

Non-Instructional Unit Career and Community Education	Sub-Unit Center for Aerospace Education	Semester/Year Spring 2013	Written by Mary Beth Laychak	Date Submitted to VCAS
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Assessment of Non-Instructional Unit Service/Process Outcomes

WCC Mission Statement	Unit Mission Statement	Sub-Unit Process/Service Outcomes Which are being measured in the assessment?	Assessment (Performance) Tasks & Success Criteria	Assessment Results & Analysis*	Action(s) Proposed	Budget/Resources Implications
			<ul style="list-style-type: none"> • What tool(s) was used to measure the outcome? • What is your benchmark? • How do you know if the outcomes have been achieved successfully? <p>*Attach the tool(s) to this report.</p>	<ul style="list-style-type: none"> • What strengths did the assessment identify? • What areas can be strengthened? • How did the current processes, procedures, policies affect the assessment results? <p>*Attach artifacts: summary of results, sample survey, rubric, presentations, or relevant materials used to assess the outcomes.</p>	<ul style="list-style-type: none"> • What changes, if any, do you plan to make in your policies, procedures, equipment, and staffing in response to the results of the assessment and your analysis? • How will your proposed actions lead to the achievement of the outcomes? 	<ul style="list-style-type: none"> • How much will your proposed actions cost the unit or college? • Will the actions require resource allocation? • Provide a cost estimate in personnel and other resources.

<p>Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai'i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment.</p>	<p>Career and Continuing Education (CCE) is committed to providing education and training to meet the needs of our workforce and community and to provide opportunities for personal enrichment and professional development.</p>	<p>#1 Non-WCC educational groups are satisfied with their overall field trip experience after visiting the CAE</p>	<p>Tools: Surveys to visiting teachers</p> <p>Benchmark: 70% of surveyed teachers agree or strongly agree with survey statements.</p> <p>Survey results will show if the outcome is successfully achieved</p> <p>Survey tool attached.</p>	<p>Strengths <i>The assessment identified the Imaginarium shows' content as strength. 87.5% of teachers agreed or strongly agreed with the statement that the full dome content was appropriate for their students. The Imaginarium and Aerospace Lab also scored very high on teacher ranking for student engagement. The 87.5% of respondents responded with a strongly agree to that question. All respondents agreed they would visit again and recommend the CAE to other teachers.</i></p> <p>Area to Strengthen <i>While 87.5% of respondents agreed or strongly agreed with the statement that the instructions or explanations accompanying the experiments in the Aerospace Lab were clear to the students, only 50% strongly agreed. The remainder agreed. This response was our lowest percentage of strongly agrees.</i></p> <p>Effect of current process, etc... <i>The Aerospace Lab is understaffed. Over 2,000 students visited the Aerospace Lab from Jan-April 2013. One part time employee staffs the room with support from the part time planetarium manager. With her limited time in the room, updating and maintaining the experiment instructions is a lower priority than other tasks such as scheduling and running field trips, maintaining the experiments and providing general customer service.</i></p>	<p>Actions <i>Convert Imaginarium manager's position from 0.5 to 1 FTE.</i></p> <p>Outcome Achievement <i>With a full time manager, the CAE could refine and expand their educational programming directed at school age groups.</i></p>	<p>Additional Funds <i>\$20,000 per year</i></p>
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<p>t — inspiring students to excellence.</p>		<p>#2 College faculty, staff and students are satisfied with the shows and services provided by the CAE</p>	<p>Tool 1: Survey for UH instructional groups visiting the CAE</p> <p>Tool 2: Survey for UH non instructional groups visiting the CAE</p> <p>Survey tools attached.</p> <p>Benchmark: 70% of surveyed WCC faculty/staff agree or strongly agree</p> <p>Survey results will show if the outcome is successfully achieved</p> <p>NOTE- The WCC astronomy instructors were not included as part of the sample set. The bulk of the CAE's classroom support is for these classes. However, surveying 2/3 of these instructors was viewed a conflict of interest because they fall under CAE management.</p>	<p><u>Strengths-UH Instructional</u> The staff of the CAE was rated very highly by the UH instructors who visited the Imaginarium and Aerospace Lab. Additionally, the Imaginarium show selected by the instructor was very highly rated for meeting the educational needs of the class.</p> <p><u>Strengths- UH Non Instructional</u> The results for non-instructional groups were very similar to those for instructional groups. The respondents indicated the Imaginarium and Aerospace Lab were engaging for their groups and the staff was helpful in planning their visit. how many %? All respondents indicated they would recommend visiting the CAE to another group or instructor.</p> <p><u>Areas to Strengthen</u> Respondents agreed that the Imaginarium's selection of shows offered topics to supplement classroom instruction; it was not a strong agreement. For many instructors they have only one show option for their content.</p> <p><u>Effect of current process, etc...</u> Faculty and instructors in the natural sciences department are currently asked for their input on potential Imaginarium shows in their subject areas. However, humanities instructors are not, potentially limiting the number of shows in those areas. Additionally, fewer planetarium shows are made on social science and humanities topics.</p>	<p><u>Actions</u> CAE staff can work with faculty and instructors outside of the natural science department to find and review potential shows that meet their classroom needs. Ideally, 2 new shows purchased each year.</p> <p>Convert Imaginarium manager's position from 0.5 to 1 FTE.</p> <p><u>Outcome Achievement</u> Broader input in show selection may lead to an increased satisfaction and increased use of the Imaginarium by UH instructional staff.</p> <p>With a full time manager, the CAE could refine and expand their educational programming directed at UH instructional and non instructional groups.</p>	<p><u>Additional Funds</u> \$20,000 per year for Imaginarium manager position.</p> <p>Purchase at least two new shows per year (~\$8,000 per show)</p>
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		<p>#5 The CAE provides clear communication of planetarium show and other CAE events to community residents</p>	<p>Tool: Attendance vs seat capacity</p> <p>Benchmark: 75% of total seat capacity are filled for public shows over the course of the year.</p> <p>Data analysis of our attendance vs total capacity for the same time period.</p>	<p>Strengths Between January to April 2013, 861 people visited the Imaginarium for public shows.</p> <p>Areas to Strengthen: Our total seat capacity for the time frame above is 1344 (16 shows x 84 seats). At 64%, the Imaginarium did not meet its benchmark thus far.</p> <p>Effect of current process, etc... During the Jan-April 2013 timeframe, the Imaginarium has experience technical problems. Several seats were broken and unable to be used, reducing the seating capacity.</p>	<p>Action Proposed The CAE is working with WCC, the UH project architect, and vendor to repair the damaged seats.</p> <p>By improving our overall patron experience, we anticipate improvement in this area.</p> <p>See #3 outcome actions and budget for more details</p>	