
Library resources and services	Not at all	0
	Somewhat	16
	Very	31
	n.a.	0

How important are the services to you at this college?		
Library resources and services	Not at all	3
	Somewhat	20
	Very	42

Library Survey results from 2017-2020.

Surveys not given due to Covid-19 in 2020 & 2021.

#	Effectiveness Indicators	2017-18	2018-19	2019-20
11-1	Common Student Learning Outcome: Student will be able to evaluate information and its sources critically	70%	99%	92%
11-2	SLO: Student will be able to access needed information	72%	95%	88%
11-3	SLO: Student will be able to acknowledge needs	91%	95%	98%
12-1	I usually find enough books to meet my course needs	96%	na	na
12-2	I get enough articles from the library databases to meet my class needs	92%	na	na

#	Effectiveness Indicators	2017-18	2018-19	2019-20
12-3	The library staff guide me to resources I can use	98%	92%	92%
12-4	The library's instruction sessions have increased my ability to do research and use library resources	100%	90%	91%
12-5	The library website is useful	917	92%	-
12-6	I feel comfortable being in the library	94%	90%	88%
12-7	The computer resources in the library contribute to my success at the College	91%	90%	-

Demand Indicators

Student and Faculty Information	2018	2019	2020	2021	2022
Annual Unduplicated Fall Student Headcount	1241	1329	1351	1155	1308
Annual Fall FTE Student	724	681	715	584	574

Library Demand

	2017/18	2018/19	2019/20	2020/21	2021/22
Number of informational and reference questions per student and faculty FTE	510	299	222 (F19) 25 (S20)	112	Not available
Number of Students Attending presentation sessions per student FTE	.70	1.2	.71	.53	Not available
Number of circulations, electronic books used, full-text journal articles downloaded per student and faculty FTE	33	24	18	16	Not available

Scoring Rubric for Quantitative Indicators

Area	Benchmark	Scoring
DEMAND **Monitoring the capacity and need for the unit** *Number of students attending Presentation sessions per student FTE (4)*	2 = 0.7 or more; 1 = 0.6 to 0.69; 0 = Less than 0.6	
Number of circulations, electronic books used, full-text journal articles downloaded per student and faculty FTE (5)	2 = 24 or more; 1 = 20 to 23; 0 = 19 or less	2 = Healthy 1 = Progressing 0 = Needs Attention
Number of hits on library homepage per student and faculty FTE (6)	2 = 30 or more; 1 = 25 to 29; 0 = Less than 25	
EFFECTIVENESS **Monitoring the quality of products produced by the unit** *Student Learning Outcomes (Met Outcome) (11)*	2 = 70% or more; 1 = 60% to 69%; 0 = Less than 60%	2 = Healthy 1 = Progressing 0 = Needs Attention
Student Satisfaction (Agree or better) (12)	2 = 85% or more; 1 = 70% to 84%; 0 = Less than 70%	

Part VII. Financials

Provide your program or unit's budget for each year of this review.

Fiscal Year	Budget
FY2022	$40,000
FY2021	$37,400

FY2020	**$92,740**
FY2019	**$67,141**
FY2018	**n/a**

Describe any changes that have occurred regarding services, functions, personnel, facilities, or stakeholders served.

As a result of budget cuts, many services were curtailed including no addition of any new books to the library collection for FY2021 & FY2022. Some academic electronic resources were removed. The Xerox machine in the library was removed. Student workers have switched to being funded by Title III grants or Federal Work Study (FWS). As of this writing, all library student workers are paid entirely through FWS or Title III grants.

Provide the program or unit's current resources.

Category	Current Resource(s)	What is needed?	Justification
PERSONNEL			
Positions (Faculty)	1	1. general reference/instructional /cataloging faculty librarian with skills on instructional design for asynchronous courses & cataloging new library resources 2. Hawaiian Studies specialist librarian	Since December 2021, the library has been operated by one faculty librarian. This is not sustainable.
Positions (Staff)	1		

Part VIII. Results of Prior Year Action Plans (UHCCP 5.202)

Action Plan	Anticipated Outcome	Actual Outcome
Action 1/Lower the benchmark for demand indicator #4 (Number of students attending presentation sessions per student FTE): Action 2/Evaluate any correlation between the number off fully online classes (46%) with student traffic in library in spring 2022 Action 3/Further reallocation of library resources Action 4/Evaluate and assess the downturn in print circulation and e-resource downloads: Action 5/Replacement of Library Assistant IV position that will be soon vacated with Regina Ikehara's retirement (Submitted justification for this position to Calvin Shirai to be considered for submission for President Lassner's approval): Action 6/Reopen the Librarian position that was swept away in 2020 after retirement of Anne McKenna (Need to submit justification for position) Action 7/Refill the Technical Services Librarian position with the impending retirement of Diane Johnson (Need to	Items 1-4: Not involved in development of action plan items so unable & unsure how to measure these plans Item 5: Replaced civil service position with APT position Items 6-8: Will ask for positions mentioned earlier in this document	Items 1-4: Not involved in development of action plan items so unable & unsure how to measure these plans Item 5: Replaced civil service position with APT position Items 6-8: Fill positions mentioned earlier in this document

submit justification for position): Action 8/Refill the Head Librarian position with the impending retirement of Bob Kajiwara (Need to submit justification for position):		

Part IX. Analysis of Program

Based on findings in Parts I – VIII, develop a five-year action plan for your program or unit. 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, financial needs (with timelines), 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
Upgrade library equipment and space to be a 20th century learning environment	UH Imperative One: Successful Students for a Better Future, Goals 1 - 3	Library space is upgraded and at least 3 distance learning areas are developed	Student survey results(at least .8 on Likert scale) and student attendance.	Student attendance remains flat or increased (due to COVID)	2022 - 2024
Archive the Kikuchi Collection	UH Imperative Three: Embrace Kuleana to Hawaiians and Hawai`i	Create an archival system for the collection and develop a space	Space for the Kikichi collection is completed and collection is available	Number of students and interns involved in the archiving process and, at completion, number of visits to the collection	2022-2026

| Hawaiiana materials added | UH Imperative Three: Embrace Kuleana to Hawaiians and Hawai`i | Fulfill Kukulu grant objective | Increase in availability of materials | Number of uses | 2022-2026 |
| Increased support for asynchronous courses | UH Imperative One: Successful Students for a Better Future, Goals 1 - 3 | Instructional modules created | Increase in the number of asynchronous courses served | Number of asynchronous served | 2022-2027 |

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

Part X. Resource Request(s) for next year (Year 1 of the 5-year Plan for your unit or program).

x I am NOT requesting additional resources for my program/unit.

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