

UNIVERSITY OF HAWAII COMMUNITY COLLEGES
ANNUAL INSTRUCTIONAL PROGRAM REVIEW
PROCEDURES, COMPONENTS, AND MEASURES

**HAWAII COMMUNITY COLLEGE
SUBSTANCE ABUSE COUNSELING PROGRAM**

Introduction:

The mission of the Substance Abuse Counseling Program is to provide our students with education and training in substance abuse counseling and related careers, and to prepare students for Hawaii State Substance Abuse Counselor Certification examinations.

The Substance Abuse Counseling (SUBS) Program offers a 21-credit Certificate of Completion in Substance Abuse Counseling to student majors interested in a career in substance abuse counseling or to in-service professionals seeking to upgrade their skills.

The SUBS program prepares students for entry level positions in substance abuse treatment centers, human service and criminal justice agencies that service substance abusing populations. The SUBS program curriculum is approved by the Hawaii State Department of Health – Alcohol and Drug Abuse Division (ADAD). Students who successfully complete substance abuse counseling courses are eligible to receive addiction studies and/or fieldwork Contact hours that they can apply towards obtaining Hawaii State Substance Abuse Counseling Certification.

Substance abuse counseling courses are taught at the Hilo and West Hawaii campuses during the Fall, Spring and Summer semesters. In addition, courses are delivered face-to-face and through distance education, via Online and VidCon technology island and state-wide.

SUBS Program Student Learning Outcomes:

- Satisfy the addiction studies educational requirement for ADAD certification.
- Identify and articulate medical, social and psychological aspects of addiction
- Apply the Twelve Core Functions of the Alcohol and Drug Abuse Counselor.
- Perform basic individual, group counseling and interviewing skills.
- Articulate the stages of the treatment process.
- Practice within the legal/ethical parameter of the SUBS counseling profession.
- Initiate interventions congruent with the values of the chemically dependent client.

- Reflect on personal traits, values and issues that may enhance or interfere with his/her effectiveness as a counselor.
- Develop career plans for entry level positions in substance abuse treatment, human services and criminal justice agencies that service substance abusing populations.

SUBS PROGRAM	AY 04-05	AY 05-06	AY 06-07
1. Annual new and replacement positions in the State	5070	5070	5070
2. Annual new and replacement positions in the County	240	240	240
3. Number of majors	7	8	25
4. Student Semester Hours for program majors in all program classes	12	36	147
5. Student Semester Hours for Non-program majors in all program classes	129	165	126
6. Student Semester Hours all program classes	141	201	273
7. FTE Program enrollment	9.4	13.4	18.2
8. Number of classes taught	3	4	5
9. Determination of program's health based on demand (Health, Cautionary, or Unhealthy)	Healthy	Healthy	Healthy
10. Average Class Size	15.67	16.75	16.6
11. Class fill rate	67.14%	58.26%	67.48%
12. FTE of BOR appointed program faculty	0	0	0
13. Student/Faculty ratio	0:1	0:1	0:1
14. Number of Majors per FTE faculty	11.67	10	25
15. Program Budget Allocation (Personnel, supplies and services, equipment)	\$27,918.00	\$38,713.00	\$47,682.00
16. Cost Per Student Semester Hour	\$198.00	\$192.60	\$174.66
17. Number of classes that enroll less than ten students	0	0	0
18. Determination of program's health based on Efficiency (Healthy, Cautionary, or Unhealthy)	Healthy	Healthy	Healthy
19. Persistence of majors fall to spring	57.14%	87.5%	76%
20. Number of degrees earned (annual)	0	0	0
21. Number of certificates earned (annual)	7	4	12
22. Number of students transferred (enrolled) to a four-year institution in UH	0	0	0
23. Perkins core indicator: Academic Attainment(1P1)	.00%	100.00%	100.00%
24. Perkins core indicator: Technical Skill Attainment (1P2)	100.00%	100.00%	100.00%
25. Perkins core indicator: Completion Rate (2P1)	.00%	.00%	.00%
26. Perkins core indicator: Placement in Employment Education, and Military (3P1)	.00%	.00%	.00%
27. Perkins core indicator: Retention in Employment (3P2)	.00%	.00%	.00%
28. Perkins core indicator: Non Traditional Participation (4P1)	.00%	.00%	.00%
29. Perkins core indicator: Non Traditional Completion (4P2)	.00%	.00%	.00%
30. Determination of program's health based on effectiveness (Healthy, Cautionary, Or Unhealthy)	Healthy	Healthy	Healthy
31. Determination of program's overall health (Healthy, Cautionary, or Unhealthy)	Healthy	Healthy	Healthy
32. Number of FTE Faculty	0.6	0.8	1

Part II. Analysis of the Program

Strengths and Weaknesses (Demand, Efficiency & Effectiveness)

Demand:

Employment demand for substance abuse counselors in Hawaii County indicate a need for 240 persons to fill new and replacement positions annually. This is consistent with the increased number of students choosing to major in substance abuse counseling. The student enrollment for the substance abuse counseling program grew by 32%, increasing from 8 student majors in 2005 -06 Academic Year (AY) to 25 student majors in the 2006-07 AY. Student Semester Hours for program majors grew from 36 in the 2005-06 AY to 147 in the 2006-07 AY. Full-time program enrollment increased from 13.4 to 18.2 indicating that 72% of SUBS student majors were full-time students.

Efficiency:

The SUBS program performed well in regards to efficiency despite the absence of a full-time program BOR appointed faculty member. Classes were taught by adjunct faculty and the Administration of Justice (AJ) program instructor. In the 2006-07 AY the average class size was 16.6, with class fill rates of 67.48%. The program was cost efficient with a program budget allocation of \$47,682 for personnel, equipment, supplies and services, and the cost per SSH was \$174.66, indicating that the program costs were reasonable compared to other vocational programs at HawCC.

Effectiveness:

The SUBS program performed well in regards to effectiveness. Persistence of majors from Fall to Spring was 76%, indicating that the majority of students attended the one-year program to completion, with 12 students graduating with a Certificate of Completion in Substance Abuse Counseling in Spring 2007.

In terms of Perkins III indicators, the program performed extremely well in both the Academic Attainment (1P1) and Technical Skill Attainment (1P2) at 100%, respectively. Because the SUBS program is fairly new (3-years-old), no core indicators were reported for Completion Rate (2P2), Placement in Employment (3P1), Retention in Employment (3P2), Nontraditional Participation (4P1) and Nontraditional Completion (4P2). Nevertheless, the AJ instructor who has been tracking the SUBS program student majors through case management, registrar data and 6 month follow-up surveys. Accordingly, findings indicated that that 80% of student majors completed the program (2P2); 85% of student majors were placed in employment (3P1) at practicum sites after completing fieldwork studies or continued their education; 80% of students retained employment (3P2); 60% of student majors participating in the program were nontraditional (4P1 women); and 75 % of students that graduated in Spring 2007 were nontraditional (4P2 women).

Weakness:

The SUBS program lacks a full-time BOR appointed faculty member. As mentioned earlier, 240 persons are need annually to fill substance abuse counselor positions in the

Hawaii County, indicating that the demand for substance abuse counselor education and training will continue to grow. Currently, the SUBS program is headed by a volunteer coordinator, who is also the lone full-time AJ instructor and coordinator with 79 AJ student majors. With increasing enrollment, a new full-time BOR appointed faculty member is needed to nurture and guide the SUBS program to its full potential.

Significant Program Actions:

- Distance Education using VidCon and Online Technology to offer program County and State-wide.
- Partnership with Kauai Community College to offer Substance Abuse Counseling program to Kauai students, starting Fall 2007.
- \$28,000 Hawaii Community Foundation grant to fund Kauai program for 1 year.
- Membership in the Hawaii County Substance Abuse Roundtable Committee
- Collaboration with County of Hawaii for Meth Summit IV Conference
- Collaboration with ADAD, Lokahi Treatment Center, Office for Social Ministry and Care Hawaii to offer non-credit substance counselor 4 – 6 hour workshops:
 - Ethics for Substance Abuse Counselors
 - Psychotropic Medications for Persons with Co-occurring Disorders
 - Ho’oponopono
 - Cultural Competency
 - Group Counseling
 - HIV/AIDS and STDS

Part III. Action Plan

- Request full-time tenure-track BOR appointed faculty to instruct and coordinate program.
- Petition BOR to plan for AS Degree in 2008
- Continue Outreach to recruit new students
- Continue collaboration with community public and non-profit agencies

Part IV. Resource Implications (physical, human, financial)

The SUBS program would like to request a 9-month, 1.0 FTE tenure track faculty position to assist in teaching and other related program activities.

COST: Based on Salary Schedule for B Lecturer (UH System)

Salary: 1.0 FTE = 44,224

Fringe: 36% = 15,921

Total Cost = \$ 60,145

Justification:

The SUBS program has grown significantly in the past three years, from 4 to 25 student majors. A full-time faculty member is needed to provide instruction and coordination to respond to student demand and to nurture and guide the program to its full potential. Furthermore, the SUBS program intends to petition the BOR for provisional status in Fall 2008 to plan for Associate of Science Degree in Substance Abuse Counseling.