

**Kaua'i Community College
Annual Program Review for
Professional Development and Instructional Technologist**

Program Description

The KCC professional development program was established and developed to mirror the spirit, philosophy, and vision of the Board of Regents Policy for Faculty and Staff Renewal Plans in CCCC #2080. The policy reads, "... the quality of education ... does not depend primarily on the numbers of students, the diversity of programs, or the improvements in facilities, but on the quality of personnel. The personnel employed by the community colleges is their single greatest resource and their most significant continuing investment. It is a resource which must be nurtured and supported if the ultimate educational mission of the community colleges is to be fulfilled and the varied needs of students effectively served." The policy's identification of the three major areas of focus, Organizational Development, Professional Development, and Personal Development has been used to formulate and develop KCC's professional development plan.

As stated in its Vision, the "University of Hawai'i at Kaua'i – Kaua'i Community Colleges is our island's primary resource center and gathering place for personal, [intellectual] and community enrichment. . . We educate the whole person, empowering students of all backgrounds to set their own goals, realize their potential and achieve their dreams. . . We are a 'leaderful' organization."

The program has gone through some considerable changes in recent years. Previously, Professional Development and Instructional Technology were staffed by two full-time faculty members. Those duties were then condensed into a single position, and assigned to a faculty member for the equivalent of 6 credits per semester. That assigned time was further reduced to 1.5 credits per semester in the Fall 2015, resulting in the position being staffed at only 1/20th of time formerly allocated to it.

Part I. Quantitative Indicators

2014 Academic Support Services Survey							
Instructional Design Services (J. Mexia) Telecourse, Teleweb courses, web courses, video production, instructional design assistance, graphic design, instructional software assistance							
Answer Options	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree	N/A	Response Count
Do you have a need for Instructional Design Services? (If not, select N/A and skip the rest of these IDS questions.)	0	1	1	5	10	26	44
I am satisfied with the customer service.	0	2	1	5	9	13	30
I am satisfied with the response/delivery time.	0	1	2	5	8	13	29
I am satisfied with the quality of work of the instructional design faculty and staff.	0	2	1	5	9	13	30
I am satisfied with the technology training provided by IDS.	0	1	2	4	9	14	30
Comments							4
answered question							44
skipped question							0
Number	Response Date	Comments	Categorie s				

1	10/3/2015 6:49:00 PM	Never utilized his services but know 5hat he does great work.
2	10/2/2015 1:08:00 AM	I am not a techie and appreciate Jeff's step-by-step. small bite-by-bite instructional approach..
3	10/1/2015 9:31:00 PM	Regardless, Jeff Mexia is very helpful in answering questions even if I do not need design
4	10/1/2015 9:17:00 PM	I am sad and disappointed that Jeff is not handling this any more.

Part II. Analysis of the Program

STRENGTHS AND AREAS NEEDING IMPROVEMENT (PD)

Currently, due to budget constraints, significantly less time is allocated to Professional Development and Instructional Technology. The current PD/IT Coordinator has a full teaching load of 15 credits in Fall 2015, and is only able to allocate 4 hours a week to all of the PD/IT duties given the 1.5 credits of assigned time.

Areas of strengths:

1. KCC PD has established a relationship with Leadership Kauai to collaborate on a year-long program to orient new faculty and staff. In previous years, new faculty and staff orientation was limited to a single meeting at the start of the year. Now, monthly sessions are held throughout the year, and will culminate in a three-day camping trip in Waipa.
2. Because the campus' reorganization of the PD Committee, the Professional Development Program is better able to focus on the *instructional* (as opposed to the social) elements of professional development and work on *formalizing* its offerings and incentives.
3. The PD program continues to collaborate with other campuses in the UH system. In November 2015, staff from UHMC will come to KCC to conduct a workshop on Lualaba.
4. PD has also worked actively to promote the use of *new* technologies on campus--i.e., SmartBoards, learning management systems like Edmodo and Schoology, cloud services like Google and Xythos drives (see stats above).
5. The program has a better (and more streamlined) method to track and assess faculty and staff professional development activities.

In order to do this, a new form and process was implemented. Each event proposer must answer questions about the impetus for a particular function as well as how he or she plans to assess the event's success. In terms of tracking, instead of issuing "Pink Bucks," all PD data is being inputted into a Google form and exported to a spreadsheet. An automated end-user reporting mechanism is still be finalized.

Areas that need improvement:

1. The program needs a commitment of time greater than 1.5 credits per semester to be effective.

2. PD needs to begin implementing more activities in the areas of:
 - a. face-to-face and distance learning curriculum development,
 - b. new pedagogy for face-to-face and distance learning courses,
 - c. developing authentic assessment,
 - d. faculty and staff leadership development, and
 - e. fortifying overall offerings for staff.

3. The program needs to work on its policy for promoting individual PD by supporting efforts with monetary and other resources.

4. PD, along with other programs on campus, need to improve communication to better insure that faculty and staff have the time to take part in professional development. The first step is to come up with a better calendaring system and process--an equitable one--for arranging events/activities

STRENGTHS AND AREAS NEEDING IMPROVEMENT (IT)

The current PD/IT coordinator is well qualified for the role; in addition to the possession of a M.Ed. in Educational Technology, he is also a full-time instructor and thus has a good understanding of the needs of KCC instructors.

Areas that need improvement:

1. The program needs a commitment of time greater than 1.5 credits per semester to be effective.
2. Need to increase the marketing effort.
3. Although there are 4 hours set aside as PD/IT office hours, the PD/IT coordinator is often not available because he is actively conducting PD/IT during those hours. Every effort is made to provide instructors with IT support throughout the week, but given a full teaching load, it is difficult to accomplish.

Part III. ACTION PLAN WITH TIMELINE

Please see the Action Plan, Timeline, and Status of projects below. (The table includes projects and programs that fall under the PD Program and the Instructional Technologist position.

1. Expanding offerings in the areas of curriculum development and pedagogy,
2. Increasing the offerings for non-instructional staff,
3. Expanding offerings in the areas of culture awareness,
4. Implement a policy to support individual PD efforts using existing funding.
5. Continuing efforts to implement a more robust new faculty/staff orientation and mentoring program, and
6. Formalizing the PD Program by centralizing PD efforts on campus.
7. Assessment of PD Program.

Item 1: Curriculum Development and Pedagogy

	Action Item	Timeline	Status
1.	Excellence in Education Speaker's Bureau: This activity will ask current and former Excellence in Education award winners to lead seminars in the areas of curriculum development and pedagogy.	The seminars will begin in the Fall 2013 semester (tentatively scheduled for November 22 with Math Instructor, Loni Delaplane, the current EIE awardee). Instructor Delaplane will be asked to present again next semester .	Ongoing.
2.	Teaching Squares: This program brings together groups of four faculty members for mutual classroom observations and a follow-up discussion focused on the positive. A Teaching Square offers faculty the opportunity to enhance their own teaching by observing their colleagues in actual classroom situations.	This program will be implemented in the Spring 2014 semester.	On hold. Insufficient time available to coordinate.
3.	Power Mentoring Program: This program provides faculty and lecturers with short-term, one-on-one assistance from selected Power Mentors to improve student learning and/or effectiveness on the job. A cadre of "Power Mentors" will be assembled by the PD Coordinator from a pool of nominated faculty members.	The cadre of Power Mentors will be assembled in the Spring 2014 semester, and the program will be officially launched in the Fall 2014 semester.	This program has been put on hold. Some are concerned about the "liability" of being a mentor--i.e., if someone follows the advice of his or her mentor and does not receive tenure or promotion, is the program or mentor at fault?
4.	Online Course Development Program: This program guides a cohort of 5-10 faculty members through the process of creating an online class from the ground up. The program uses the ADDIE instructional design model to guide participants through the process of analyzing, designing, developing, implementing, and evaluating an online course created for instruction at Hawai'iCC.	Planning in the 2015-16 academic year. Implementation planned for summer 2016.	Planning is still ongoing. Colleen Kaimina'ao'au is working on a PD Laulima Site for DE/DL. Also, the DE/DL committee is working on finalizing policies that will help guide the implementation of this program.

5.	Authentic Assessment: This workshop series is comprised of four sessions and provides participants with assessment principles foundations integrated with a variety of best practices and examples. Through the sessions' information and hands-on activities, participants develop tools that can be used in assessment activities. This series is intended for individuals facilitating assessment or anyone who wants to advance assessment for instructional activities or support services.	Planning in the Spring 2014 semester and implementation in Fall 2014.	The PD/IT coordinator is currently working the Assessment coordinator to design and deliver relevant professional development related to assessment.
6.	Classroom Technology: With the assistance of ITAC and Computer Services, the PD program will continue to offer workshops on the various technologies available on campus (e.g., SmartBoards, GoogleDrive, Schoology, GoAnimate, etc.	Ongoing.	Ongoing.

Item 2: PD Offerings for Non-Instructional Staff

	Action Item	Timeline	Status
7.	LAMP (Learning & Mentoring Program) provides Administrative Support Group members (clerical staff) the opportunity to: 1) improve their job effectiveness with one-on-one mentor assistance and 2) job shadow to understand other job/office functions. A cadre of LAMP Mentors will be assembled by the PD Coordinator from a pool of nominated staff members.	Planning in the Spring 2014 semester and implementation in the Fall 2014 semester.	On hold. After the staff retreat last March, more discussion is needed with the clerical staff. Hopefully, a follow up this March can get this program moving ahead.
8.	Staff Retreat: This event will be held during the first Friday in March. It will be an opportunity for the non-instructional staff to work on areas of professional development as well as to network with their colleagues.	The first one is tentatively planned for Excellence in Education Day in March 7, 2014.	Implemented last March during EIE Day. Planning to have another this EIE Day.

Item 3: Cultural Awareness

	Action Item	Timeline	Status
9.	Indigenizing Curriculum Institute: This semester-long program will take 5-10 faculty through the process of <i>indigenizing</i> their curriculum. The initial cohort will be made up of STEM faculty since STEM Title III funding and resources will be used.	First cohort will be picked in the Fall 2013 semester. The program will begin in the Spring 2014	Planned and implemented in the last academic year. Instructor presentations on their experiences will be held in

		semester.	Spring 2015.
10.	Miha Lana'au: Place and Culture-Based Curriculum: Guest presenters from Kapiolani Community College, UH Manoa, and the community will be invited to present on how to develop place-based curricula.	Planning in the Spring 2014 semester and implementation in the Fall 2014 semester.	Program was implemented, however, in an altered format. Presenters were chosen by Hawaiian Studies faculty and staff. The presenters experiences were not necessarily focused on curriculum development.

Item 4: Policy for Supporting Individual PD Efforts

	Action Item	Timeline	Status
11.	Draft a policy and process to support faculty and staff professional development.	Ongoing	Ongoing.

Item 5: New Faculty and Staff Orientation and Mentoring

	Action Item	Timeline	Status
12.	New Faculty and Staff Orientation: This program is being implemented in collaboration with Leadership Kauai. New faculty and staff participate in monthly orientation sessions, culminating in a weekend retreat at the Waipa Foundation property on the north shore of Kauai. The retreat will ask participants to take part in various activities to foster a located sense of community.	Ongoing.	This program is in its second year and is ongoing.

Item 6: Centralizing PD

	Action Item	Timeline	Status
16.	Formalizing the processes and procedures for offering PD events on campus.	Ongoing	New policies are in place, including a couple of tracking methods.
17.	Creating a central location for PD and workroom services.	Space request was made in the Spring 2013 semester. Until a	The PD Center is now established. The next step is to increase the

		space is awarded, program specifics cannot be determined (i.e., until an actual space is chosen, the PD Coordinator cannot determine how the space can be utilized).	offerings and to better furnish the space.
17.	Work with other departments and divisions to create a central calendar to insure better scheduling of events.	Ongoing	Ongoing

Item 7: Assessment of PD Program

	Action Item	Timeline	Status
18.	Implement a better process to assess PD's effectiveness.	Planning: Ongoing Implementation in the Spring 2014 semester.	The PD Coordinator with Clarice Kali's help, has been trying to track PD activities on campus. This should provide better information to assess success in the future.

Part IV. Resource Implications

The 1.5 credits per semester assigned to the PD/IT is inadequate to effectively address all of the professional development and instructional technology needs of the entire campus. It is recommended that the assigned time be increased, or that this become a full-time position.

Part V. Program Learning Outcomes and Assessment

N/A

Part VI. Programs Cost Per SSH

N/A

Part VII. Capacity

N/A