System-wide Assessment AMS Workshop Group 10-22-2015 Meeting Minutes

Present: Dawne Bost from Kapiʻolani CC, Keala Chock from Honolulu CC, Eric Engh from UH Maui, Yao Hill from UH Manoa, Jacque Honda from UH West Oahu, Pat McGrath from Kauai CC, Bob Ming from Kapiʻolani CC, John McKee from UH Maui, Ivan Wu from Windward CC

Minutes:

1. Share status/timeline of needing AMS. For those who don’t have a timeline, when is the next accreditation visit?
   - Manoa doesn’t have a timeline-but they have a home grown system and their programmer left, therefore they can’t maintain their current system past this academic year. They would like to have something in place by August 2016.
   - Kapiolani is currently using TaskStream and their contract ends in Sept. 2017. Culinary is migrating from LiveText from TaskStream. LAT model costs $40/student/yr for 1000 licenses. They would like to know what system we will use by Fall 2016. A system is critical to their accreditation they’ve allowed two years for implementation.
   - Windward doesn’t have a timeline. They have an AMS home grown system that Ivan supports. They may consider joining in with the system, but they’re happy with their current system-it just needs a lot of technical support.
   - West Oahu needs an assessment system and is willing to go along with anything system decides and would like it as soon as possible, but it is not tied to accreditation. Currently TaskStream is used in Education with the cost of $25/student/year for 100 licenses.
   - Kauai has a deadline for early spring 2016. They are currently using a home grown system that requires enhanced monitoring and they were cited by ACCJC for lack of faculty compliance. Kauai is using LiveText in culinary and they want to expand to other programs. They were using Perkins to support it but lost funding this year and they also lost their faculty coordinator to support faculty use of the software.
   - Maui is using LiveText for culinary program and the faculty love it and they got great praise from WASC. They are interested in expanding to other programs, but are proceeding cautiously. They are using Perkins to support it. Cost is $60/student/2years
   - Honolulu is piloting LiveText in two CTE programs-ECE and Diesel Mech Tech. It is the only assessment system they are looking at. They have a backup in sharepoint. They have no timeline but the need is urgent and even though they didn’t receive a specific recommendation from accreditation, they have established the need to have it.

2. Meeting at PacAir
   a. Both LiveText and TaskStream will be at PACair, giving demonstrations. All campuses are encouraged to send representatives to view them. There isn’t a possibility to reserve a separate room, so we will try and sit together for lunch so we can talk more about the presentations.
3. Discussion and finalization of the AMS selection criteria.
   a. Patricia and Yao reassured the group that there isn’t a rush to pick a solution and they aren’t pushing any one vendor, we currently have three vendors selected, mostly because some campuses are already using them and have invested resources. They are TK20, LiveText and Taskstream. We may not come up with one system because different campuses have different accreditation needs, WASC vs. ACCJC. This is just the exploratory stage. This is a structured brainstorming. It is not the mission of this committee to pressure to use one system.

   The results of the survey are as follows:
   1. 4 campuses have an institution-wide proprietary assessment management system
   2. the other 5 campuses don’t have a set timeline to acquire one, except for Kauai CC who needs to make a selection by Fall 2015.
   3. 5 or more campuses think the following are “must haves”:

   - Allows for multiple users to access multiple plans/reports, over multiple years
   - Allows multiple levels of access (course, program, institutional level)
   - Allows multiple users to access one report
   - Can download data if service is discontinued
   - Has secure data storage
   - Allows for data entry of SLO assessments at course, program, and institutional level
   - Able to generate report and display publicly
   - Exportable program-level reports that can be used to inform program reviews.
   - Support is accessible through multiple means (email, phone, online chat)
   - Support is effective (the support staff understand the question even if the users are not using the software jargon and they can provide appropriate answers)

   More results can be found here: https://drive.google.com/open?id=0BxI92b4spNz3RTRRZ2E3bmNOZnc

   There was a discussion to add additional criteria, including, permissions that allow the reports to be private until the faculty have completed them, and then they would be public to the department chair and dean. Yao will add this to the criteria.

4. Brainstorming ways to solicit system support for AMS in terms of software solution and personnel
   - One system – request the System to pay for that
   - Consortium solution so that not all campuses will be locked into one system
   - Position for tech support – request the System to fund a position at each campus
   - System can put in the word for the chancellors to pay.
   - Think about the reasons that system would want to support the payment. What are their needs for accreditation, reporting, and continuous improvement.