

HAWAI'I COMMUNITY COLLEGE ANNUAL PROGRAM REVIEW (APR)

SUBSTANCE ABUSE COUNSELING

Date: March 4, 2019

**Review Period
July 1, 2017 to June 30, 2018**

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Program/Unit Review at Hawai'i Community College is a shared governance responsibility related to strategic planning and quality assurance. Annual and 3-year Comprehensive Reviews are important planning tools for the College's budget process. This ongoing systematic assessment process supports achievement of Program/Unit and Institutional Outcomes. Evaluated through a college-wide procedure, all completed Program/Unit Reviews are available to the College and community at large to enhance communication and public accountability. Please see <http://hawaii.hawaii.edu/files/program-unit-review/>

Please remember that this review should be written in a professional manner. Mahalo.

PART 1: PROGRAM DATA AND ACTIVITIES

Program Description (required by UH System)

<p>Provide the short description as listed in the current catalog.</p>	<p>A 20-credit Certificate of Competence (CO) in Substance Abuse Counseling is offered for students interested in a career in substance abuse counseling. Credit and non-credit courses are offered for in-service substance abuse, human service, and criminal justice professionals seeking to develop and/or upgrade their skills in working with individuals and families who suffer as a result of chemical abuse or dependency. Students who successfully complete these courses are eligible to receive additional studies and/or fieldwork hours that can apply towards obtaining a State Substance Abuse Counseling Certificate as required by the State of Hawai'i Department of Health Alcohol and Drug Abuse Division (ADAD), the National Alcoholism and Drug Abuse Counselor Credentialing Board, and the International Certification and Reciprocity Consortium. Students completing the CO in Substance Abuse Counseling along with an Associate's degree are eligible to receive 2,000 hours toward the ADAD Substance Abuse Certification.</p>
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Comprehensive Review information (required by UH System)

<p>Provide the year and URL for the location of this program's last Comprehensive Review on the HawCC Program/Unit Review website: http://hawaii.hawaii.edu/files/program-unit-review/</p>	
<p>Year</p>	<p>2013</p>
<p>URL</p>	<p>http://hawaii.hawaii.edu/files/program-unit-review/docs/2013_subs_comprehensive_program_review.pdf</p>
<p>Provide a short summary of the CERC's evaluation and recommendations from the program's last Comprehensive Review.</p> <p>Discuss any significant changes to the program that were aligned with those recommendations but are not discussed elsewhere in this report.</p>	<p>Overall Recommendations/Comments on the 2013 Comprehensive Review: “The College should try its best to build this program to an AA or an AS degree.”</p> <p>Program Effectiveness:</p> <ul style="list-style-type: none"> • “Excellent alignment with the College’s mission and with the ILO’s” <p>Program Strengths:</p> <ul style="list-style-type: none"> • Distance Ed capability allows many students to access courses; • 86% of program majors graduate; <p>Program Weaknesses:</p>

	<ul style="list-style-type: none"> • “Unofficial” SUBS majors declare the two-year Liberal Arts degree as their major in order to obtain receive a larger financial aid package. • “This has negative ramifications for SUBS program participation and completion rates.” <p>Assessment:</p> <ul style="list-style-type: none"> • “Assessment results were both comprehensive and positive.” <p>Trends and Other Factors:</p> <ul style="list-style-type: none"> • National trend for addiction counselors to possess a two-year degree minimum...”great justification to build the program to an A.A.degree.” • “Perhaps students could graduate with in Administration of Justice/LBRT with a concentration in Substance Abuse Counseling.” <p>Progress of Previous Goals:</p> <p>AS degree proposal was developed, but not submitted to BOR because of economic crisis occurring in the State and UH’s freeze on new faculty positions. Based on the CERC’s overall recommendations, in 2015 a proposal was submitted to modify the SUBS program to add a new Liberal Arts Degree with a Concentration in SUBS. This proposal was not approved.</p>

ARPD Data: Analysis of Quantitative Indicators (required by UH System)

Program data can be found on the ARPD website: <http://www.hawaii.edu/offices/cc/arpd/>

Please attach a copy of the program’s data tables and submit with this Annual Program Review (APR).

<p>Analyze the program’s ARPD data for the review period. Describe, discuss, and provide context for the data, including the program’s health scores in the following categories:</p>	
Demand	<p>HEALTHY</p> <p>Students are being hired after completion of the certificate. The number of Native Hawaiians who are majoring in substance abuse has doubled. We have a large number of non-major students who are taking SUBS courses.</p>

	<p>UNHEALTHY</p> <p>We recognize the small number of students in classes. We will promote enrollment and do what we can to increase morale within the program. One plan for the new SUBS coordinator, who is beginning in August 2019, is to contact local agencies about the opportunity of either professional development or added education for their employees. Students studying in other careers, such as nursing or education, also need to know about and understand substance abuse. SUBS courses will be marketed to them as well.</p> <p>The new coordinator will request data analysis from the Kauhale Analytics Intelligence unit regarding SUBS classes and scheduling in order to improve course enrollment.</p>
Effectiveness	<p>HEALTHY</p> <p>There is a fairly high number of students who stay with the program from fall to spring. We want to partner with counselors to make sure they understand the financial aid concerns that face those who are working toward a certificate.</p>
Overall Health	<p>CAUTIONARY</p> <p>Based on the history of the SUBS program, there is a clear need for a FTE BOR appointed faculty who can support, nurture and revitalize the program to its full potential. If the program can be modified in the future by offering an AA Degree in Liberal Arts with a Concentration in SUBS, this could switch the program from “unhealthy” or “cautionary” to “healthy.”</p>
Distance Education	<p>Five classes were offered in AY 2017-2018, with an enrollment of 58. The Fill Rate was 39% and with promotion of the courses, we can bring that up again. Successful completion with a “C” grade or higher was impressive at 93%. There were only 2 withdrawals from the five classes. Persistence was fairly good with 72% from fall to spring. Overall the SUB program did quite well in online classes.</p>
Perkins Core Indicators (if applicable)	<p>Students met the 1P1 Technical Skills Attainment, surpassing the goal of 92 with a score of 100. 2P1 Completion was not met by 1 point (goal 51, actual 50). 3P1 Student Retention or Transfer was not met by 15.14 points (81.81 goal, actual 66.67). The program is a one-year CTE program that does not contain a Liberal Arts</p>

	curriculum and degree that allows students to transfer to a 4-year university or retain students for another academic year. The 4P1 Student Placement goal of 64.51 was met with an actual number of 83.33.
Performance Funding Indicators (if applicable)	No data provided for Performance Measures.
What else is relevant to understanding the program's data? Describe any trends, internal/external factors, strengths and/or challenge that can help the reader understand the program's data but are not discussed above.	<p>The SUBS Program provides an important educational and workforce development option for students seeking careers in agencies that provide services to substance abusing populations, as well as education and professional development opportunities for in-service professionals requiring credits for certification renewal.</p> <p>With the addition of FTE faculty as coordinator of the SUBS program scheduled to begin August 2019, this writer anticipates that the program will once again be a fully sustainable option for those seeking certification as a substance abuse counselor.</p>

PROGRAM ACTIVITIES

<p>Report and discuss all major actions and activities that occurred in the program during the review period, including the program's meaningful accomplishments and successes. Also discuss the challenges or obstacles the program faced in supporting student success and explain what the program did to address those challenges.</p> <p>For example, discuss:</p> <ul style="list-style-type: none"> • Changes to the program's curriculum due to course additions, deletions, modifications (CRC, Fast Track, GE-designations), and re-sequencing; • New certificates/degrees; • Personnel and/or position additions and/or losses; • Other changes to the program's operations or services to students.
<ul style="list-style-type: none"> • SUBS program lecturers participated in HawCC Career Day and "Career Conversations."

- There was not a dedicated SUBS coordinator to provide planning and support until an APT was hired as full-faculty for AY18. This person covered AJ and SUBS to keep the program going.

PROGRAM WEBSITE

Has the program recently reviewed its website? Please check the box below that best applies and follow through as needed to keep the program's website up-to-date.

Program faculty/staff have reviewed the website in the past six months, no changes needed.

Program faculty/staff reviewed the website in the past six months and submitted a change request to the College's webmaster on _____ (date).

X - Program faculty/staff recently reviewed the website as a part of the annual program review process, found that revisions are needed, and will submit a change request to College's webmaster in a timely manner.

Please note that requests for revisions to program websites must be submitted directly to the College's webmaster at <http://hawaii.hawaii.edu/web-developer>

PART 2: PROGRAM ACTION PLAN

AY18-19 ACTION PLAN

Provide a detailed narrative discussion of the program's overall action plan for AY18-19, based on analysis of the Program's AY17-18 data and the overall results of course learning outcomes assessments conducted during the AY17-18 review period.

This Action Plan should identify the program's specific goals and objectives for AY18-19 and must provide benchmarks or=timelines for achieving each goal.

- The addition of FTE BOR Coordinator/Instructor in SUBS will begin August 2019 to nurture and support the program to help it fulfill its potential. Plans to work in partnership with the Human Services program will help to increase the SUBS program.
- The 2019 Advisory Council discussed adding courses to the curriculum in order to strengthen the value of a possible Liberal Arts Degree with a Concentration in SUBS. These discussions and future planning efforts remain ongoing.

- The addition of a 2-year degree would enhance students' ability to receive more financial aid funding whether it be an A.S. or an A.A. with SUBS Concentration. This Action Plan will involve sitting down with Administration to determine how to achieve the 2-year degree goal.
- A re-draft and strengthened proposal for a Liberal Arts Degree with Concentration in Substance Abuse Counseling will be presented to Curriculum Review Committee, Faculty Senate, and Administration in AY19-20.

ACTION ITEMS TO ACCOMPLISH ACTION PLAN

For each Action Item below, describe the strategies, tactics, initiatives, innovations, activities, etc., that the program plans to implement in order to accomplish the goals described in the Action Plan above.

For each Action Item below, discuss how implementing this action will help lead to improvements in student learning and their attainment of the program's learning outcomes (PLOs).

Action Item 1: Hiring an FTE Coordinator/Instructor in SUBS.

The FTE position to coordinate the SUBS program is already in place beginning August 2019 in order to move the SUBS Program forward with limited resources and support.

Action Item 2: Create a 2-Year Degree Program in LBRT with a Concentration in AJ and/or SUBS.

The new SUBS Coordinator and the DC will meet with Administration to discuss the best way to create this program, which will serve as a Pathway to UH-Hilo and other 4-year degrees in Sociology or Psychology. As an emerging vocation in Hawai'i as recognized by DOL statistics, this program has great potential for growth, especially given the opioid crisis in our communities.

RESOURCE IMPLICATIONS

NOTE: General “budget asks” are included in the 3-year Comprehensive Review. Budget asks for the following three categories only may be included in the APR: 1) health and safety needs, 2) emergency needs, and/or 3) necessary needs to become compliant with Federal/State laws/regulations.

BUDGET ASKS

For budget ask in the allowed categories (see above):	
Describe the needed item(s) in detail.	N/A
Include estimated cost(s) and timeline(s) for procurement.	
Explain how the item(s) aligns with one or more of the strategic initiatives of <u>2015-2021 Strategic Directions</u> : http://hawaii.hawaii.edu/sites/default/files/docs/strategic-plan/hawcc-strategic-directions-2015-2021.pdf	

PART 3: LEARNING OUTCOMES ASSESSMENTS

For all parts of this section, please provide information based on CLO (course learning outcomes) or PLO (program learning outcomes) assessments conducted in AY17-18.

Evidence of Industry Validation and Participation in Assessment (for CTE programs only)

Provide documentation that the program has submitted evidence and achieved certification or accreditation (if applicable) from an organization granting certification/accreditation in the program’s industry/profession. If the program/degree/certificate does not have a certifying body, you must submit evidence of the program’s advisory committee’s/board’s recommendations for, approval of, and/or participation in the program’s assessment(s).

Please attach copy of industry validation for the year under review.

NOTE: No SUBS courses were assessed in AY16-17 or AY 17-18 due to the absence of the SUBS faculty program coordinator who was on sick leave for two years.

Next Steps – ASSESSMENT ACTION PLAN for AY18-19

Describe the program’s intended next steps to improve student learning, based on the program’s overall AY17-18 assessment results.

Include any specific strategies, tactics, activities or plans for improvement in program or course assessment practices, methods or tools, rubrics, schedules, etc.

Because this program has gotten so far behind, we are working with the Institutional Assessment Coordinator to plan and hopefully conduct assessments in AY19 and, moving forward to AY20, to get back on track with all our assessments.

PART 4: ADDITIONAL DATA

Cost Per SSH (to be provided by Admin)

Please provide the following values used to determine the total fund amount and the cost per SSH for your program:

General Funds = \$ _____
Federal Funds = \$ _____
Other Funds = \$ _____
Tuition and Fees = \$ _____

External Data*

If your program utilizes external licensures, enter:

Number sitting for an exam _____
Number passed _____

***This section applies to NURS only.**