

# INSTITUTIONAL EFFECTIVENESS UPDATES



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# ACCREDITATION



Richard Winn, President  
Ian Walton, Chair

January 25, 2019

## Reaffirmed Accreditation for **Seven** Years

Dr. Helen Cox, Chancellor  
Kaua'i Community College  
3-1901 Kaumualii Highway  
Lihue, HI 96766-9500

Dear Chancellor Cox:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 9-11, 2019, reviewed the Institutional Self Evaluation Report (ISER) and evidentiary materials submitted by Kaua'i Community College. The Commission also considered the External Evaluation Team Report (Team Report) prepared by the peer review team that conducted its onsite visit to the College October 15-18, 2018.

The purpose of this review was to determine whether the College continues to meet ACCJC's Eligibility Requirements, Commission Policies, and Accreditation Standards (hereinafter, the Standards). Upon consideration of the written and oral information noted above, the Commission acted to **Reaffirm Accreditation for seven years.**

## Now What?

# ACCREDITATION CYCLE

YEAR	ACTIVITIES/REPORTS*
2019 (Year 1)	Continuous Improvement; QFEs
2020 (Year 2)	Continuous Improvement; QFEs
2021 (Year 3)	Continuous Improvement; QFEs
2022 (Year 4)	Continuous Improvement; QFEs; Midterm Report Due Oct 17th
2023 (Year 5)	Continuous Improvement; Self-Study
2024 (Year 6)	Continuous Improvement; ISER
2025 (Year 7)	Comprehensive Review

\* Institutional Report and Fiscal Report Due Every Year

# COMPONENTS OF MIDTERM REPORT

- Recommendations for Improvement identified in the Action Letter
- How Improvement Plans that were self-identified in the Institutional Self Evaluation Report (ISER) have been integrated into the institution
- Progress on and outcomes of Quality Focus Essays (QFEs)

# ACTION LETTER IMPROVEMENT RECOMMENDATIONS

## Compliance Requirements

None.

## Modifications to Recommendations

In taking its action, the Commission modified the team's recommendation(s) as follows:

The Commission determined that the wording of Recommendation 1 should be revised for clarity as follows:

**Original Recommendation 1 (Improvement):** The College is encouraged to complete the transition to assessing of course learning outcomes through program learning outcomes and to use the results to improve student learning and achievement. (I.B.4)

**Revised Recommendation 1 (Improvement):** In order to improve institutional effectiveness, the College is encouraged to continue to improve the process for assessing student learning by completing the transition to assessing programs and courses on a regular cycle, and using the results of the assessment to improve student learning and achievement. (I.B.4)

## Recommendations for Improving Institutional Effectiveness

The Team Report noted College Recommendations 1 and 2 and UHCC System Recommendation 1 for improving institutional effectiveness. These recommendations do not identify current areas of deficiency in institutional practice, but consistent with its mission to foster continuous improvement through the peer review process, the Commission encourages institutions to give serious consideration to the advice contained in the peer reviewers' recommendations. The Commission anticipates that you will bring them and the team's full report to the attention of your institution for serious consideration. In the Midterm Report, the College will include actions taken in response to the peer review team's improvement recommendations.

**“...continue to improve the process for assessing student learning by completing the transition to assessing programs and courses on a regular cycle, and using the results of the assessment to improve student learning and achievement.”**

**“...the Commission encourages institutions to give serious consideration to the advice contained in the peer reviewers' recommendations.”**

# RECOMMENDATIONS FROM EXTERNAL EVALUATION REPORT

## **College Recommendation #2**

To improve effectiveness of its online offerings, the College should consistently apply the best practices articulated in College plans and documents, such as the KCC Distance Education Handbook. (II.A.7)

## **System Recommendation #1**

In order to improve institutional effectiveness, the team recommends that the system develop and implement an assessment process to measure the effectiveness of role delineations, governance and decision-making processes to ensure their integrity. (IV.D.7)

# SELF-IDENTIFIED IMPROVEMENT PLANS (ISER)

- The College's academic programs will develop core sequencing plans for part-time students, who are increasing at our college when compared to full-time students. This action item is directly related to one of our Quality Focus Essays, Scheduling for Success.
- The College will dedicate a College Conversation and convene a student focus group to develop strategies to increase student participation in both student government and college committees during the 2018-19 year.
- The College will use the current Administrative Services survey results to establish baseline target values for future surveys. The survey will be given every two years in the future, and used to inform the APRU. The next survey will be disseminated in 2019.

# SELF-IDENTIFIED IMPROVEMENT PLANS (ISER)

- Human Resources will develop a list of review dates for APT evaluations to remind supervisors of review deadlines for the 2018-19 year.
- The College will create a guide for orienting and mentoring lecturers prior to the spring 2019 semester.
- The Professional Development Coordinator will maintain an active three-year campus professional development plan that is visible to all employees of the College, beginning in August 2018.
- Service outcomes will be developed or revised for both the Testing Center and Operations and Maintenance prior to the fall 2018 semester.

# QUALITY FOCUS ESSAY (QFEs)

## QFE #1

**Scheduling for Success**

## QFE #2

**Integrated Career and Academic Services for  
Grades 11-14**

# GENERAL CATALOG

**Community Services**  
**245-8318**  
(Registration)

Flexible, timely responses to needs beyond the traditional college curriculum are the hallmark of the Office of Community Services. Instructional courses focus on training programs in the business and visitor industries, vocational upgrading, and personal enhancement and development. Special programs include re-training for dislocated workers, international study tours, and cultural performances staged at the College's Performing Arts Center. A variety of instructional, cultural, recreational, vocational, problem-solving, and general informational services are available.

Non-credit courses are open to anyone who can benefit from them. While there are no prerequisites, specific courses may require some prior experience to obtain maximum benefit. **NON-CREDIT COURSES DO NOT MEET THE REQUIREMENTS FOR A COLLEGE CERTIFICATE OR DEGREE.**

**Computer Labs**

Computer labs are available for class sessions, completing assignments, and email and Internet access. Ask your instructors or see staff in The Learning Center.

**Cooperative Education**  
**245-8328**

The Cooperative Education Program is an opportunity for students to gain work experience in their field of interest, integrating what they have learned in their classes with real-life work situations. The student may receive financial compensation while earning one or more college credits toward graduation. Performance and progress on the job are supervised and evaluated by the employer in cooperation with the College's Cooperative Education Program Coordinator.

The educational values and personal benefits that students experience in Cooperative Education include orientation to the world of work, preparation for career goals, development of employment contacts and references, and the opportunity to earn money while attending college.

The Cooperative Education Coordinator assists in the placement of students in related job training positions. Opportunities are available for students in the following areas: Auto Body Repair & Painting, Automotive Mechanics Technology, Carpentry, Business Education, Electronics Technology, Visitor Industry/Hospitality Services, and Liberal Arts. Specific information may be obtained from the Cooperative Education Coordinator.

**Counseling & Guidance**  
**245-8212**

Counseling and guidance at Kaua'i Community College are provided to add a personal quality to students' efforts to obtain a formal education. Take advantage of admissions counseling, new student orientation before each new semester, individual personal and vocational counseling, and appointments to use Career Kokua.

Counseling is based on your individual interests, abilities, aptitudes, and needs. Advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies. In addition to individual counseling, several classes are offered each semester on career exploration and student success (See IS 105 and IS 97 in the Course Description section of this catalog.)

**Distance Education**  
**245-8336**

Distance education allows people to take courses without having to be at the same location as the teacher and/or the other students. HITS (Hawai'i Interactive Television System, also known as ITV) provides courses available on Kaua'i from UH-Manoa and the UH Community Colleges. Some programs are delivered on Kaua'i by a teacher from another UH System campus. Courses available on Internet are a rapidly growing new form of distance education course delivery.

The University System is working hard to make registration and other student processes simpler. Procedures may change quickly. Call for specific information.

**Email Access**

As part of its effort to help students gain skills in current technology and to support instructors using email as a teaching and communicating mechanism, the College provides email accounts for students. Because it is an educational institution, the College emphasizes the educational use of email.

**English Language & Culture**  
**245-8278**

Special courses are offered for students who speak English as a second language. See ELI 21 - ELI 24 in the Course Description section of this catalog.

**Campus Public Safety Department (CPSD)**

Kaua'i Community College is concerned about the safety and welfare of all campus members and guests. Because no campus is isolated from crime, the College has developed policies and procedures to ensure appropriate precautionary measures are taken.

**Assistance: 245-8399, 245-8398**  
**Information: 245-8393**

Outside phones are located at the entrance of the Performing Arts Center and Learning Resource Center. The College also has emergency Blue Phones to contact the College's security officer in the event of an emergency. The emergency Blue Phones are located at the Learning Resource Center, Fine Arts, Nursing portables, Campus Center, Electronics, OJET (Office of Continuing Education and Training), and Early Childhood buildings. For information, contact the Vice Chancellor for Administrative Services at 245-8230 or the Vice Chancellor of Student Affairs at 245-8313.

**Campus Wellness**  
**245-8307**

The Campus Wellness Center is a nurse-managed, academic health center with the goals of providing high quality wellness care to students, faculty, and staff; offering a clinical practice site for health careers students and faculty; and serving as a site for investigation of wellness-related topics.

Services are provided by Nursing faculty who are Advanced Practice Registered Nurses in various specialties and include general health screening, family planning services, HIV and sexually transmitted disease screening, care of common illnesses, immunizations, TB testing, stress reduction, emotional care, CPR training, and health education activities. The Campus Wellness Center hours and CPR schedule are listed on the website at <http://kauai.hawaii.edu/wellness>.

**Career Planning**  
**245-0132**

The 'Oihana 'Imi Loa Center provides career planning information and testing services, including occupational interest inventories, personality inventories, and a library of occupational information. Career Kokua and Discover, along with other computer occupational information and guidance systems, are also available.

**Computer Labs**

Computers for student use are located in the Learning Commons.

**Counseling and Advising**  
**245-8212**

Counseling and guidance at Kaua'i Community College add a personal quality to students' efforts to obtain a formal education. Take advantage of academic counseling; new student orientation workshops; individual, personal and vocational counseling; and appointments to use Career Kokua.

Academic advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies.

**Distance Learning**  
**245-8330**

Distance learning courses can increase student flexibility regarding the time, place, and pace of study. Cable TV courses provide instruction to students via commercial and public access television. Students receive their course content through television and interact with faculty through phone and email. Online courses are delivered to students via the World Wide Web (WWW). These courses generally provide the most flexibility for students in terms of time and place of study. Interactive Television (ITV) classes and videoconferencing provide two-way video and audio instruction between students and faculty at various sites around the state. Students need to go to the ITV or videoconferencing site on campus. On-site outreach courses involve instructors hired by another UH campus to teach classes on Kaua'i. For more information, go to <http://kauai.hawaii.edu/uckauai/>.

**Email Access/ MYUH Account**

As part of its effort to help students gain skills in current technology and to support instructors using email as a teaching and communicating mechanism, the College provides email accounts for students. Because it is an educational institution, the College emphasizes the educational use of email. Students can log onto: <https://myuh.hawaii.edu/>. It is recommended that students check their UH email at least twice a week.

**English Language and Culture**  
**245-8292**

Special courses are offered for students who speak English as a second language. See ELI 1, ELI 2, ELI 3, and ELI 4 in the Course Description section of this catalog.

**Facilities Use**  
**245-8364**

The College facilities may be used by University of Hawai'i affiliates, state of Hawai'i agencies, and other organizations on a space-available basis. All non-state organizations must obtain, and maintain throughout the period of use, liability insurance of at least one million dollars for bodily injury liability arising out of each occurrence and of at least one million dollars for property damage liability arising out of each occurrence. The University of Hawai'i and the state of Hawai'i, and their officers, employees, and agents shall be listed as insured under the policy. Prior to the date of use, the user must provide to the University a certificate of insurance verifying the existence of the necessary liability coverage, including the coverage of the University of Hawai'i and the state of Hawai'i, and their officers, employees, and agents.

# GENERAL CATALOG

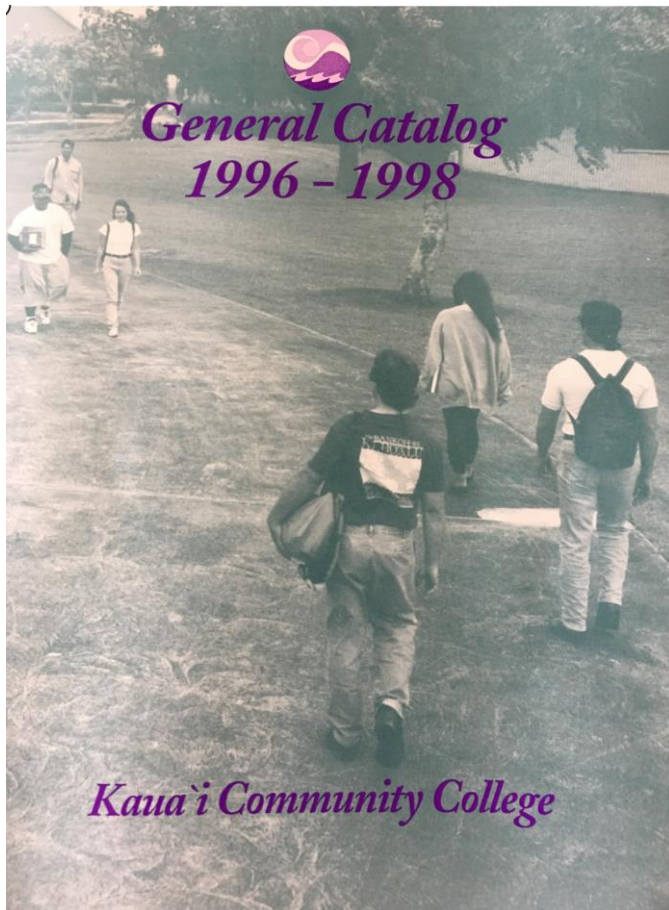
## PROGRAMS AVAILABLE AT KAUA'I COMMUNITY COLLEGE

	Certificate of Completion	Certificate of Achievement	Associate Degree
<b>BUSINESS EDUCATION</b>			
Accounting .....		X	X
Office Administration & Technology .....	X	X	X
<b>Visitor Industry Options:</b>			
Culinary Arts .....	X	X	X
Hotel Operations .....		X	
Hospitality Services .....			X
Workplace Readiness .....	X		
<b>HEALTH SERVICE</b>			
Nurses' Aide .....	X		
Practical Nurse .....		X	
Registered Nurse .....			X
<b>LIBERAL ARTS</b>			
Liberal Arts Program .....			X
<i>The Liberal Arts Program represents the first 2 years of Bachelor's Degree. An advisor in a student's chosen field can be of assistance in the transition into a 4-year college or university.</i>			
<b>PUBLIC SERVICE</b>			
Early Childhood Education .....		X	X
<b>TRADE-TECHNOLOGY</b>			
Auto Body Repair & Painting .....		X	X
Automotive Mechanics Technology .....		X	X
Carpentry .....		X	X
Electrical Installation & Maintenance .....	X	X	X
<i>(May not be offered after Fall 1997)</i>			
Electronics Technology .....	X	X	X
Facilities Engineering Technology .....	X		

## PROGRAMS AVAILABLE AT KAUA'I COMMUNITY COLLEGE

	Certificate of Competence	Certificate of Achievement	Academic Subject Certificate	Associate in Applied Science Degree	Associate in Science Degree	Associate in Arts Degree
<b>ACCOUNTING</b> .....						
Basic Accounting .....		X				X
Accounting Office Assistant .....		X				
Accounting Assistant .....			X			
Payroll Preparer .....			X			
Small Business Accounting .....			X			
Tax Preparer .....			X			
<b>AUTOMOTIVE TECHNOLOGY</b> .....						
Drive Train Specialist .....		X				X
Engine Specialist .....		X				
Undercar Specialist .....		X				
HEV Diagnostic and Repair .....		X				
HEV Preventive Maintenance and Repair .....		X				
Automotive Green Technology .....			X			
Electronics / Computer Control Technician .....			X			
Heavy Line Technician .....			X			
Driveability Technician .....			X			
Master Automobile Service Technology .....			X			
<b>BUSINESS</b> .....						
Management Essentials .....		X				X
Retail Essentials .....		X				
Entrepreneurship .....		X	X			
Management .....			X			
<b>BUSINESS TECHNOLOGY</b> .....						
Office Assistant .....		X				X
Virtual Office Assistant .....		X				
<b>CARPENTRY TECHNOLOGY</b> .....						
<b>CREATIVE MEDIA</b> .....						
Digital Film .....		X				X
Digital Graphic Design .....		X				
<b>CULINARY ARTS</b> .....						
Advanced Culinary Arts .....		X				X
Food Prep .....		X				
<b>EARLY CHILDHOOD EDUCATION</b> .....						
<b>ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY</b> .....						
Solar Energy Technology / Technician .....		X				X

# GENERAL CATALOG



**Catalog format  
was unchanged  
for 23 years**

# ONLINE GENERAL CATALOG

- **Clean Catalog Software (approved in APRU process)**
- **ADA Compliant**

The screenshot shows the website for the University of Hawaii's Kauai Community College. At the top left is the college's logo, which includes a circular emblem with a torch and the text 'UNIVERSITY OF HAWAII' and 'KAUAI COMMUNITY COLLEGE'. To the right of the logo, the text 'COLLEGE CATALOG' is displayed. Below the logo and text is a navigation bar with the links 'COURSES', 'PROGRAMS', and 'KAUAI.HAWAII.EDU'. On the right side of the navigation bar is a search box with a 'SEARCH' button. The main content area features a large heading '2019-2020' and a sub-heading 'About this Catalog'. Below this, there are three paragraphs of text: the first describes the catalog as an informational guide; the second encourages students to consult with advisors; the third mentions a class schedule. A link for 'Kauai Community College - Class Availability' is provided with the URL <https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAU>. Below this, it states that course descriptions and requirements are in the catalog banner and that the information is current as of June 2019. At the bottom left of the screenshot is a purple button labeled 'GENERAL INFORMATION' with a plus sign. On the right side of the screenshot, there is a photograph of a woman in a patterned dress, with the text 'Kauai Community College' and the address '3-1901 Kaunualii Highway Lihue, Hawaii 96766' below it.

UNIVERSITY OF HAWAII  
KAUAI  
COMMUNITY COLLEGE

COLLEGE CATALOG

COURSES PROGRAMS KAUAI.HAWAII.EDU

SEARCH

## 2019-2020

### About this Catalog

In order to better serve you, the College has created an electronic General Catalog. The 2019-2020 catalog is an informational guide on steps to enroll, choosing a program, obtaining financial assistance, and getting the most out of your collegiate experience.

Students are encouraged to consult frequently with their academic advisors in order to stay informed about possible changes in this catalog, which includes policies and procedures.

Courses listed may not be offered every semester. However, a class schedule that lists courses currently being offered is available at

**Kauai Community College - Class Availability:**  
<https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAU>.

A description of each course and program offerings with course requirements are located in links in the banner at the top of the Catalog.

The information in this catalog is current as of June 2019.

GENERAL INFORMATION +

Kauai  
Community  
College

3-1901 Kaunualii  
Highway  
Lihue, Hawaii 96766

# ONLINE GENERAL CATALOG

GENERAL INFORMATION +

GETTING STARTED AT KAUA'I COMMUNITY COLLEGE +

COLLEGE COSTS AND FINANCIAL AID PROGRAMS +

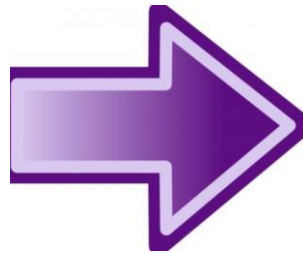
PROGRAMS (CERTIFICATES AND DEGREES) +

CONTINUING EDUCATION AND TRAINING +

CAMPUS RESOURCES AND SERVICES +

COLLEGE POLICIES AND PROCEDURES +

ADMINISTRATION, FACULTY AND STAFF +



GETTING STARTED AT KAUA'I COMMUNITY COLLEGE -

Steps to Enroll

Am I Eligible to Attend Kaua'i Community College?

How Do I Apply for Financial Aid?

How Do I Know If I Am A Resident?

Prior Learning Assessment (PLA)

What If I Am An International Student?

Information for Students with Disabilities

Am I Eligible For Any Veteran Educational Benefits?

Can I Enter College While I Am Still Attending High School?

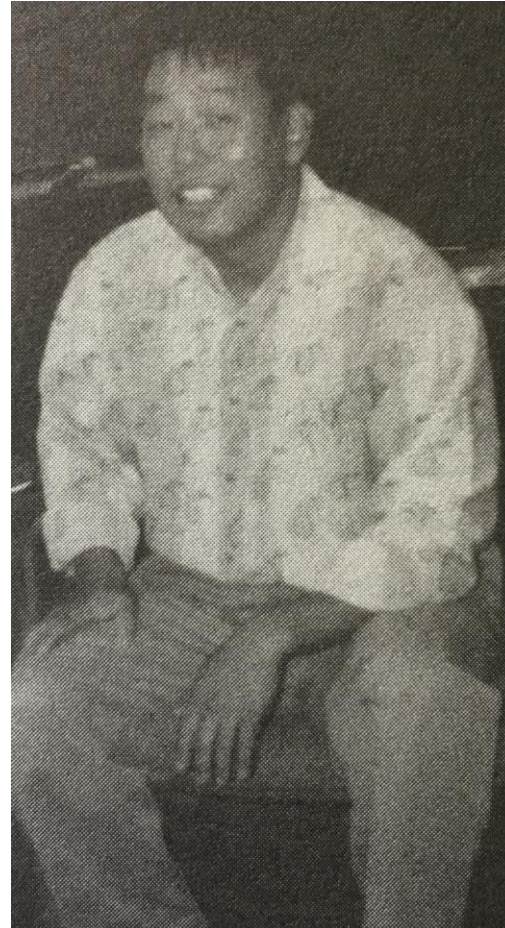
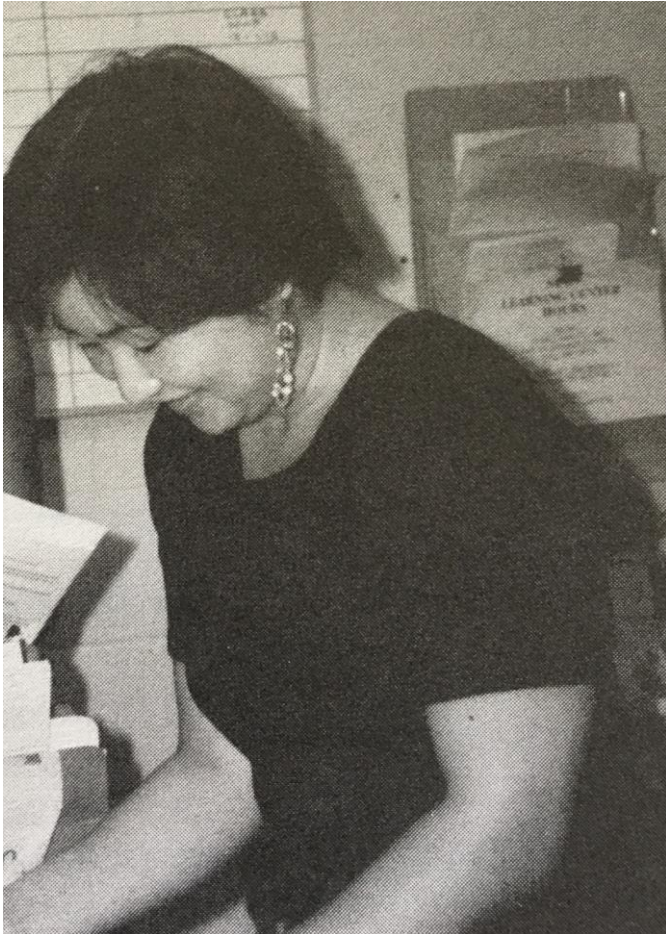
# ONLINE GENERAL CATALOG

- **Fall Focus Groups**
- **Lockdown Date for Archive Copy was/is August 1<sup>st</sup>**
- **PDF of Catalog is Available on the Catalog Website**

# DID YOU KNOW?

- There were **175,875 hits** on the College website June 2018 - June 2019
- You now have access to a Zotera **bibliography** via a tab in Word for grants
- The three University Centers have created an **integrated marketing plan**
- SueSue Okada can create and print **business cards** for you
- The **UHCC System** is working to adopt **Tableau** for visual analytics
- The College has slots on KONG Radio's **Trivia Tuesday**

# GENERAL CATALOG 1996-1998



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# HAVE A WONDERFUL SEMESTER!



**Maritza  
Gary  
SueSue  
Rhonda  
Valerie  
Leah  
Lyn  
Amanda**