2020
ANNUAL REVIEW OF PROGRAM DATA

Student Life

UNIVERSITY of HAWAI'I®

KAUA'I
COMMUNITY COLLEGE

1. Program or Unit Description

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.

Date of Last Comprehensive Program Review	2016
Date Website Last Reviewed/Updated	8/1/20
Target Student Population	New, Continuing, Transfer, Unclassified, Returning students
External Factor(s) that Affected the Program	Programs and courses offered determines enrollment

2. Analysis of the Program/Unit

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	17-18	18-19	19-20	20-21	
Number of Student Activities Planned *	25	25	20		Healthy >= 20 Cautionary <= 15 Unhealthy <= 10
Number of Active Clubs	9	11	16		Healthy >= 10 Cautionary <= 8 Unhealthy <= 6
Number of Student Government Members*	10	9	10		Healthy >= 12 Cautionary <= 9 Unhealthy <= 6

Number of Student Life Center Reservations Requested, Processed and Completed	F17-39 S18-22 61	F18-40 S19-28 68	F19-16 S20-14 30		
Number of Internal Proposals Processed and Completed	113	111	48		
Number of Student Activities Processed	22	24	17		
Number of Visits to Student Life Website	87	155	2184		

EFFICIENCY	17-18	18-19	19-20	20-21	
Percent of filled Student Government Positions#	43% (10/23)	39% (9/23)	43% (10/23)		Healthy >= 12 Cautionary <= 9 Unhealthy <= 6
Percent of filled Student Activities Council Positions*	69% (9/13)	46% (6/13)	46% (6/13)		Healthy >= 8 Cautionary <= 6 Unhealthy <= 4
Percent of UH Meetings attended by KCC Caucus Members	78% (7/9)	90% (9/10)	70% (7/10)		
Percent of Student Activities Completed*	88% (22/25)	96% (24/25)	85% (17/20)		Healthy >= 20 Cautionary <= 15 Unhealthy <= 10

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)	Not Assessed	Not Assessed	10		
Student Life Facilities Survey	Not Assessed	Not Assessed	Not Assessed		

			due to covid		
Survey on Activities (ex. Did the activity meet your expectations?)	Not Assessed	Not Assessed	Not Assessed due to covid		
CSSEE Student Organization Score*					Healthy >= Cautionary <= Unhealthy <=
How often have you used Student Organizations the current academic year (CESSE 2018 Q12.1)**	Not Assessed	0.52 (National is 0.53)	Not Assessed		
How satisfied are you with the Student Organization services? (CESSE 2018 Q 12.2)***	Not Assessed	1.18 (National is 1.22)	Not Assessed		
How important are the Student Organization Services to you at this college? (CESSE 2018 Q 12.3)****	Not Assessed	2.02 (National is 1.90)	Not Assessed		

* Metrics used in Health Call Rubric
** 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

Although student leadership participation remained relatively the same from September 2019 to March 2020 at both the administrative and student levels, organizers in both student government and student activities were not able to complete planned activities for the second half of the year because of the closure of the campus in March 2020 from the COVID 19 pandemic.

Prior to the campus shut-down, demand for RICO group registration and participation increased to its highest level since 2017, likely attributed to the follow-up efforts with club officers, the offerings of one-on-one club appointments, leadership workshops and trainings. In addition, RICO groups that collaborated with Student Government or Student Activities Council received additional funding incentive and support. But with the COVID 19 pandemic, all clubs stopped activities in Spring 2020. Promotion of additional funding incentive and support will recommence in Spring 2021.

On-line visits to the student life website increased exponentially from 155 visits to 2184, likely the result of the website being used as a reference point for leadership training material and consistent updates. Along with the student life website, dissemination of information will be launched through

social media applications in Spring 2021. One such application is called "Discord." This server will be used to help Student Life organize its five different programs into channels of which students can access in one specific place. Students can use their computer or phone and join clubs, gaming groups, student government meetings to view, collaborate, share and link up.

Participation in UH Caucus managed a perfect attendance record, but was not completed in the remaining months of the term due to the COVID 19 Pandemic. Submission of applications and reservation of student life facilities significantly dropped below 50% in Spring 2020 as the student population was instructed to stay at home.

In terms of effectiveness, number of student activities was lowered from 25 to 20 with 85% completion. Both student satisfaction of activities and facilities surveys were developed and ready to launch in March 2020, but was postpone until the college physically reopens and normalizes to get accurate responses and feed-back. Effectiveness training were conducted in February 2020 to assist student leaders with parliamentary procedure, facilitative leadership and proper planning for events and completion of proposal forms.

The efficiency of the program generally remained stationary. Prior to the closure of the campus in March 2020, the number of positions in ASUH-KCC Student Government and Student Activities Council gradually increased with potential prospects expressing interest in joining. With the closure of the campus, all public relations, recruitment campaigns, student government meetings, committee participation, activities, election and appointments of student leaders were postponed until Fall 2020.

Rubrics for health calls on the # of Student Government Positions Filled and # of SAC positions filled will be addressed and if possibly updated in the academic year 2020-2021. It is acknowledged that student leadership participation has waned in successive years, and while the Student Government Constitution allows for the maximum of 18 positions with 5 associate members, a discussion and possible referendum to the general student body will determine if a reduction in the number of positions can be approved. If approved than the number of positions would change from 23 to 16 student leaders.

Position Name	# of Positions	# of Reduction	# Proposed Positions
President	1	0	1
Vice President	1	0	1
Secretary	1	0	1
Treasurer	1	0	1
HR Manager	1	0	1
At-Large	3	2	1
Business Education	2	1	1
Health & Public Service	2	1	1
Language, Arts, Humanities	2	1	1
Science and Math	2	1	1
Trade and Technology	2	1	1

Associate Members	5	0	5
TOTAL	**23**	**7**	**16**

To improve the efficiency numbers of student in the next APRU review, regular trainings each semester and daily access to administration will be emphasized to build a strong stable foundation. In addition to offering parliamentary training each semester, workshop topics on self-care, stress and time management and leadership themes from the system level will be available. These workshops will hopefully address overall professional and mental needs for students as they participate in multiple committees and workgroups.

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 continued change in board participation in August 2019 and the COVID 19 pandemic in March 2020, significant gains in the program were effectively lost. Effectiveness of the program was completed in March, however an additional survey on facilities and service could not be completed and was postponed until Spring 2021.

3. Program Student Learning Outcomes or Unit/Service Outcomes

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

PSLO	Assessed During this APRU Cycle (Y or No)	Findings	Improvements Implemented	Next Assessment Date
Student Government members learned to apply Parliamentary Procedures using Robert's Rules of Order	Yes	Training sessions conducted on Feb 7, 21 2020 Application of program is demonstrated at	Practical application of Robert's Rules used at every official meeting. A table was developed to help students understand and	2020-2021 (Completed in September 2020)

		every official meeting. Standardized usage of Robert's Rules of Order is done at every official meeting 100% passed the post-test and continue to use Robert's Rules of Order	apply different rules Procedures followed at all student Government and Student Activities Council and registered independent campus organizations	
Ability to identify and complete steps to deliver an activity or function	Yes	Training session conducted on Feb 28, 2020 100% passed the post-test	Procedures followed at all Student Government and Student Activities Council events	2020-2021 (Completed in September 2020)
Basic knowledge of presenting proposal and funding procedures	Yes	Training session conducted on Feb 28, 2020 100% passed the post-test	Procedures followed at all Student Government and Student Activities Council meetings	2020-2021 (Completed in September 2020)
Ability to identify and complete steps to deliver an activity or function	Yes	Training session conducted on Feb 28, 2020 Usage of standardized Event Planner Checklist is used at every		2020-2021 (Completed in September 2020)

| | | student activities meeting

100% used the Event Planner Checklist | | |
|---|---|---|---|---|
| Demonstrate ability to supervise a facility with professionalism | Yes | Student Handbook training conducted in November 2019 | Guidelines used at Student Life Center | 2020-2021 |
| Apply basic customer service skills | Yes | Student Handbook training November 2019 | Guidelines used at Student Life Center | 2020-2021 |

The desired outcome was achieved for 2019-2020. Trainings and workshops were delivered to both new and continuing students. Practical applications of Roberts Rules of Order was conducted at every official student government meeting. Student leaders used best practices for proposal funding procedures as recommended and update by fiscal administration. Planning and implementation guideline of activities checklist were implemented until the COVID 19 pandemic closed all activities and functions in Spring 2019.

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.
* CTE programs must include specific action plans for any Perkins Core Indicator for which the program did not meet the performance level.

Specify how the action plan aligns with the College's Mission and Strategic Plan.

Discuss how these recommendations for improvement or actions will guide your program or unit until the next Comprehensive Review. Be sure to list resources that will be required, if any, in section 5 below.

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

Action Plan	Anticipated Outcome	Actual Outcome
Installation of new pole banners throughout the campus.	Worked with marketing and outreach department to install 10 pole banners around campus to advertise Student Life programs such as Student Government, Student Activities, Student Life Center and Registered Independent Campus Organizations	10 additional pole banners scheduled for purchase in Fall 2020
Update Student Life website	Accurate and update information for five sections of Student Life	Updates on-going
Create professional brochure	Brochure would include description and contact information along with benefits of joining.	Projected completion: Spring 2021
Recruitment of student leaders	Dissemination of information in New Student Orientation, Club Day, campus flyers, social media	Limited recruitment due to COVID 19 Pandemic. Will carry on recruitment into 2021
Replace computer equipment	Outdated and non-functioning 12-year-old office computers for Student Government and Student Activities Council replaced.	Unable to complete project due to COVID 19 Pandemic. Will continue projects in 2021
Install outdoor weight training center	Installation of new outdoor space for weight training and fitness.	Projected completion: Spring 2021
Replace broken outdoor umbrellas at seating areas around campus	Broken umbrella coverings for existing outdoor seating area repaired for outdoor study or relaxation.	Projected completion: Spring 2021
Replace broken gaming equipment	Broken ping pong table replaced pool tables re-upholstered and balance.	Projected completion: Spring 2021
Refurbish furniture	Existing furniture at Student Life Center fixed and restored.	Projected completion: Spring 2021
Install media board	Student Life current happenings and activities are showcased as incentive for	Projected completion: Spring 2021

	students to join and participate in activities and functions.	
Replace broken copy machine	New color copy machine leased or purchased to enable groups to create more dynamic and attractive flyers for advertisements.	Projected completion: Spring 2021
Install Social Media Applications	Dissemination of student life information delivered in alternative formats	Projected completion: Spring 2021

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 Campus Organizations (RICO), UH Caucus and facilities managers of the Student Life Center from Fall 2018 to Spring 2020.

Impact of the program were affected by continued unanticipated changes in student leadership within the executive and senate board of ASUH-KCC Student Government and the Student Activities Council in 2019-2020. This resulted in having to retrain all levels of the program in student leadership. Workshops were initiated in February 2020, but could not continue with follow-up training.

Delivery of services in all areas, including governance meetings, student activities and functions for Spring 2020 completely stopped. Programs will hopefully start in Fall 2020.

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).

*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)	____ % Percent of students that participated in an offering in 19-20	____ % participation in student life activities	Number of Students that participated in a Student Life Activity/total enrollment	3, 4, 5 Incomplete – Survey and data collection plan not completed
Grow student government membership to capacity	1, 16	N=10 students in 19-20	N = 23	Number of members on Student Government	3, 4, 5
Grow Student Activities Council	1, 16	N=6 students in 19-20	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=16 Number of active clubs in 19-20	Increase number of active clubs (model collaboration opportunities with Student Life)	Number of active clubs Percent of collaborative events	3, 4, 5

5. Resource Implications

Detail any resource requests, including reallocation of existing resources (physical, human, financial)

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