Section I: Information on Request

1. **Title of Request:** Educational Specialist - Testing

2. **Description of Request:**

   Because of the increased demand and complexity of testing services and to provide for continued high quality day and evening services, a second APT for testing is being requested.

   Several factors are being included in the justification for this request:
   - The number of tests have increased by 3,761 tests from the previous AY2011.
   - Requests are increasing for additional testing for courses as an exit qualification. Initial testing has begun in AY 2011 and AY 2012.
   - An additional supplemental testing room has been designated to accommodate these specialized testing requests.
   - Satisfaction Surveys continue to indicate a high level of satisfaction. 4.5-4.8 out of 5.0 is the range of 430 responses to the AY 2012 survey.
   - An APT position on year-to-year grant funding which covered some supervisory duties may end in AY2012.
   - This position is to assist in covering testing hours and include when testing coordinator is on leave, attending meetings, training student proctors, etc.
   - There is currently one APT position which coordinates testing.
   - Kapiolani Community College and Leeward Community College both have 2 APTs and student assistants for testing coverage and serve similar population sizes when it comes to testing services.
   - In addition, this APT position may also allow for possible off-campus testing, a secondary staff person to provide ATB (Ability-to-Benefit) COMPASS testing following federal and ACT ATB requirements, longer operational hours on Fridays and possibly Saturdays, and reduce student assistant coverage for testing.
   - In the past when a staff person covered for the testing coordinator, mistakes were made because knowledge of the testing operation is so complex and includes a variety of different tests/exams to the local campus, system, and non-system students and clients such as COMPASS placement testing, make-up exams, non-UH fee-based testing, and distance education testing.

3. **Justification for Request:**

4. This position has been supposed in the College Skills’ Center Annual Assessment for AY 2011.

5. This position has been supposed in the College Skills’ Center Annual Assessment for AY 2011.
Check Boxes if the answer to the question is “Yes”

7. ☒ Does this request meet the College’s Mission Statement?
8. ☒ Does this request meet the University of Hawai‘i’s Mission Statement?
9. ☐ Is this request due to an identified health or safety need?
10. ☐ Is request due to an Implementation Plan objective (Implementation plan that is generated due to Strategic Plan goals)

11. Program Review Link: Please type the web link to your most current program review
    Program Review (Annual Assessment) is not yet available on the web; however, the 2010-11 review lists the "Hiring of an additional APT staff for testing" as a goal for 2011-12. Document available upon request.

Estimated Cost of Resources
Please provide your best projection of the costs of this request including positions, funds (i.e., personnel, operating, and equipment costs), and required space to implement request or activity.

Positions: 1.0  Funds: $38,848 + fring (40.25%) = $54,484.32

Request Details: Request is for an APT Band A position. Based on the current salary of a beginning APT Band A position, the costing is as follows: $38,848 (APT Band A + $15,636.32 fringe (40.25%) = $54,484.32. Current CSC space allows for an office space for this APT position.

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Section II: Strategic Plan

Relationship to HCC Strategic Plan

Link: Honolulu Community College Strategic Plan 2010-2015

Each request MUST be tied to a Strategic Goal and Outcome. Many requests will be related on multiple goals and outcomes, in these instances please choose the primary as well as any secondary goals and outcomes that the request meets. Explain the relationship between the request and the goal/outcome as necessary.

1. **Primary Goal:** HCC Strategic Plan Goal A: Promote Learning & Teaching for Student Success, Strategic Outcome: Hawaii’s Educational Capital, Performance Measure (e): Increase academic and student support services to a level that results in an increase in the CCSSE Benchmark percentile rank for Support for Learners benchmark to the 80th percentile of peer institutions by 2015. Goal B: Function as a Seamless State System, Strategic Outcome: A Seamless System, Performance Goal (a): Create specific articulated pathways between selected high schools and the College designed to smooth the transition between the two institutions as well as improve the educational preparation of recent high school graduates who enroll in the college.

   This request will provide additional academic support for students and instructors by providing enhanced testing services which include Distance Education and Make-up Testing as well as Placement Testing. The request will also allow the CSC to continue to strengthen the pathway from high schools, such as the existing Farrington High School, to HCC allowing students to have a smoother transition to college.

2. **Secondary Goal:** Goal E: Develop Sustainable Infrastructure for Student Learning: Promote effective learning through a continuing commitment to the maintenance and improvement of the campus physical environment and through the application of new technologies to better serve traditional and non-traditional students.

   This request is to provides a sustainable method of assessing student achievement through testing and assessments utilizing the testing services for traditional and non-traditional students, i.e., face-to-face classes and distance education students.

3. **Secondary Goal:** Please indicate the secondary goal/outcome that this request helps to accomplish

   Please explain the request's relationship to this goal

4. **Secondary Goal:** Please indicate the secondary goal/outcome that this request helps to accomplish

   Please explain the request's relationship to this goal

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Section III: Communicating the Request

Program Consultation

1. Programs/Offices that will be impacted by this request include: List all programs/offices that will be impacted by this request

2. Impacted Program/Office: Distance Education

   a. Impacted Program/Office Comments: There is anticipate a substantial increase in the number of proctored tests that will need to be monitored in the near future.
   
   b. Online course developer is in the process of fleshing out the FIRE curriculum for 14 different courses currently (all in different states of conversion to online web delivery). The courses have been developed with FISCHE approved content for all of the mid-term and final tests will need to be proctored at the Test center. Estimate 20 student per course x 2 x 14= 560 proctored student tests.
   
   c. In addition, instructors have indicated that they will be using a database/standardized test construction process which involves putting 2 test banks per course on line for 28 test banks on the EMC server, so that the online tests delivered to each student at the test site will be different. The APT should have skills in test bank setup on a server, monitoring time on task, making sure that the tests get graded properly via the software package, delivering the results electronically to the faculty, and providing access security.
   
   d. Laulima is not a practical solution at the present time.

3. Impacted Program/Office: Submitter is responsible for including all programs/offices that will be impacted by the request and seek their comments on the request.

   a. Impacted Program/Office Comments: Impacted programs/offices comment/concerns section

4. Impacted Program/Office: Submitter is responsible for including all programs/offices that will be impacted by the request and seek their comments on the request.

   a. Impacted Program/Office Comments: Impacted programs/offices comment/concerns section

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Section IV: Administration Review and Comments

NOTE: Save the form using an abbreviated title of the request in this format: AbbreviateTitleofRequest_BudReqAY12 (example: OfficeFurnReplacement_BudReqAY12.doc).

- Routing -

All requests require review and comment from:
1) Division Chair (if no Division Chair then to #2), 2) Lead Dean(s), 3) VCAA, and 4) VCAS

1. □ Reviewed by Division Chair
   a. Division Chair please enter comments on request here

2. □ Reviewed by Program/Division Dean
   a. Program/Division Dean please enter comments on request here

3. □ Reviewed by Vice Chancellor of Academic Affairs
   a. VCAA please enter comments on request here

4. ☒ Reviewed by Vice Chancellor for Administrative Affairs
   a. No position on request, not sure if necessary but will leave question of necessity to Academic side. However, fringe not necessary in request.

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