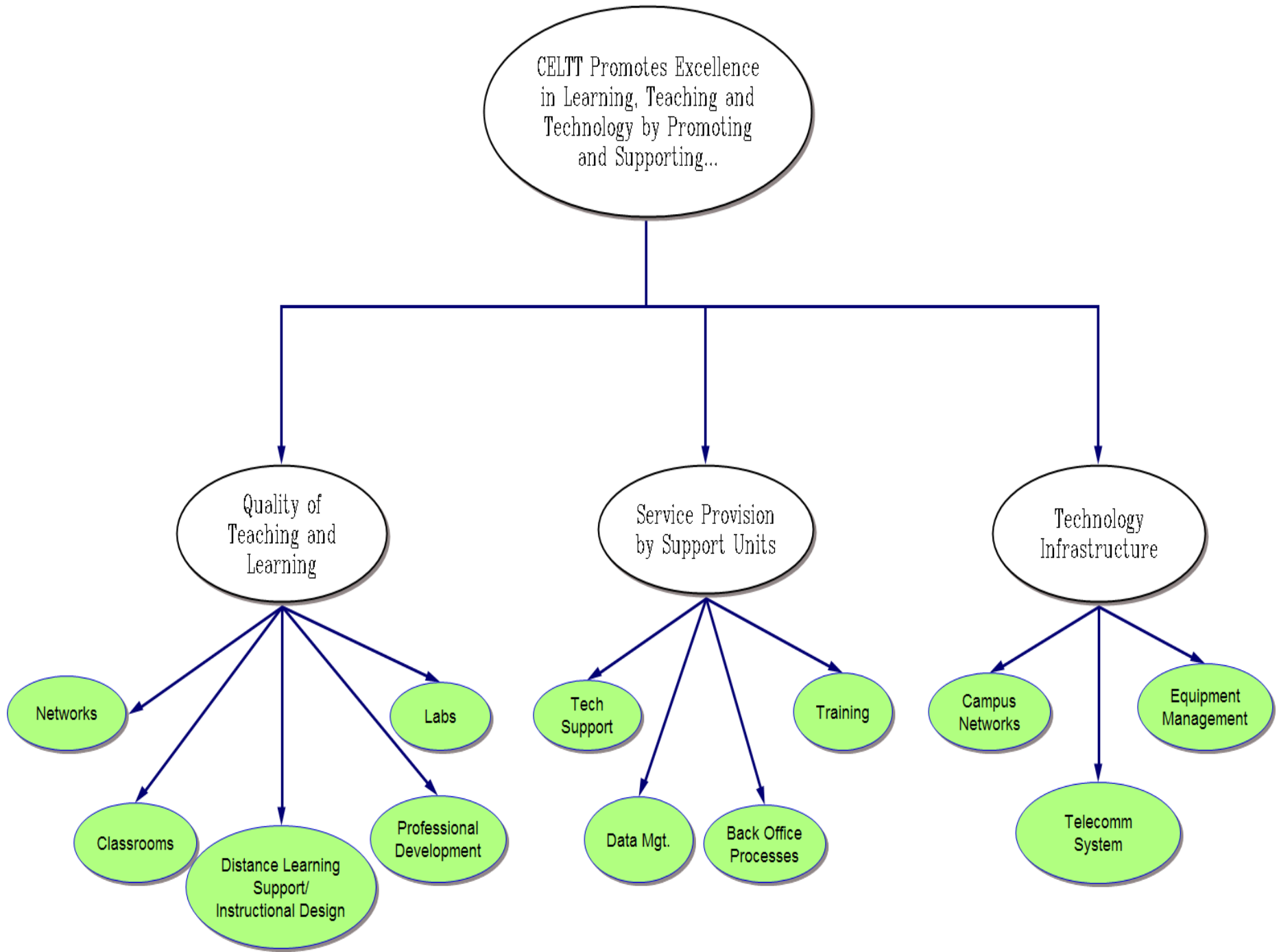## Center for Excellence in Learning, Teaching & Technology
Unit Mission, Goals and Objectives From Unit Tactical Plan for 2004-2007

The mission of CELTT is to promote learning and support teaching and technology.

Goal	[1] To Promote Learning and Teaching for Student Success	[5] To Invest in People: Professionals in a Learning Organization	[6] To Invest in the Learning Environment
Objective	[5] Ensure quality of teaching, increased productivity, and increased learning-centered behavior	[1] Redefine faculty roles and rewards to promote the scholarship of teaching	[3] Expand existing and develop new information and technology infrastructures to enhance student learning, increase employment opportunities, respond to and promote economic development, and facilitate learner access
Program/ Unit Mission & Goal	[a]Ensure the quality of teaching and learning through centralized, localized professional development support [b]Ensure the quality of teaching and learning through professional development support focused on learning college pedagogy in classroom and clinical settings [c] Ensure the quality of teaching and learning through technology support [d] Ensure increased learning-centered behavior	[a] Promote the scholarship of teaching	[a] Support the enhancement of technology infrastructure across the campus
Objectives	[a]Establish Center for Excellence in Learning, Teaching and Technology [b] Offer workshops to improve instructional methodology for adult and underserved minority students [c] Assist faculty in identifying, developing, and assessing SLOs [d]Assist Library & Learning Resources in developing 3-year technology replacement plan [e]Support LLR's goal of 10 working days to complete all repairs and maintenance [f]Develop workshops to familiarize faculty with Native Hawaiian learning styles and develop learning strategies congruent with those learning styles [g]Develop an FYE for Faculty program [h]Offer workshops to promote the integration of technology into instruction [i]Initiate pilot program for the use of ePortfolios	[a]Assist BE and other departments in developing strategies for promoting student success [b]Develop a professional development plan focused on the scholarship of teaching, including technology.	[a]Develop a technology plan [b]Develop a distance learning plan [c]Assist Library and Learning resources to meet federal, state and other guidelines for web materials [d]Assist the Culinary Arts department in developing technology infrastructure [e]Assist the Culinary Institute of the Pacific in developing technology infrastructure [f]Assist the Hospitality department in developing technology infrastructure [g]Assist KISC to improve efficiency and effectiveness [h]Assist Advancement Office to develop graduate database

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Kapi'olani Community College
Center for Excellence in Learning, Teaching & Technology Unit Plan
2004-2007 (As of February 2005)

MISSION: The mission of CELTT is to promote learning and support teaching and technology.

Goal 1 To Promote Learning and Teaching for Student Success
Objective 5 Ensure quality of teaching, increased productivity, and increased learning-centered behavior

Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results
Ensure the quality of teaching and learning through centralized, localized professional development support	Establish Center for Excellence in Learning, Teaching and Technology	CELTT operational and serving the campus needs	Research models Design Naio 203 based on functions to be housed there Hire a new director Create Advisory Council	Faculty who coordinate emphases	Spring 2005 Research models, create design Summer 2005 Renovation complete and new equipment purchased Fall 2005	Title III	IMD team, IT team, professional development team, Auxiliary Services		
Ensure the quality of teaching and learning through professional development support focused on learning college pedagogy in classroom and clinical settings	Offer workshops to improve instructional methodology for adult and underserved minority students	# of workshops conducted Evaluation of workshops by participants 6-month follow-up survey of participants to gauge impact on student learning	Conduct needs assessment of Long Term Care faculty (2005) and Visitor Industry faculty (2006) Research strategies, develop workshops Deliver workshops	Long Term, Care faculty, Visitor Industry faculty	Summer 2005 Consult & research strategies for Long term Care Fall 2005 Offer; 2006-2007 Focus on Visitor Industry	Title III			

Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results
Ensure the quality of teaching and learning through professional development support	Assist faculty in identifying, developing, and assessing SLO	# of workshops conducted

Evaluation of workshops by participants

6-month follow-up survey of participants to gauge impact on student learning | Develop & conduct workshops for academic faculty

Develop & conduct workshops for AES faculty | All departments and programs | Spring 2005: pilot with FYE, Counselors and Malama Hawai'i

Summer 2005 workshops for Long Term Care and Hospitality

Summer 2006: Teacher Prep, New Media Arts, Exercise & Sport Science, Legal, Business Education

Summer 2007 Liberal Arts, WI and HAP focus | Title III | LOA coordinator | | |
| Ensure the quality of teaching and learning through technology support | Assist Library & Learning Resources in developing 3-year technology replacement plan

Support LLR's goal of 10 working days to complete all repairs and maintenance | Meeting the 10-day turn-around time in 90% of all calls

Technology replacement plan completed to LLR's satisfaction | Inventory hardware & software | Library & Learning Resources | 2005 inventory and needs assessment

2007 long range replacement plan | 10% of technology fee | IT team

Repair team | | |
| Extend the learning environment beyond the physical campus | Work with Dental Assisting Continuing Education program to use distance learning technologies to expand delivery of their CE courses. | Delivery of CE courses by DH

Survey DH faculty about quality of services from CELTT and success of program. | Instructional design applied to DH courses for DL delivery.

Train DH faculty. | DH faculty KISC staff (registration related issues) | Fall 2005-Spring 2006 | | IMD team | | |
| Extend the learning environment beyond the physical campus | Make connections with as many DL faculty as possible.

Promote best practices in DL. | Survey all DL faculty about quality of services and implementation of technology in their classes. | Meet with DL faculty.

Invite DL faculty to share their experiences and showcase their best practices for other KCC faculty. | DL faculty | Continuous beginning in Fall 2005 | | IMD team, CELTT Coordinator | | |
| Extend the learning environment beyond the physical | Meet with all campus departments to promote CELTT's distance learning services. | Survey department chairs about effectiveness of presentation of | Make presentation for at least one meeting of all departments. | DAC or PPAC.

Departments | Continuous beginning in Spring 2006. | | DL Coordinator, other members of IMD team as needed. | | |

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Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results
campus		information.	Make presentation at DAC or PPAC.	DL faculty					
Ensure increased learning-centered behavior	Develop workshops to familiarize faculty with Native Hawaiian learning styles and develop learning strategies congruent with those learning styles	# of workshops presented

Impact on Native Hawaiian students success rates in classes taught by faculty who participated in workshops | Research best practices in promoting Native Hawaiian student success

Native Hawaiian Leadership team collaboration with professional development team to design and conduct workshops | Native Hawaiian Leadership Team | Spring 2006 Native Hawaiian learning styles workshops for Long Term Care

Spring 2007 Native Hawaiian learning styles workshops for Hospitality | Title III | IMD Team, Professional Development Team | | |
| Ensure increased learning-centered behavior | Develop an FYE for Faculty program | 90% satisfaction rate from faculty participating in the program

6-month follow-up survey to determine impact of program on second year faculty | Research best practices for learning-centered instruction, accommodating diverse learning styles, on creating active, engaged learners, and on identifying and assessing student learning outcomes

Develop year-long program | All departments | 2005 Research models, visit exemplary institutions

Spring 2006 program is developed

Fall 2006 Program is implemented | Title III | LOA coordinator | | |
| Ensure the quality of teaching and learning through technology support | Offer workshops to promote the integration of technology into instruction | # of workshops conducted

Evaluation of workshops by participants

6-month follow-up survey of participants to gauge impact on student learning | Conduct needs assessment of faculty in Long Term Care

Develop & conduct workshops | Long Term Care faculty, student support faculty | 2005 develop programs

2006 train Long-term care faculty | Title III | IMD team, professional development team | | |
| Ensure the quality of teaching and learning through technology | Offer workshops to faculty and staff to promote the use of technology for increased efficiency | | | | | | IMD team Professional Dev. Leaders | | |

Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results
support									
Ensure the quality of teaching and learning through technology support	Offer workshops to faculty and staff to promote the appropriate use of AV and computer equipment.						ITU team AV/R & M team		
Ensure the quality of teaching and learning through technology support	Initiate pilot program for the use of ePortfolios	# of faculty using ePortfolios Impact of ePortfolios on assessing SLOs, career development, student support	Research available programs Decide on College-wide software Implement in pilot areas	r-smart consultants, Culinary Arts faculty, Malama Hawaii faculty, WAC faculty, International Education faculty	Spring 2005 Research Summer 2005 purchase technology, design training Fall 2005 Implement with Culinary Arts, Malama Hawai'i Spring 2006 implement wit International education, Fall 2006 Implement with WAC, SYE faculty	Title III	IMD team, ePortfolio team, professional development team		

Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results

Goal 5 To Invest in People: Professionals in a Learning Organization

Objective 1 Redefine faculty roles and rewards to promote the scholarship of teaching

Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results
Promote the scholarship of teaching	Assist BE and other departments in developing strategies for promoting student success	# of workshops 80% satisfaction on evaluation of workshops 6-month follow-up survey to determine impact on learning & teaching	Develop & conduct workshops to address: active learning, integrating study skills, learning communities	Business Education Objective5.2, 6.4	Fall 2006-Spring 2007	Title III	Prof Development team		
Promote the scholarship of teaching	Develop a professional development plan focused on the scholarship of teaching, including technology.	CCSSE-type Assessment	Form an integrated educational technology and professional development team Create professional development plan Design assessment plan		Spring 2005 2005-2006				

Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results

Goal 6 To Invest in the Learning Environment

Objective 3 Expand existing and develop new information and technology infrastructures to enhance student learning, increase employment opportunities, respond to and promote economic development, and facilitate learner access

Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results
Support the enhancement of technology infrastructure across the campus	Develop a technology plan				2006				
Support the enhancement of technology infrastructure across the campus	Develop a distance learning plan				2006				
Support the campus mission with regards to access to technology for disabled students.	Implement Campus Disability Access to Technology Plan (CDAT) Plan for provision of accommodations for distance learning students, e.g., closed-captioning, sign-language interpreters.		Partner with Special Student Services Office (SSSO) to implement plan. Attend CDAT committee meetings. Promote CDAT objectives.	SSSO Other departments identified in CDAT.			IMD team with limited support from IT team		
Support the enhancement of technology infrastructure across the campus	Assist Library and Learning resources to meet federal, state and other guidelines for web materials	LLR satisfaction with consultation	Research & identify backup server	LLR Objective	2005	$43,000 from the LLR unit	IT team		

Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results
Support the enhancement of technology infrastructure across the campus	Assist the Culinary Arts department in developing technology infrastructure	Culinary Arts satisfaction with consultation	Research equipment to upgrade learning environment: mobile computer lab , computer projection panels, faculty computers, Develop plan & provide information on ePortfolio station Research software upgrades for classroom and faculty computers and install	Culinary Arts, Objective 6.3	Spring 05-Fall 06	External funding of equipment	IT & IMD teams		
Support the enhancement of technology infrastructure across the campus	Assist the Culinary Institute of the Pacific in developing technology infrastructure	CIP satisfaction with consultation	Research technology for lab and classroom instruction Research technology used in industry	CIP, Objective 6.3	Spring 05-Fall 06	External funding of equipment	IT & IMD teams		
Support the enhancement of technology infrastructure across the campus	Assist the Hospitality department in developing technology infrastructure	Hospitality satisfaction with consultation	Research upgrades to classroom technology: computers for the travel lab, LCD projectors & screens	Hospitality, Objective 6.3	Spring 05-Fall 06	Hospitality UH Foundation account	IT & IMD teams		
Support the enhancement of technology infrastructure across the campus	Assist KISC to improve efficiency and effectiveness. Provide programming support and hardware/software consultation as needed for third party software.	KISC satisfaction with consultation and software support.	Review processes, provide input on appropriate IT adjustments Support the full implementation of Banner and integration of Banner with out information systems	KISC Objective 6.2	Spring 2006-Fall 2006		IT team		

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Program / Unit Mission & Goals	Objectives	Means of Assessment Criteria for Success	Activities / Interventions	Connections	Timeline	Resources	Roles & Responsibilities	Summary of Data	Use of Results
Support the enhancement of technology infrastructure across the campus	Assist Advancement Office to develop graduate database	Advancement Office satisfaction with consultation	Research appropriate software	College Advancement Office objective	Spring 2006		IT team		
Support the enhancement of technology infrastructure across the campus	Assist campus Administrative Services Office to improve efficiency and effectiveness of processes such as management of parking tickets, campus keys database and campus security incident reporting.	Survey clients to assess use of the technology and satisfaction with it. Do they perceive it has improved their provision of services? If those units track their performance, use pre/post data.	Meet with appropriate staff.	Administrative Services Office Campus Security	Fall 2005-Spring 2006		IT team		
Support the enhancement of technology infrastructure across the campus.	Assist other campus administrative offices to improve efficiency and service provision either with simple database programs or applications like Acrobat.	Survey clients to assess use of the technology and satisfaction with it. Do they perceive it has improved their provision of services? If those units track their performance, use pre/post data.	Meet with appropriate staff.	May include Human Resources, Business Office, or other such units based on their needs and availability.	Summer 2006-Spring 2006		IT and IMD teams		
Support the enhancement of technology infrastructure across the campus.	Work with Dental Assisting Continuing Education program to create an online registration system for their DL CE courses referenced on page 2..	DH faculty satisfaction with system. Registration of professionals in the DL courses.	Create secure online registration system.	DH faculty, KISC personnel	Fall 2005	IT team as needed	IMD team		
Support the enhancement of technology infrastructure across the campus	Extend wireless networking capability to entire campus. Create plan for and begin implementation of a more secure campus network.			Student Congress All campus departments without wireless access. Campus lab managers and their supervisors.	Complete wireless network expansion project by Spring 2007. Complete network security plan by Summer 2006.	External network security consultants.	IT team, CELTT Coordinator		