



UNIVERSITY of HAWAII'S
KAPI'OLANI
 COMMUNITY COLLEGE

MEMORANDUM

December 10, 2010

To: Louise Pagotto
 Vice Chancellor for Academic Affairs

From: Leon Richards *LR*
 Chancellor

Subject: Title III Carry-overs (Professional Development Component) and
 C4ward-Communities of Practice

Per our discussion, I am approving the requested \$112,845 of Title III year one carryover for professional development.

This approval limits the use of Title III funds to C4ward-Communities of Practice that are focused on improving Student Engagement (CCSSE IEM), Student Success (Academic IEM), and Student Learning. Please refer to the "Integrating Institutional Effectiveness Measures with Student Learning" graphic attached.

I am requesting that you and the C4ward-Communities of Practice work directly with Bob Franco's office to develop a strong and viable assessment and evaluation plan.

By the dates identified below, each of the funded Communities of Practice needs to document the:

- 1) Process of planning instructional strategies that have a strong likelihood of improving student engagement and success measures, and student learning – By March 15, 2011
- 2) Strategies to be implemented by each Community of Practice in fall semester 2011 – By May 20, 2011.
- 3) Results of the implementation of the strategies in fall 2011 – By December 30, 2011.

- 4) Sustainability of the Community of Practice, that is, whether it needs to be or should be sustained into Spring, 2010 – By November 1, 2011.

Via this memo, I am also requesting that the SLOs Assessment process led by Kristine Korey-Smith document similar developments over a similar timeline.

This shared documentation timeline will ensure a rich body of evidence on the College's intentionality to improve student engagement, success, and learning.

Please work with Esben Borsting for an appropriate Title III Account Code. Please note that further funding should come from within your Title III component for 2011-2012 and beyond.

In Spring 2012, ongoing measurable progress in the C4ward communities of practice should deeply impact program improvement and tactical planning for 2012-2015.

Furthermore, depending on the measurable progress on this professional development initiative, I will consider further funding beyond the requested \$112,845.

c: Bob Franco
Yao Hill
Esben Borsting
Kristine Korey-Smith