

**HAWAI`I COMMUNITY COLLEGE
ANNUAL UNIT REVIEW TEMPLATE**

**University of Hawai`i Center,
West Hawai`i**

November 15, 2010

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I. Narrative and Analysis of Data

a. Statement on the mission or purpose of the unit, including the target student population;

The University of Hawai'i Center, West Hawai'i (UHCWH) serves as a West Hawai'i campus for Hawai'i Community College and coordinates access to courses and programs from the University of Hawai'i System. The Center is committed to serving the post-secondary educational goals of the West Hawai'i community. Its offerings include continuing education, certificates, associates degrees, bachelor's degrees, master's degrees, and life-long learning opportunities.

b. Information on external factors affecting the unit;

Facility and Location:

The primary external factors affecting UHCWH are its facility and location. Currently the leased facilities are being fully utilized. Class caps are limited by the size of classrooms and class offerings are limited by the number of classrooms. Traffic patterns in West Hawai'i make getting to the campus difficult. The opening of the Mamalahoa (Hokulia) Bypass has eased traffic some but the ten miles from downtown Kailua can still take an hour or more during peak travel times. Residing in a shopping center does little to enhance the center's public image and students have only picnic tables set up outside a local sports bar to gather at. Recommendations resulting from the 2006 Self Study address this concern.

Small staff:

The small number of people staffing the Center/College in West Hawai'i is a challenge. The library/learning/tutoring/testing center operates with 1 faculty, 1 APT, and 1 clerical person. In order to have the facility open a maximum number of hours, some shifts operate with only 1 of the 3 individuals on site. With the downturn in the economy, more students seem to be interested in working on campus resulting in the library/learning center being able to utilize student help to perform some routine tasks.

With 1.5 counselors and growing enrollment it is becoming more and more difficult for student needs to be met. More serious however is the 1 clerical position who handles all application and registration related issues. The allotment of a casual position to assist student services will relieve some stress once the position is filled. The utilization of a faculty member to provide counseling services during peak periods provides additional assistance. Student services have also made use of student help.

Media technical support is another area that runs with minimal staff. Scheduling individuals to be onsite to maintain and monitor distance learning offerings from 7:30 a.m. – 10:00 p.m. Monday through Friday and on Saturday usually results in more hours than the 60 allotted to the 1.0 FTE allotted the center. A .5 casual hire has been used for

many semesters to provide additional support. Staff concerns over what will happen if the two people filling the 1.5 FTE are both out have recently serviced, especially since two of the .5 positions employ the same person.

The Center utilizes an outside contractor for security services; security is currently on campus from 7:45am-10:00pm Mon-Fri and on Saturdays when classes are in session. An outside cleaning contractor is also used to supplement the Center's 1 FTE custodian/janitorial position during furlough days and scheduled sick and vacation days. With the janitor working early morning hours to get the campus ready for students' arrival, the campus is often without a janitor on site resulting in administrative personnel cleaning up spills and taking care of emergency janitorial needs.

Organization:

The organization of the University Center structure is frustrating and cumbersome. Center personnel often must adapt to decisions made by staff in Hilo. Faculty, particularly lecturers overseen by division chairs in Hilo are frequently unaware of division issues and projects; peer and supervisory evaluations of faculty and lecturers are performed sporadically; mentoring of new lecturers by Hilo based faculty/division chairs ranges from non-existent to exemplary. Hilo division chairs vary in their oversight and involvement in scheduling and selecting lecturers. Often they give direction to the Center Director that should be given directly to their faculty. Faculty and lecturers also seek support from the Director in spite of there being no line of authority between the director position and academic personnel.

Statistical data is not compiled solely for West Hawai'i. Data published by MAPS and the college incorporates all students regardless of where they are attending classes. This makes tracking West Hawai'i students difficult; and results in a variety of different enrollment counts and numbers, none of which are considered official. This also means that in the schedule of classes West Hawai'i and Hilo classes are combined, with the only distinguishing factor being the "room" designation. Since Hilo classes are considerably greater in number than West Hawai'i classes, the West Hawai'i students must wade through the list to access days and times of classes available on their home campus. For example, total English classes approximate 75 per semester, less than 20% or 15 are available in West Hawai'i. Being able to track West Hawai'i students and classes would be a true advantage to staff and students alike.

Students in distant learning programs offered online or via conferencing by UHM, UHWO, or UHH may or may not be identified to Center staff. There is no mechanism in place system wide whereby the Centers are made aware of students from their campus who are enrolled in programs at other UH campuses. The best indication of the students serviced in this area is graduation numbers since our counselors do extensive research to identify West Hawai'i students completing distance programs offered by the four-year schools.

c. Required external measures, if applicable;

A permanent campus in West Hawai‘i is still in the planning stages. An Updated Long Range Development Plan (LRDP) for West Hawai‘i detailing the latest campus plan and design was approved by the Board of Regents on November 19, 2009. At the time the 2009 Unit Review was submitted, the projected date for ground breaking was March 2010. This date came and went with no action.

In early 2010, without Memorandums of Understanding in place for either the Palamanui campus or for the road (Road 3A on Exhibit A) connecting Kaiminani Drive and the main Palamanui Town Center road the University was unable to move forward in spite having gone out for bids and selecting a contractor for the road construction in fall 2009. As a result, approximately \$5.2 million appropriated by the Legislature, set to expire June 30, 2010, had to be repurposed to renovate Hale Aloha-Building 383 on the Manono Campus in Hilo.

When the 2008 Annual Unit Review was written ground breaking was projected to occur September 2009 with the building ready for occupancy late 2010 and the first offering of classes at the new campus projected for spring 2011. Dates included in the 2009 Annual Unit Review pushed out the dates approximately six months. Currently, there is no definitive date. Consequently, in early 2011 renegotiation will need to begin with the three landlords owning the properties currently housing the University Center. The existing leases will expire June 30, 2011.

Public sentiment in West Hawai‘i indicates the time to establish a branch campus in West Hawai‘i has arrived; momentum exists and county officials appear supportive of the college’s plan. Local resident James Lally plans to spearhead a fundraising drive to assist with construction costs. Hokulia annually provides a venue for the Palamanui Golf Tournament, run by Ross Wilson, which has resulted in \$17,779.87 in 2009 and \$14,579.74 in 2010 being donated toward campus construction.

II. Update or Create Your Action Plan including Budget Request with Justification, if needed.

Action plans for the next academic year and forward are identified below.

1. Improve communication.
2. Involve more faculty in advising (not counseling) of students.
3. Investigate benefits and possibility of flagging students as West Hawai‘i, similar to how Molokai flags their Maui CC students as Molokai.
4. Develop a plan to track data and students in West Hawai‘i, i.e. student retention, students serviced by library/learning center/student services, students receiving financial aid, students whose home campus is West Hawai‘i, Hawaiian students for Achieving the Dream
5. Continue to investigate a way that would allow West Hawai‘i classes to be listed separately on the availability of classes website
6. Fill vacant positions: APT Learning Center (vacated by Mike Hopson’s retirement); APT Administration (vacated by Milton Leslie retirement)
7. Provide professional development activities for faculty and staff, i.e. assessment,

accreditation, rejuvenation, computer use, advising, communication
8. Develop a plan to improve student retention
9. Evaluate mandatory orientation done for fall 2010 to determine course of action for fall 2011.
10. Maintain or increase the number of students in Running Start while maintaining success standards
11. Implement the Math Emporium model for fall 2011
12. Continue to offer Mobile Compass Testing services island wide
13. Develop a plan to recruit, identify and support students enrolled in University distance programs
14. Maintain facilities, upgrading when funds are available and wholeheartedly support development of the Palamanui campus
15. Develop a plan to integrate and document sustainability throughout the campus and curriculum
16. Identify and find funds to hold a summer program related to STEM fields
17. Identify any new programs of study sustainable on the West Hawai'i campus
18. Seek funding to increase positions, services, and programs as outlined below

Budget requests follow.

Funds are needed to	
1. Permanently fund .5 counselor currently provided by Perkins and increase .5 to 1.0 FTE to provide for increasing enrollment.	\$57,384
2. Increase staff in admissions and records by adding an Admissions Specialist (APT Band A) to handle increasing enrollment and respond to the need for statistics on West Hawai'i students	\$34,611
3. Increase staff and services by hiring a 1.0 FTE APT to administer mobile compass and direct recruitment activities	\$34,611
4. Add 1.0 FTE APT to develop and administer non-credit/short term work-force development offerings in West Hawai'i	\$34,611
5. Increase staff in library/learning/testing center by hiring an APT to respond to increasing enrollment and demand for services.	\$34,611
6. Increase staff in media and technical support area so there are four half-time (.5 FTE) media specialist positions; consider having one of the .5 positions handling media and IT support	\$17,305
7. Add 1.0 faculty to facilitate integration of sustainability into the new campus, oversee academic support services and develop curriculum and programs identified in the LRDP	\$57,384
8. Increase staff by hiring a 1.0 Educational Specialist to focus on STEM related fields, establish a student information center, oversee student life activities, work with student government/student activities representatives, and develop	\$34,611

social networking sites.	
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Data

Native Hawaiian Educational Attainment

The Native Hawaiian/Part Hawaiian enrollment for Hawai'i Community College students in West Hawai'i increased from 134 in fall 2008 to 172 in fall 2009; this is an increase of 38 students or 28%.

There was also increase in the percentage of Native Hawaiian/Part Hawaiian to Total Students during this period. Fall 2009 31% of the total student population self identified as Native Hawaiian/part Hawaiian compared to 28% in fall 2008.

Of the 918 students enrolled in the Educational Talent Search program, 542 (59%) self identified as Native Hawaiian/part Hawaiian. This was an increase from the 465 (54%) reported in the previous year.

Hawaii's Educational Capital

FTE of community college students serviced through West Hawai'i either by being home-based in West Hawai'i or being home-based elsewhere and attending West Hawai'i classes increased from 398 FTE Fall 2008 to 465 FTE Fall 2009; this is an increase of 17%. Enrollment from spring 2009 to spring 2010 increased 26% from 383 to 482. This pattern of growth followed from fall 2009 to spring 2010 with a 3% increase in FTE from fall to spring instead of the traditional drop in student count usually experienced from fall to spring.

FTE of students having West Hawai'i as their home campus increased from 274 to 320 fall 2008 to fall 2009, an increase of 17%. There was a 30% increase in FTE from spring 2009 to spring 2010.

Personnel Vacancies

Personnel vacancies include a 1.0 FTE APT B position vacated by the retirement of Milton Leslie as of December 31, 2008 and a 1.0 FTE APT B position vacated by the retirement of Mike Hopson as of December 31, 2009.

Mobile Compass

Mobile Compass increased the number of tests given in 2009-10 by 130 tests or 34% compared to 2008-09. A total of 516 tests were given in 2009-10. This included 75 retakes.

Mobile Compass increased the number of schools serviced in 2009-10 compared to 2008-09 by 50%; twelve (12) schools on the island were serviced in the current year compared to eight (8) the previous year.

The number of students serviced by Mobile Compass applying and accepted to a UH College in 2009-10 was 279 or 63% of total students tested. This was an increase of 59 students, 2% over the previous year. Hawaii CC, Hilo campus saw the greatest increase with 63% of the 279 students indicating it as their home campus compared

to 105 or 48% of the total students tested by Mobile Compass the previous year.

Nontraditional Recruitment

The number of students reached by nontraditional recruitment efforts increased substantially in 2009-10. Over 750 persons were informed of opportunities in nontraditional careers in the current year through promotional materials, special recruitment efforts at events such as the 2010 Earth Day Fair and special projects such as an Agriculture Summer Camp.

Summer Programs

Three programs were held during summer 2010 compared to one program during summer 2009. A culinary class was held for high school students, a film boot camp was held for 6-9th grade students, which was a repeat of the previous year's partnership with Na Leo O Hawaii, and a horticulture exploration camp was held for high school students and community participants.

Kamaaina Applications for fall 2010

	#	% of Applications Accepted
Fall 2010		
Applications accepted	57	
Attended New Student Orientation	41	72%
Met with a Counselor	39	68%
Registered for classes	31	54%

New Student Orientation

	Signed Up	Attended	% Attending Orientation
May-10	11	6	55%
Jun-10	45	38	84%
Jul-10	56	42	75%
Aug-10	84	67	80%
	196	153	78%

Enrollment Statistics

<i>Enrollment</i>	<i>Fall 2007</i>	<i>Fall 2008</i>	<i>Fall 2009</i>
FTE Enrollment – Hawai‘i Community College	310	398	465
Enrollment – UH Four-Year Institutions	48	39	35

Budget Statistics

<i>Budget</i>	<i>2007-08</i>	<i>2008-09</i>	<i>2009-10</i>
A Personnel	\$643,986	\$691,879	609,531
B Supplies, equipment, leases	513,054	860,661	516,337
<i>Total budget</i>	<i>\$1,157,040</i>	<i>\$1,552,540</i>	<i>\$1,125,868</i>
*** Lease cost for 2008-09 and 2009-10 is included in the fall 2008 "B" budget; \$320,528 was encumbered in June 2008 for the 2009-10 academic year.			
FTE personnel, non-instructional	13.25	14.00	14.00
FTE personnel, instructional faculty	7.8	11.3	11.8
FTE lecturers	8.5	9.0	10.0
FTE positions funded by Perkins	.5	2.0	1.5

Graduation Statistics – Hawai'i Community College

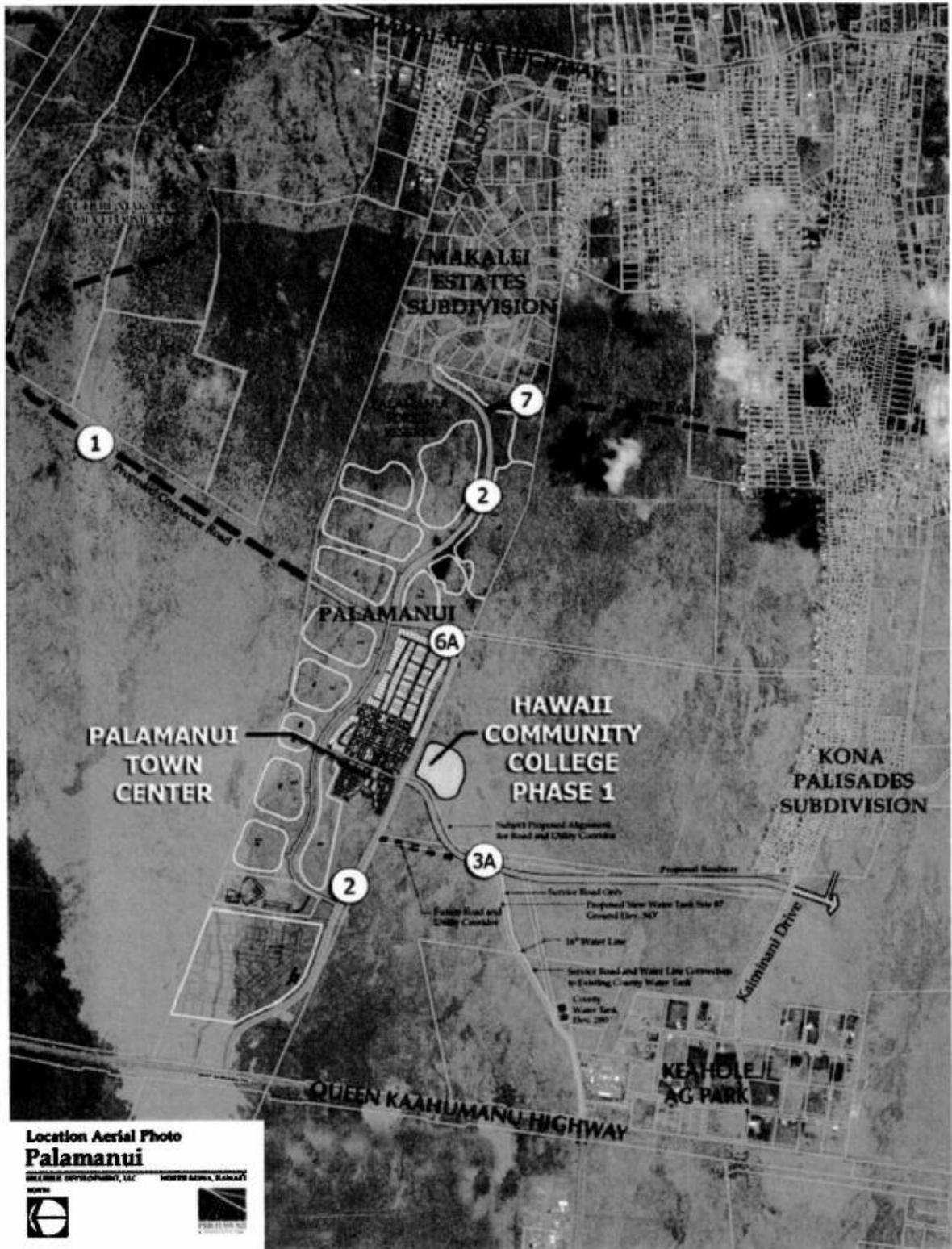
<i>Program</i>	<i>Degree/Certificate Awarded</i>	<i>Spring 2008</i>	<i>Spring 2009</i>	<i>Spring 2010</i>
Liberal Arts	AA	22	36	36
Nursing	AS (Registered Nurse)		7	7
Culinary Arts (Food Service)	AAS	2	10	2
	CA	4	8	2
	CC	12	4	5
Hotel Operations	AAS	1		
Early Childhood	AS			4
	CA	1	1	
	CC		1	
Hawaiian Lifestyles	ASC		2	
Human Services	CC	3	2	1
Tropical Forest Ecosystem & Agro Forestry	CA	1		
<i>Total</i>		<i>46</i>	<i>71</i>	<i>57</i>

Graduation Statistics – UH Hilo, UH West Oahu, UH Manoa

<i>University Program</i>	<i>Degree/Certificate Awarded</i>	<i>Spring 2008</i>	<i>Spring 2009</i>	<i>Spring 2010</i>
UH Hilo – English	BA			
UH Hilo – Psychology	BA	2		6
West Oahu – Business	BA	2	1	
West Oahu – Early Childhood Education	BA			2
West Oahu – Health Care Administration	Certificate		1	2
West Oahu – Social Sciences	BA	3	3	3

<i>University Program</i>	<i>Degree/Certificate Awarded</i>	<i>Spring 2008</i>	<i>Spring 2009</i>	<i>Spring 2010</i>
West Oahu – Substance Abuse & Addiction Studies	Certificate	2		
Manoa – Education	BA Elementary Ed	5	4	
Manoa – Education	Master of Ed Education Technology			2
Manoa – Education	Post-baccalaureate Certificate in Secondary Education	1	1	5
Manoa	Master of Human Resource Management			4
Manoa	Master of Social Work			2
<i>Total</i>		<i>15</i>	<i>10</i>	<i>26</i>

Exhibit A



Location Aerial Photo
Palamanui
SHELLER DEVELOPMENT, LLC HONOLULU, HAWAII
NORTH
SCALE 1:1000