Implementation Plan for the UH Course Assessment Program (CAP)

Beginning in Fall 2016, the University of Hawaiʻi will support the Course Assessment Program (CAP) for all credit courses. CAP allows students to provide feedback on their learning experiences, which can then be used by program directors to evaluate curriculum and program effectiveness. Faculty can also use this feedback to inform their teaching practices, to evaluate new teaching methods and techniques, and to demonstrate teaching effectiveness.

CAP differs from its predecessor (eCAFE) in several areas:
- 100%* of credit courses will be automatically assessed.
- Mobile device capability will be available to students for completion of CAP.
- CAP will contain up to four distinct tiers of questions, which will be customized at the campus level. The tiers are as follows:
  - I.   Campus Questions
  - II.   College/School/Division Questions
  - III. Course/Department/Program Questions
  - IV.   Faculty Questions
- Faculty will have the option to further customize tier IV questions or use the campus-established default questions.

*Currently, courses with 3 or fewer students are not part of the evaluation process as it may be easy to tie students to specific evaluation.

<u>Viewing CAP Results</u>

CAP will close the last day of instruction. Results will be made available by ITS once final grades are rolled at each campus.

Faculty will receive results of tiers I-IV, and will be able to share results with students on the CAP website.

Unit chairs will receive results of tiers I-IV.

Aggregate results from tiers I-III will be shared with others on campus according to campus-specific policies and procedures.

<u>Next Steps</u>

1. This fall (2015), chief academic officers at each campus will guide the establishment of default questions for tiers I-IV through campus governance processes. Questions from eCAFE, unit and course level assessments, or assessment sites like SALG.com may be useful sources of existing questions.
2. Questions must be shared with ITS by the end of September 2016 in order to be available for use in the fall 2016 semester. In order to meet this deadline, campuses are encouraged have their draft default questions selected by the close of the Spring 2016 term.
3. In September 2016, chief academic officers will logon to the CAP website and designate department/division/program chairs who will act as CAP liaisons to ITS for the upcoming academic year. These liaisons will access the CAP website to verify courses.

4. In October 2016, faculty will be given access to the CAP website to customize tier IV questions. If they choose not to, the campus-established default questions will be utilized.
5. Two weeks prior to the last day of classes, ITS will send a CAP link to all students registered in credit courses. Subsequent reminder emails will be sent to those students who do not complete the assessment within a certain period of time.
6. Faculty will be able to view the percentage of students who have completed CAP by logging on to the CAP website, and are encouraged to provide time at the end of the final day of instruction to allow students to complete CAP, if they have not done so already (as mobile options will be available). This is intended to increase student response rates.