

## 2006 ACCREDITATION SELF STUDY - FACULTY SURVEY

Aloha! We would appreciate your assistance in completing this survey by **December 2, 2005**. It will take less than 5 minutes to complete and the information you provide will be valuable to the college. Your answers are anonymous and confidential. A summary of the results will be shared.

## 1. I am

- |  |  |
|--|--|
| <input type="checkbox"/> Faculty - Instructional     | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Faculty - Non-Instructional | <input type="checkbox"/> Lecturer      |
| <input type="checkbox"/> APT                         | <input type="checkbox"/> Other         |

## 2. I am part of this department/unit:

- |   |   |
|---|---|
| <input type="checkbox"/> Business Education                           | <input type="checkbox"/> Language, Linguistics and Literature   |
| <input type="checkbox"/> Culinary Arts                                | <input type="checkbox"/> Legal Education                        |
| <input type="checkbox"/> Emergency Medical Services                   | <input type="checkbox"/> Library & Learning Resources           |
| <input type="checkbox"/> Health Sciences                              | <input type="checkbox"/> Math and Sciences                      |
| <input type="checkbox"/> Holomua                                      | <input type="checkbox"/> Nursing                                |
| <input type="checkbox"/> Hospitality and Tourism<br>Education         | <input type="checkbox"/> Social Science                         |
| <input type="checkbox"/> Arts and Humanities                          | <input type="checkbox"/> Other Administrative or Support Office |
| <input type="checkbox"/> Information Media and Technology<br>Services |   |

- |  |                    |
|--|--------------------|
| 3. Do you understand how to file a request for repair or maintenance of office space, classrooms, or laboratories through your department?   | Y/N                |
| 4. Do you feel that the classrooms provided meet acceptable safety standards?  | Y/N                |
| 5. Have you been asked within the last two years to evaluate the effectiveness of the facilities and equipment you use in either instructional or campus support activities?                     | Y/N                |
| 6. Have you been asked within the last two years to determine your existing needs and to recommend new equipment or facilities to improve your effectiveness to meet the campus' strategic plan? | Y/N                |
| 7. Do you feel that your office and work space(s) are secure from break-ins?   | Y/N                |
| 8. Do you believe Auxiliary Services treats all buildings equally regarding repairs and maintenance?   | Y/N/<br>Don't Know |
| 9. Do you feel that the office and work space(s) provided for you by the institution meets acceptable standards?   | Y/N/<br>Don't Know |
| 10. If applicable, do you feel that the laboratories provided for you meet acceptable safety standards?  | Y/N/<br>Don't Know |

11. Is the equipment you use for instruction regularly maintained by the institution in regard to safety and maximum benefit? Y / N / Don't Know

12. If you use special equipment or materials in instructional and/or other professional activities (e.g., laboratory equipment, chemicals, culinary equipment, etc.) are these materials and equipment regularly inspected for safety? Y / N / Don't Know

13. If you share an office, do you share it with:  
a) one other person  
b) two people  
c) more than two people

14. Where could auxiliary services best put their efforts to improve the quality of your working environment and experience at KCC? (Circle all that apply)  
a) improving your office and work space(s)  
b) improving your laboratory  
c) improving restrooms near your office  
d) improving parking facilities  
e) improving grounds

15. Please rate the following.

	Poor	-----	Excellent
Janitorial services you currently receive.	1	2	3 4
Auxiliary Services maintenance and repairs you currently receive	1	2	3 4
Air-conditioning services you currently receive.	1	2	3 4
Your office and immediate work space(s).	1	2	3 4
The current system used schedule and assign classrooms.	1	2	3 4
The parking situation.	1	2	3 4
Library's collection in your subject area	1	2	3 4
Ability of current governance structure to provide for effective discussion of new ideas.	1	2	3 4

16. Please rate the performance of the following UH/KCC leaders and governing bodies in encouraging students to participate in the discussion, planning and implementation of proposals to improve KCC's services and programs.

	Poor	-----	Excellent
University of Hawai'i Board of Regents	1	2	3 4
Kapi'olani Community College Chancellor (John Morton)	1	2	3 4
Kapi'olani Community College Administration (Deans and Directors)	1	2	3 4
Kapi'olani Community College Department Chairpersons	1	2	3 4
Kapi'olani Community College Faculty Senate	1	2	3 4
Kapi'olani Community College Staff Council	1	2	3 4
Kapi'olani Community College Student Congress	1	2	3 4

17. Have you ever accessed information from "Quill" which is the internal information system for KCC administration, faculty and staff? (Check all that apply)

- No, I was not aware of the Quill's existence.
  - No, I had no use for the Quill information.
  - No, Other. Please state other reason why: \_\_\_\_\_
  
  - Yes, Accreditation (i.e., updates on accreditation self-study)
  - Yes, Administration (i.e., memoranda from the chancellor)
  - Yes, Committees (i.e., list of governance committees)
  - Yes, Documents (i.e., on-line committee meeting minutes)
  - Yes, Forms and Procedures (for Administrative Services, Auxiliary Services, Business Office, Human Resources, IMTS, Library and Professional Development)
  - Yes, Links (to UH System and Technology Resources)
  - Yes, MyUH Faculty Tutorials
  - Yes, News (i.e., news feeds, events listings, news stories and headlines)
  - Yes, Planning (i.e., Strategic Plans and Tactical Plans)
  - Yes, Search Quill (intranet search)
  - Yes, The "411" (about key services and resources available at KCC)
  - Yes, Other. Please state other reason why: \_\_\_\_\_
- 

18. What methods of teaching do you use in your class? (Circle all that apply)

- |  |  |
|--|--|
| a) Lecture                                     | p) Socratic Method                               |
| b) Lecture and Lab                             | q) Problem-based learning                        |
| c) Collaborative projects                      | r) In-class projects                             |
| d) Group work (i.e. Jigsaw cooperative groups) | s) Out-of-class projects                         |
| e) Small group discussion                      | t) Individual presentations                      |
| f) Student Individual Presentations            | u) Group presentations                           |
| g) Group Presentations                         | v) Role-play                                     |
| h) Performance activities                      | w) Supplemental On-line materials and activities |
| i) Observation                                 | x) Games   |
| j) Practical application                       | y) Computer assisted simulations                 |
| k) Demonstration                               | z) Clinicals                                     |
| l) Multimedia Presentations                    | aa) Practicum                                    |
| m) Team teaching                               | bb) Other Please specify                         |
| n) Workshop/seminar                            | _____  |
| o) Service Learning                            |  |
- 

19. What methods of assessment do you use in your class? (Circle all that apply)

- |                            |                         |
|----------------------------|-------------------------|
| a) Tests                   | l) Written Portfolio    |
| b) Multiple choice tests   | m) E-portfolio          |
| c) Fill-in-the-blank tests | n) Demonstration        |
| d) True/false tests        | o) Performance          |
| e) Matching tests          | p) Musical performance  |
| f) Essay tests             | q) Dance performance    |
| g) Quizzes                 | r) Oral performance     |
| h) Written paper/report    | s) Speeches             |
| i) Oral presentations      | t) Other Please specify |
| j) Oral interview          | _____                   |
| k) Multimedia              |                         |

20. How many secretaries does your department/unit have?

0    1    2    3    4    5+

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21. How many clerks does your department/unit have?

0    1    2    3    4    5+

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22. How many faculty and/or staff need support services in your department/unit?

1-5    6-10    11-20    21-50    51-75    76-100    101+

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23. What services are currently provided by your secretaries and/or clerks in your department?

Please check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Photocopying  | <input type="checkbox"/> Maintaining departmental calendars and schedules, including scheduling meetings   |
| <input type="checkbox"/> Filing  | <input type="checkbox"/> Inputting and modifying class schedules in Banner   |
| <input type="checkbox"/> Typing (correspondence, course syllabi, other documents)  | <input type="checkbox"/> Handling complaints and questions from students regarding grades and/or courses; contacting instructors involved to resolve problems  |
| <input type="checkbox"/> Faxing  | <input type="checkbox"/> Purchasing supplies (including reviewing bid lists, obtaining price quotations, writing up purchase orders)   |
| <input type="checkbox"/> Receiving and distributing mail, including deliveries   | <input type="checkbox"/> Purchasing textbooks  |
| <input type="checkbox"/> Handling housekeeping chores (such as distributing paychecks, handling leave of absence forms, coordinating key requests, requesting parking permits for faculty and staff) | <input type="checkbox"/> Handling travel, training, faculty development requests and reports (including generating and completing requests, making travel arrangements, completing travel reports)                                       |
| <input type="checkbox"/> Supervising student workers (including hiring, training, and monitoring work)   | <input type="checkbox"/> Assisting with personnel matters (including keeping track of and organizing the applications for advertised positions and lecturer recruitment, scheduling interviews, and subsequent paperwork for a new hire) |
| <input type="checkbox"/> Acting as a receptionist  |  |
| <input type="checkbox"/> Receiving notification from faculty/staff about custodial, security and maintenance needs within the department and preparing work orders                                   |  |
| <input type="checkbox"/> Preparing announcements for the campus bulletin   |  |

24. **What support services are important to you?** Rank up to 17. Use 1 to indicate the highest importance, 17 the least. Do not use ties in ranking. If the number is already in use, please delete it before reuse.

\_\_\_ Photocopying

\_\_\_ Filing

\_\_\_ Typing (correspondence, course syllabi, other documents)

\_\_\_ Faxing

\_\_\_ Receiving and distributing mail, including deliveries

\_\_\_ Handling housekeeping chores (such as distributing paychecks, handling leave of absence forms, coordinating key requests, requesting parking permits for faculty and staff)

\_\_\_ Supervising student workers (including hiring, training, and monitoring work)

\_\_\_ Acting as a receptionist

\_\_\_ Receiving notification from faculty/staff about custodial, security and maintenance needs within the department and preparing work orders

\_\_\_ Preparing announcements for the campus bulletin

\_\_\_ Maintaining departmental calendars and schedules, including scheduling meetings

\_\_\_ Inputting and modifying class schedules in Banner

\_\_\_ Handling complaints and questions from students regarding grades and/or courses; contacting instructors involved to resolve problems

\_\_\_ Purchasing supplies (including reviewing bid lists, obtaining price quotations, writing up purchase orders)

\_\_\_ Purchasing textbooks

\_\_\_ Handling travel, training, faculty development requests and reports (including generating and completing requests, making travel arrangements, completing travel reports)

\_\_\_ Assisting with personnel matters (including keeping track of and organizing the applications for advertised positions and lecturer recruitment, scheduling interviews, and subsequent paperwork for a new hire)

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25. **What support services do you actually use?** Rank them by the amount you think you use them. Use 1 to indicate the most used and 17 to indicate the service least used. There are no ties in ranking. If the number is already in use, please delete it before reuse.

\_\_\_ Photocopying

\_\_\_ Filing

\_\_\_ Typing (correspondence, course syllabi, other documents)

\_\_\_ Faxing

\_\_\_ Receiving and distributing mail, including deliveries

\_\_\_ Handling housekeeping chores (such as distributing paychecks, handling leave of absence forms, coordinating key requests, requesting parking permits for faculty and staff)

\_\_\_ Supervising student workers (including hiring, training, and monitoring work)

\_\_\_ Acting as a receptionist

\_\_\_ Receiving notification from faculty/staff about custodial, security and maintenance needs within the department and preparing work orders

\_\_\_ Preparing announcements for the campus bulletin

\_\_\_ Maintaining departmental calendars and schedules, including scheduling meetings

\_\_\_ Inputting and modifying class schedules in Banner

\_\_\_ Handling complaints and questions from students regarding grades and/or courses; contacting instructors involved to resolve problems

\_\_\_ Purchasing supplies (including reviewing bid lists, obtaining price quotations, writing up purchase orders)

\_\_\_ Purchasing textbooks

\_\_\_ Handling travel, training, faculty development requests and reports (including generating and completing requests, making travel arrangements, completing travel reports)

\_\_\_ Assisting with personnel matters (including keeping track of and organizing the applications for advertised positions and lecturer recruitment, scheduling interviews, and subsequent paperwork for a new hire)

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26. **What are the support services that are not currently provided that need to be provided?** Rank up to 5 with 1 being the most needed, 5 the least. Do not use ties in ranking. If the number is already in use, please delete it before reuse. If you feel NO services need to be added, don't respond to this question.

\_\_\_ Photocopying

\_\_\_ Filing

\_\_\_ Typing (correspondence, course syllabi, other documents)

\_\_\_ Faxing

\_\_\_ Receiving and distributing mail, including deliveries

\_\_\_ Handling housekeeping chores (such as distributing paychecks, handling leave of absence forms, coordinating key requests, requesting parking permits for faculty and staff)

\_\_\_ Supervising student workers (including hiring, training, and monitoring work)

\_\_\_ Acting as a receptionist

\_\_\_ Receiving notification from faculty/staff about custodial, security and maintenance needs within the department and preparing work orders

\_\_\_ Preparing announcements for the campus bulletin

\_\_\_ Maintaining departmental calendars and schedules, including scheduling meetings

\_\_\_ Inputting and modifying class schedules in Banner

\_\_\_ Handling complaints and questions from students regarding grades and/or courses; contacting instructors involved to resolve problems

\_\_\_ Purchasing supplies (including reviewing bid lists, obtaining price quotations, writing up purchase orders)

\_\_\_ Purchasing textbooks

Handling travel, training, faculty development requests and reports (including generating and completing requests, making travel arrangements, completing travel reports)

Assisting with personnel matters (including keeping track of and organizing the applications for advertised positions and lecturer recruitment, scheduling interviews, and subsequent paperwork for a new hire)

**27. Does your department/unit close its office during lunch hours?**

- Yes  
 No

If you answered "Yes" to question 27, then answer this question:

**28. Has the department's handling of office hours during the lunch hour negatively impacted services provided to faculty, staff or students?**

- Yes  
 No

If yes, in what way?

29. Have you examined the Library's collection in your subject area in the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30. Have you requested materials in your subject area, or discussed the collection with a librarian in the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
31. If Yes to #30, did the Library purchase the materials you requested or discussed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
32. If you schedule Library Instruction sessions what effect do they have on your students? (check all that apply)	
<input type="checkbox"/> Improve their awareness and ability to use electronic databases	
<input type="checkbox"/> Increase resources located for research topic	
<input type="checkbox"/> Improve quality of completed class assignments	
<input type="checkbox"/> Other:	
33. Have you required your students to use the Library in the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
34. If yes, what for? (check all that apply)	
<input type="checkbox"/> Specific assignment	<input type="checkbox"/> Reserve materials
<input type="checkbox"/> Term paper	<input type="checkbox"/> Other:
35. If no, why not? (check all that apply)	
<input type="checkbox"/> Subject does not require Library usage	<input type="checkbox"/> Students do not like to use the Library
<input type="checkbox"/> Library's collection does not cover subject area	<input type="checkbox"/> Other:

36. In general, which journals, databases, websites, and library resources are crucial for your classes?

37. Any other comments or suggestions?