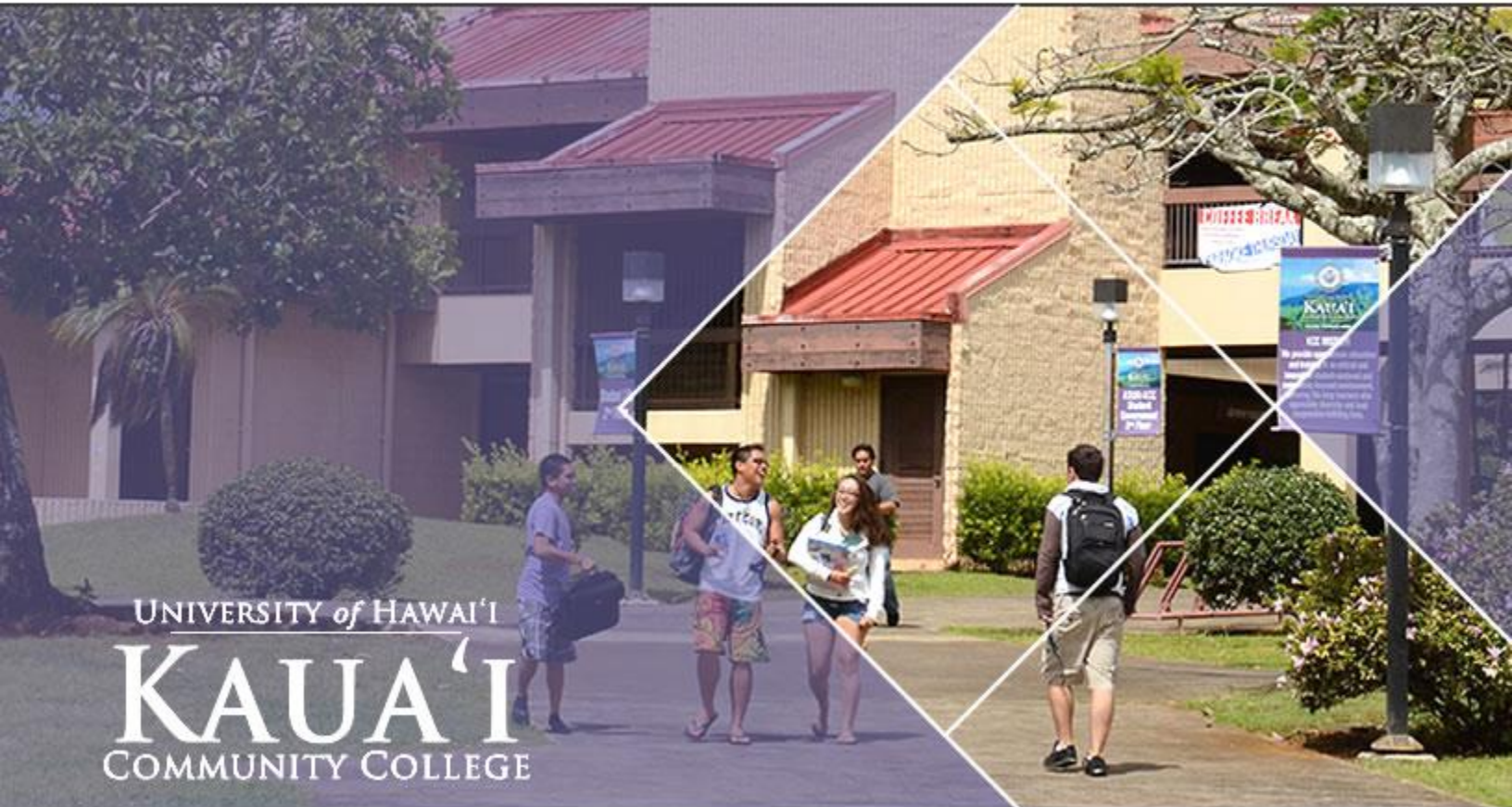


# ANNUAL REPORT OF PROGRAM DATA 2023



Student Life

## 1. Program or Unit Description

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### Program or Unit Mission or Purpose Statement

Kauai Community College Student Life fosters a collegiate community through education, empowerment, and engagement of students.

- Educating students about the campus and the University of Hawai'i at a systemic level.
- Empowering students to have a voice at all levels that require student input.
- Engaging students with activities that enhance the overall college experience.

### Target student or service population

New, Continuing, Transfer, Unclassified, Returning students

## 2. Analysis of the Program/Unit

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Discuss the Program's or Unit's strengths and areas to improve in terms of Demand, Efficiency, and Effectiveness based on an analysis of the program's Quantitative Indicators or comparable unit-developed measures or program-developed metrics. Include a discussion of relevant historical-trend data on key measures (i.e., last three years).

Discuss significant program or unit actions (new certificate(s), stop outs, gain/loss of position(s), results of prior year's action plan, etc.). Include external factors affecting the program or unit.

Instructional programs must include ARPD health indicators with benchmarks to provide a quick view on the overall condition of the program; CTE programs must include an analysis of Perkins Core indicators for which the program did not meet the performance level.

[insert ARPD data table, if available; else, insert unit or program specific data used for review]

### DEMAND

Reflecting on academic year 22-23, demand for student activities and participation increased from prior years. As the campus moved into a post pandemic era, more hybrid courses gave students the option to physically come onto campus, which in turn spurred demand for student life. This demand helped increase student participation in all areas.

Gains were gradual in all programs, with Student Government increasing from nine to ten leaders. Registered Independent Student Organizations (RISO) groups saw a rebound from five to seven clubs. Facilities reservations for classroom and meeting spaces also increased with ninety-nine space requests, as compared to thirty-six in the prior year. More student activities and events were processed, with offerings from five to nineteen in 22-23.

At the system level, the virtual student leadership "Ho`opili Mau" Conference was moved back to its original mode, with over 100 leaders and advisors from community colleges and universities attending the "Ho`opili Hou" Conference at Kauai CC in February 2022.

With the influx of more students on campus, the Student Life Center also improved its resource offerings with upgraded computer systems, more versatile study spaces and providing free snacks and refreshments for students with limited funds and transportation. Emphasis was also placed on

improving and updating the Student Life website and creating YouTube “Student Life Happenings” episodes as a way to improve student outreach and communication.

Visits to the Student Life website decreased with unique page views of 934 in 2021, to 717 in the following year. An indication perhaps, that students were comfortable seeking information and services in person, rather than through on-line resources which was the norm during the Covid 19 pandemic.

DEMAND	21-22	22-23	23-24	24-25	25-26	26-27	HEALTH CALLS
Number of Student Activities Planned	5	20				CPR	Healthy $\geq 7$ Cautionary $\leq 5$ Unhealthy $\leq 3$
Number of Active Clubs	5	7				CPR	Healthy $\geq 8$ Cautionary $\leq 6$ Unhealthy $\leq 4$
Number of Student Government Members	9	10				CPR	Healthy $\geq 9$ Cautionary $\leq 7$ Unhealthy $\leq 5$
Number of Student Life Center Reservations Requested, Processed and Completed	36	99				CPR	N/A
Number of Student Activities Processed	5	19				CPR	N/A
Number of Visits to Student Life Website	934	717				CPR	N/A

## EFFICIENCY

The efficiency of Student Life programs improved in 22-23. The number of active positions in ASUH-KCC Student Government (SG) and Student Activities Board (SAB) gradually improved, with consistent recruitment campaigns at new student orientations, “Find Your Future” events, visitations to high school student activities, government boards and personal invitations.

Rubric health calls on the number of student government positions filled, was addressed through a general student referendum held in Spring 2021. With the affirmative votes, the total number of maximum student government positions were reduced from twenty-three to eleven senate seats.

The reduction in senate seats improved the health call for the total number of seats filled, from 56% to 81%, bringing the organization up to a healthy status. Student Activities Board membership remained at 69% in the number of seats filled, but still retained a healthy status.

Other actions to improve the efficiency of the program were completed through public relations and leadership training in parliamentary procedures and conflict management each semester to build a

strong stable foundation. In addition, workshop topics on self-care, stress and time management and leadership themes from the system level, were also incorporated. These workshops addressed the overall professional and mental needs of students, as student participation in multiple campus and statewide committees and workgroups increased.

Despite the movement from virtual to physical UH Caucus meetings, Kauai CC student delegates nonetheless attended all meetings in 22-23, with hosting taking place at various University of Hawai'i campuses.

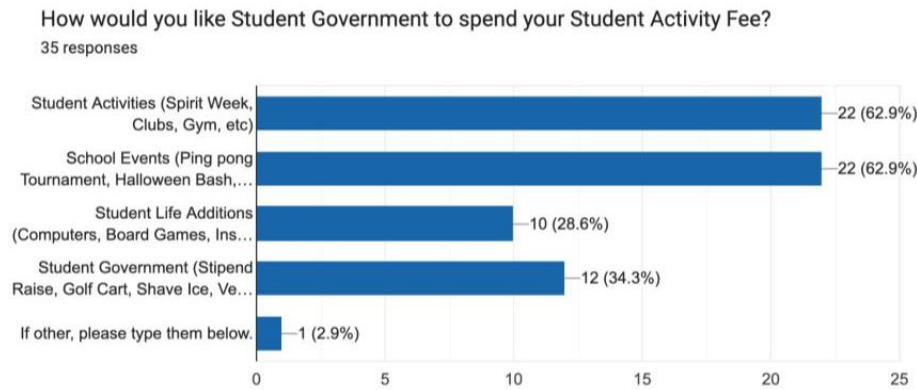
The number of Student Activities provided to the student body remained at a healthy 95% completion rate.

<b>EFFICIENCY</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>	<b>24-25</b>	<b>25-26</b>	<b>26-27</b>	<b>HEALTH CALLS</b>
Percent of filled Student Government Positions#	56% (9/16)	81% (9/11)				CPR	Healthy >= 9 Cautionary <= 7 Unhealthy <= 5
Percent of filled Student Activities Board Positions	69% (9/13)	69% (9/13)				CPR	Healthy >= 8 Cautionary <= 6 Unhealthy <= 4
Percent of UH Meetings attended by KCC Caucus Members	100% (9/9)	100% (9/9)				CPR	N/A
Percent of Student Activities Completed	100% (5/5)	95% (19/20)				CPR	Healthy >= 18 Cautionary <= 15 Unhealthy <= 10

## **EFFECTIVENESS**

A Student Life Survey containing eight questions was completed in October 2022 with a total of 35 unique respondents. While most of the questions centered around satisfaction of the Halloween Bash, other questions were included to focus on the offering of services and activities.

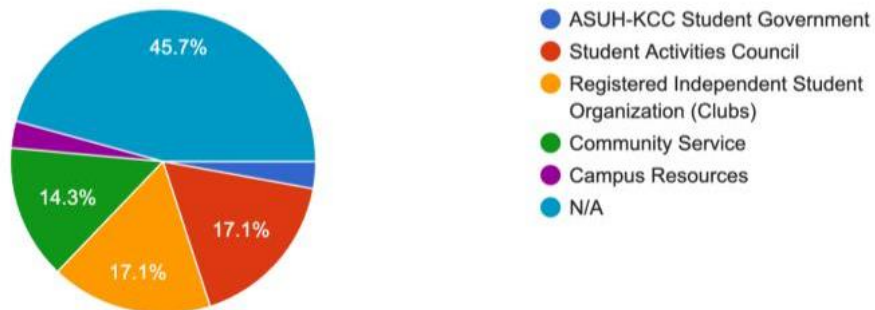
In regards to the usage of Student Activities Fees, 62.9% of respondents felt that more activities and events should be offered.



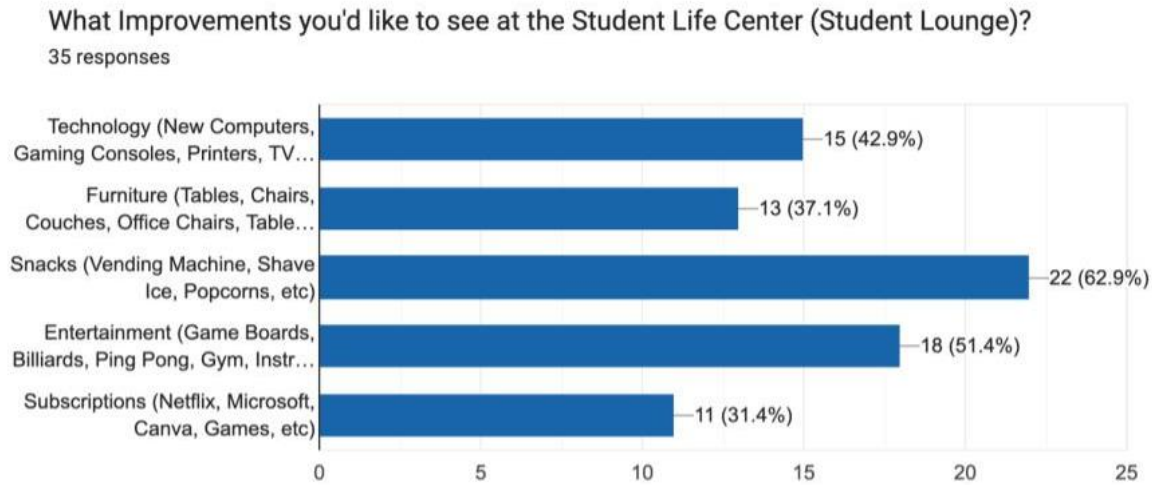
Approximately 45.7% of student respondents

expressed an interest in being involved with Student Government, while 17.1% would like to participate in Student Activities Council (Board) and Registered Independent Student Organizations (clubs).

Which of these would you like to be more involved with?  
 35 responses



The top improvement requests for the Student Life Center included the need to offer more refreshments or snacks at 62.9%, with entertainment (game board, billiards and ping pong, etc.) coming in at 51.4% and improvement of technology at 42.9%.



Effectiveness training was conducted in the summer and fall of 2022 to assist student leaders with customer service for the Student Life Center and parliamentary procedures, facilitative leadership and proper planning for events, procedures on requisition and Pcard forms for student life programs.

<b>EFFECTIVENESS</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>	<b>24-25</b>	<b>25-26</b>	<b>26-27</b>	<b>HEALTH CALLS</b>
Student Life Survey	Not Assessed	Fall 22					N/A
Survey on Activities	Not Assessed	Fall 22					N/A
Student Government Survey	Not Assessed	Not Assessed	Fall 23				N/A

### 3. Program Student Learning Outcomes or Unit/Service Outcomes

- List of the Program Student Learning Outcomes or Unit/Service Outcomes
- Program or Unit/Service Outcomes that have been assessed in the year of this Annual Review.
- Assessment Results.
- Changes that have been made as a result of the assessment results.

<b>PSLO</b>	<b>Date Last Assessed</b>	<b>Findings</b>	<b>Improvements Implemented</b>	<b>Next Assessment Date</b>

Student Government members learned to apply Parliamentary Procedures using Robert's Rules of Order.	Yes	Training session conducted on July 8, 2022 October 8, 2022.  Standardized usage of Robert's Rules of Order is demonstrated at official meetings.  100% passed post-test and continue to 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.  Procedures followed at all SG, SAB.  Offer training to RISO groups.	Fall 2023
Ability to identify and complete steps to deliver an activity or function.	Yes	Training session conducted in July 8, 2022 And October 8, 2022. 100% passed the post-test.	Procedures followed at all Student Government and Student Activities Council events.	Fall 2023
Basic knowledge of presenting proposal and funding procedures.	Yes	Training session conducted on July 8, 2022 and October 8 2022. 100% passed the post-test.	Procedures followed at all Student Government and Student Activities Council meetings.	Fall 2023
Demonstrate ability to supervise a facility with professionalism	Yes	Student Handbook training conducted in December 2022.	Guidelines used at Student Life Center.	Fall 2023
Apply basic customer service skills.	Yes	Student Handbook training December 2022.	Guidelines used at Student Life Center.	Fall 2023

#### 4. Action Plan

Based on findings in Parts 1-3, develop an action plan for your program or unit from now until your next Comprehensive Review date. Be sure to focus on areas to improve identified in ARPD data, student learning or unit/service outcomes, results of survey data, and other data used to assess your program or unit. This plan should guide your program/unit through to the next program/unit review cycle and must detail measurable outcomes, benchmarks and timelines. Include an analysis of progress in achieving planned improvements.



2023 Kaua'i Community College ARPD  
 Program: Student Life

\*The action plan may be amended based on new initiatives, updated data, or unforeseen external factors.

Eight Student Life goals were identified for the next five years. These include increasing Student Government and Student Activities Board membership; offering leadership training and development; increasing student club participation, improving technology at the Student Life Center; and conducting surveys to gauge, improve and address student needs and effectiveness.

<b>GOAL</b>	<b>2016-2022 KAUAI CC STRATEGIC GOALS</b>	<b>BENCH MARK</b>	<b>DESIRED OUTCOME</b>	<b>UNIT OF MEASURE</b>	<b>YEARS(S) IMPLEMENTED</b>
<b>GOAL #1 ASUH- KCC Student Government</b>  Grow Membership Capacity	10	N=9 students in 22-23	N = 11	Number of current members SG/maximu m board members	1, 2, 3, 4, 5
<b>GOAL #2 ASUH-KCC Student Government</b>  Leadership Training and Development	16	N=9 Students in 22-23	N=11	Number of students completed training/ currently enrolled members	1, 2, 3, 4, 5
<b>GOAL #3 ASUH-KCC Student Government</b>  Administer Effectiveness Survey	16	N=50 Surveyed in 22-23	N= 75	Number of students completed survey /Total enrollment	3, 4, 5
<b>GOAL #4 Student Activities Board</b>  Grow Student Activities Board	10	N=9 students in 22-23	N=13	Number of members on SAB/ maximum board members	1, 2, 3, 4, 5



<p><b>GOAL #5 Registered Independent Student Organizations</b></p> <p>Increase registration of RISO Groups</p>	10	N=07 Number of active clubs In 22-23	N=15	Number of registered active clubs/ Total number of clubs	1, 2, 3, 4, 5
<p><b>GOAL #6 Student Life Center</b></p> <p>Install Additional Computer Stations</p>	13	N=03 Number of computer stations in 22-23	N=08 Number of new computer stations installed	Total number of new computers stations installed	3, 4, 5
<p><b>GOAL #7 Student Life Center</b></p> <p>Install Charging Stations</p>	13	N=02 Number of available power outlets	N=08 Number of new charging stations	Total number of charging stations installed	3, 4, 5
<p><b>GOAL #8 Student Life Center</b></p> <p>Administer Student Life Survey to Assess Needs</p>	16	N=25 students surveyed	N=40 Number of students surveyed	Number of students completed survey /Total enrollment	2, 3, 4, 5

**GOAL #1 - ASUH-KCC Student Government - Grow Membership Capacity**

1. Action Plan/Steps:
  - a. Presentations at New Student Orientation every semester.
  - b. Welcome Back “E Komo Mai” and Club Day Event – Recruitment of new members.
  - c. Participate in activities targeting high school students. Ex. “Find Your Future”
  - d. Coordinate high school visits with student government and student activity boards.
2. Responsibility:
  - a. Student Government Members.

3. Results:
  - a. Recruited two high school students which resulted in the increase of Student Government leaders from 9 to 10 students.
4. Completion:
  - a. On-going until maximum capacity is reached.

**GOAL #2 - ASUH-KCC Student Government - Leadership Training and Development**

1. Action Plan/Steps:
  - a. Workshop training every semester.
  - b. Encourage opportunities to attend leadership conferences.
2. Responsibility:
  - a. Student Activities Coordinator.
3. Results:
  - a. Training workshops held in October 2022. Nine student leaders attended statewide Ho`opili Hou Student Leadership Conference in February 2023.
4. Completion:
  - a. Ongoing - scheduled each semester for new and current student leaders in Student Government and Student Activities Board.

**GOAL #3 - ASUH-KCC Student Government - Administer Effectiveness Survey**

1. Action Plan/Steps:
  - a. Finalize survey and create QR codes.
  - b. Introduce surveys at student life events and activities.
  - c. Present findings at student government and student activity board meetings.
2. Responsibility:
  - a. Student Life Office.
3. Results:
  - a. Survey disseminated in Fall 2023 with 43 respondents.
  - b. Results are being reviewed and will be shared in the next APRU cycle.
4. Completion:
  - a. Ongoing every year.

**GOAL #4 - Student Activities Board - Grow Student participation**

1. Action Plan/Steps:
  - a. Presentations at New Student Orientation every semester.
  - b. Welcome Back “E Komo Mai” and Club Day Event – Recruitment of new members.
  - c. Participate in campus activities targeting high school students. Ex. “Find Your Future”
  - d. Coordinate high school visits with student government and student activity boards.
2. Responsibility:
  - a. Student Activities Board.
3. Results:
  - a. Increased Student Activities Board participation from 9 to 10 students.
4. Completion:
  - a. Ongoing.

**GOAL #5 Registered Independent Student Organizations - Increase registration and student participation**

1. Action Plan/Steps:
  - a. Presentations at New Student Orientation every semester.
  - b. Hold “E Komo Mai” – Welcome Back Event to recruit new members.
  - c. Offer Club Registration Day each semester.
  - d. Plan “Clash of Clubs” to promote camaraderie and fellowship amongst members.
2. Responsibility:
  - a. Student Life Coordinator and Student Government Vice President
3. Results:
  - a. Held an end of the year “Clash of Clubs” event to promote camaraderie and fellowship. Increased student club participation from five to seven groups.
4. Completion:
  - a. On-going.

**GOAL #6 - Student Life Center - Update or Install new Computer Stations**

1. Action Plan/Steps:
  - a. Budget funds to purchase necessary equipment with private desk stations.
2. Responsibility:
  - a. Student Life Coordinator.
3. Results:
  - a. Unable to purchase new equipment do to budget constraints.
4. Completion:
  - a. On-going. Resubmit proposal in Spring 2024

**GOAL #7 - Student Life Center - Charging Stations for Electronic Devices**

1. Action Plan/Steps:
  - a. Budget funds to create new seating areas.
  - b. Work with the Carpentry Technology Department to create blueprint plans.
2. Responsibility:
  - a. Student Life Coordinator.
3. Results:
  - a. Charging Stations were not installed due to budget constraints.
4. Completion:
  - a. On-going. Resubmit proposal in Spring 2024.

**GOAL #8 - Student Life Center - Student Life Survey to assess needs.**

1. Action Plan/Steps:
  - a. Finalized surveys and create QR codes.
  - b. Introduce surveys at student life events and activities.
  - c. Present findings at Student Government and Student Activities Board meetings.
2. Responsibility:
  - a. Student Life Office
3. Results:

- a. First survey distributed in October 2022 with 35 respondents.
  - b. Results were presented to the Student Government Board for analysis and planning of future needs.
4. Completion:
- a. On-going at all major activities and events.

## **5. Resource Implications**

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Detail any resource requests, including reallocation of existing resources (physical, human, financial). \*Note that CTE programs seeking future funding via UHCC System Perkins proposals must reference their ARPD Section 4. Action Plan and this ARPD Section 5. Resource Implications to be eligible for funding.

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

## **6. Optional: Edits to Occupation List for Instructional Programs**

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Review the Standard Occupational Classification (SOC) codes listed for your Instructional Program and verify that the occupations listed align with the program learning outcomes. Program graduates should be prepared to enter the occupations listed upon program completion. Indicate in this section if the program is requesting removal or additions to the occupation list.

**x I am NOT. requesting changes to the SOC codes/occupations listed for my program/unit.**