



Assessment Procedures

Prepared by: Assessment Committee

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Policy Number: [UHCC 5.202](#); [EP 5.201](#), [EP 5.202](#), [EP 5.210](#), [EP 5.221](#); [RP 4.205](#), [Chapter 4](#), [Chapter 5](#); [HCCP #4.101](#); [ACCJC Accreditation Standards](#)

I. Purpose

The Honolulu Community College is committed to the improvement of student learning across campus, including through all instructional and non-instructional units. The procedures below delineate the process for the assessment of learning and service outcomes.

II. Definitions

1. **Assessment.** Assessment is a continuous, systematic, and reflective process aimed to improve student learning and related unit performance. It consists of the following steps:
 - a) Defining the outcomes;
 - b) Determining appropriate methods to assess the outcomes;
 - c) Gathering evidence of the outcomes;
 - d) Analyzing the evidence; and
 - e) Using this information to improve student learning and evolve the program or service.
2. **Outcomes.** Our institution has established outcomes for all units:
 - a) Non-instructional units: Service Area Outcomes (SAOs). Units or participants achieve SAOs after experiencing a particular initiative.
 - b) Instructional units: Student Learning Outcomes (SLOs)
 - Course Learning Outcomes (CLOs): Students achieve CLOs after completing a course.
 - Program Learning Outcomes (PLOs): Students achieve PLOs after completing a specific degree or certificate.
 - Institutional Learning Outcomes (ILOs): Students achieve ILOs after completing any paths of study.
3. **Curriculum map.** CLOs are linked to PLOs and ILOs. SAOs are linked to the mission of the area.
4. **eLumen Assessment Management System (AMS).** A secure and confidential online platform that is integrated with relevant platforms (e.g., Banner), eLumen stores assessment data, maps outcomes, and provides reports.

III. Policy implementation and procedural guidelines

1. Calendar.

- a) Non-instructional units submit their assessment reports every Spring (i.e., the end of the fiscal and academic year) or every semester, depending on their operations.
- b) Faculty submit their assessment reports for targeted courses every semester. For all other sections, they continue their ongoing reflection on student learning, but a report is not required. eLumen captures a sample of end-results.

2. eLumen form.

Assessment forms are a space for faculty and non-instructional units to reflect on student learning and unit performance. Non-instructional units reflect on all their SAOs and faculty reflect on all the CLOs for the planned section(s). Over time questions change but generally address if student/participant met the outcome, what worked well, what needs adjustments, and what methods were used.

3. Updates.

Coordinators can update outcomes (e.g., SAO, CLOs, PLOs, ILOs) prior to the start of the semester and can update the curriculum map at any time. These changes reflect prior consensus within the unit or all faculty teaching the course.

4. Reports.

Assessment is not intended for faculty-, section-, and course-comparisons. The focus is on reflections around learning, which are discussed within departmental meetings and are the basis for improvement strategies.

- a) Non-instructional units run report on their SAOs.
- b) Faculty run their own reports on their CLOs.
- c) Coordinators run reports on PLOs.
- d) Data Steward run reports on ILOs.

5. Resources.

Assessment guides, trainings, and tutorials are available on the assessment webpage. Faculty and staff are also invited to attend campus presentations and departmental workshops on assessment. The members of the Assessment Committee are available for support.