Leeward Community College
Annual Report of Program Data

Program/Unit Name: Office of Planning, Policy, and Assessment

Brief Description

The Office of Planning, Policy and Assessment advances the college’s mission and promotes institutional effectiveness by providing leadership and support in the areas of institutional planning, assessment, research, and grants acquisition and coordination.

Institutional Research

OPPA supports the decision-making process, complies with reporting requirements of external agencies, and responds to ad hoc data requests.

The intended outcomes are:

- Internal and external audiences will have easy and timely access to accurate information through regular and ad hoc reporting.
- Administrators, faculty, and staff will be able to use the information provided by OPPA to assist their decision-making process.
- The internal and external audiences will be informed about compliance issues related to confidentiality and data security.

Institutional Planning and Assessment

OPPA develops and implements a college-wide comprehensive planning and program review process to promote institutional effectiveness, improve student learning at all levels, and establish the evidence of institutional effectiveness required for accreditation.

The intended outcomes are:

- Administrators, faculty, and staff will receive effective and coordinated assistance from OPPA to complete Annual Program Reviews and Comprehensive Program Reviews.
- The institution’s planning process is clearly defined, and faculty and staff will appropriately engage in the planning and assessment process.
- Faculty and staff will be able to access and utilize assessment-related resources available via the OPPA website portal.
- Faculty and staff will be able to attend informative workshops on assessments adding meaning and purpose to their pedagogy.
- Faculty and staff will be able to assess their programs and courses via the local Assessment Management System (AMS), and identify areas that need to be addressed to effectively improve their practices.
Grants

OPPA provides effective and efficient support services for awarded funds and facilitates the collaboration among communities, industry partners and community colleges.

The intended outcomes are:

- Faculty & staff will be aware of grant funding opportunities and take advantage of them.
- Faculty & staff will be assisted in managing awarded grants, and developing grant proposals.
- Funding agencies will receive performance reports in a timely manner.
- Grant awardees (PI) will know how to manage a budget, submit performance reports and program evaluations on time, and deal with compliance issues.
- Faculty, staff, and representatives from the communities and private industries will receive effective assistance from the OPPA to submit collaborative grants.

Analysis of Program/Unit Data

Institutional Research

Providing timely and accurate information to internal audience is a large part of the operation of OPPA. OPPA serves this function by providing standardized reports on enrollments, admissions, retention, graduation, and course successful completion rates each semester. In addition, the office fulfilled various ad hoc data requests that were submitted either through K-Box, campus-wide committees or emails from administrators, faculty members, and staff. We completed approximately 90 data requests in AY 2018-2019. The nature of the requests ranged from simple data extraction to in-depth analyses aiming to generate actionable insights.

For external audiences, the office completed 2018 Gainful Employment data reporting required by the Federal Government and created disclosures for Gainful Employment programs. We participated in the National Community College Benchmark Program (NCCBP) data collection, and assisted with the GradLeaders survey.

The office also provided data to support grant applications and evaluations including those for Title III, and NSF B2B.

Institutional Planning and Assessment

Leeward Community College has integrated planning, assessment, and budgeting process that was designed to integrate program evaluation, planning and resource allocation for continuous improvement. The planning process includes three components:

- Annual Program Review (ARPD) and Comprehensive Review and Evaluation (CRE)
- Student Learning Assessment
- Resource Allocation
OPPA was able to effectively communicate with programs/units on the ARPD submission timelines, and provide updated templates and instructions. OPPA also provided supplemental data requested by several units in addition to the standardized ARPD data matrix. One-on-one training sections were scheduled in assisting faculty and staff to complete ARPDs as well.

The office helped and trained faculty to use Assessment Management Software. We recognized that the real promise of assessment depends on faculty engagement in assessment process. Faculty are subject experts, but most of them are not trained in learning outcome assessment. We started to work on new training activities for faculty. We proposed a project-based learning framework focusing on fundamental assessment knowledge and practical skills. The framework includes four learning modules.

- Module 1: Developing student learning outcomes and creating curriculum maps
- Module 2: Aligning curriculum and pedagogical approaches with student learning outcomes
- Module 3: Aligning assessment methods with established outcomes and Data Collection
- Module 4: Using assessment results

Grants:

OPPA continuously focuses on expanding funding opportunities for faculty and staff and increasing proposal submissions. Grant workshops were provided to faculty and staff. Grant mentorships between LCC faculty and seasoned grant awardees from UH Manoa were established to provide deeper encouragement and individual guidance for proposal writing and submissions. In addition, the Grants Coordinator provided one-on-one training sessions for faculty members on relevant funding and focus pathways.

Grant proposals submitted to Federal and non-Federal funding sponsors by division:

- 3 – Arts & Humanities
- 3 – Institutional
- 3 – Math & Science
- 2 – Office of Continuing Education and Workforce Development
- 1 – Professional Arts & Technology
- 3 – Social Science

Analysis of Major Functions/Services

Institutional Research

OPPA strives to provide excellent services to internal and external users. Our number one priority has always been providing accurate and insightful data to users. We work closely with faculty and staff to understand their needs, learn from them about their programs/units, and design solutions to meet their data and research needs. Most of the time we were able to complete data requests on time. To monitor requester satisfaction and collect feedback from our
colleagues, OPPA redesigned Data Request Satisfaction Survey in summer 2019 (launched in Fall 2019). We added questions asking about turn-around time, requirement fulfillment, and easiness of understanding the report.

OPPA staff made progress in data visualization. We have been utilizing interactive data visualization tools to disseminate information. In summer, OPPA experimented using Google Drive as an alternative to disseminating interactive reports with a few internal users. Although feedback was positive, OPPA expects a permanent solution soon and a full launch of data visualization reporting.

Institutional Planning and Assessment

OPPA coordinated the 2018-2019 program review and collected all instructional program ARPDs, and non-instructional program ARPDs. The office also assisted the office of Vice Chancellor with budget planning process. We have not collected any data to measure the effectiveness of the program review process. We will work on developing tools to collect feedback from faculty and staff, and propose changes that could make the program review process more efficient.

Grants

Grants are extremely deadline driven. We always meet submission, reporting, and closing deadlines required by sponsors as stated in their terms and conditions. Due to implemented outreach initiatives, there is now growing interest among industry sectors to develop partnerships with Leeward CC. Faculty members and staff are now better informed about the available funding opportunities, and they are more willing to submit/write grants proposals because there is someone to help them. We will work on developing tools to collect feedback from faculty and staff to improve the grant management process.

Action Plan

The demonstration of institutional effectiveness is a critically important component of the ACCJC process. Leeward CC received reaffirmation of accreditation for seven years in 2019. The accrediting agency recognized the exemplary performance of Leeward CC in seven areas, but it also pointed out areas the college has the potential to improve. Listed below are the areas associated with the functions of OPPA.

- Assessment Management System Mapping Capabilities.
- Policy Review Process
- Assessment at the program level.

The policy review calendar was established in summer 2019 under the guidance of the Vice Chancellor for Academic Affairs. The college developed the Policy on Policy Review to guide the policy review process going forward.
In AY 2019-2020, OPPA will focus on the following areas:

- Work on updating OPPA website to make it interesting, informative, and accessible.
- Develop Dashboards to make data available to support decision-making at all levels.
- Provide training workshops to faculty and staff in the area of Program Review.
- Improve grants management process by effective communication with faculty and staff regarding the funding opportunities.

The Innovation Center for Teaching and Learning will be responsible for coordinating campus-wide assessment in the future. OPPA will continue supporting assessment activities, but no specific action plans in the area of assessment.