

# ANNUAL

REPORT OF PROGRAM DATA

# 2023

A photograph of a campus landscape featuring a winding paved path, green grass, and modern buildings in the background. The image is overlaid with a semi-transparent purple filter and a white geometric design consisting of intersecting lines forming a diamond shape.

UNIVERSITY *of* HAWAI'I

# HAWAI'I

COMMUNITY COLLEGE

**July 1, 2022 through June 30, 2023**

Liberal Arts

**Submit this Review document in WORD via the  
Hawaii CC - Program & Unit Review Submission portal**

**<https://hawaii.kualibuild.com/app/60ef56c477b0f470999bb6e5/run>**

**attachments and supporting documentation may be uploaded in WORD, PDF, or EXCEL**

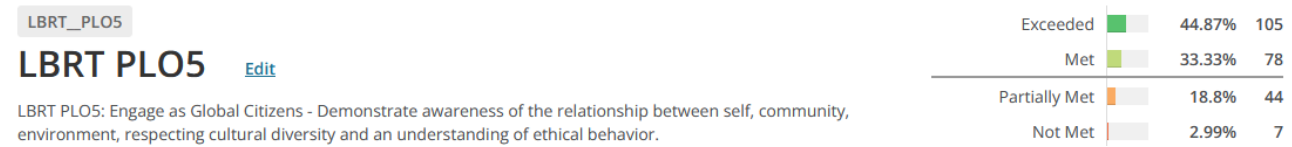
## 1. Program or Unit Mission

A general and pre-professional education degree consisting of at least 60 Baccalaureate-level semester credits at the 100 and 200 levels provides students with skills and competencies essential for successful completion of a Baccalaureate degree. The issuance of an A.A. degree requires that the student must earn a cumulative 2.0 GPA or better for all courses used to meet degree requirements. The A.A. degree is designed for students who are preparing themselves to transfer to a four-year college or university. (UHCCP #5.203)

## 2. Program Student Learning Outcomes or Unit/Service Outcomes

The following chart reflects the PLO assessment results for academic year 2022-23.

<b>LBRT_PLO1</b>				
<b>LBRT PLO1</b>	<a href="#">Edit</a>			
LBRT PLO1: Communicate Effectively - Speak and write to communicate information and ideas in academic settings.				
	Exceeded		27.5%	179
	Met		41.63%	271
	Partially Met		25.96%	169
	Not Met		4.92%	32
<b>LBRT_PLO2</b>				
<b>LBRT PLO2</b>	<a href="#">Edit</a>			
LBRT PLO2: Think Critically - Retrieve, read, and utilize information and synthesize, analyze and evaluate that information to gain understanding and make informed decisions.				
	Exceeded		39.16%	459
	Met		36.09%	423
	Partially Met		20.31%	238
	Not Met		4.44%	52
<b>LBRT_PLO3</b>				
<b>LBRT PLO3</b>	<a href="#">Edit</a>			
LBRT PLO3: Reason Quantitatively - Use quantitative, logical and symbolic reasoning to address theoretical and real-world problems.				
	Exceeded		22.22%	4
	Met		50%	9
	Partially Met		16.67%	3
	Not Met		11.11%	2
<b>LBRT_PLO4</b>				
<b>LBRT PLO4</b>	<a href="#">Edit</a>			
LBRT PLO4: Apply Areas of Knowledge - Utilize methods, perspectives and content of selected disciplines in the natural sciences, social sciences, and humanities.				
	Exceeded		49.88%	411
	Met		31.92%	263
	Partially Met		13.35%	110
	Not Met		4.85%	40



PLO 1 was assessed in Fall 2022 and Spring 2023 through HIST 151, 152, & 153; BOT 101; WGSS 176; WGSS 175, ENG 22; ENG 100; MICR 130; PHYL 142L; MICR 140L; and ENG 257A.

PLO 2 was assessed in Fall 2022 and Spring 2023 through HSER 110; HIST 151, 152, & 153; MATH 82X; ZOOL 101; ZOOL 101L; MICR 130; ASTR 110; PHYL 142L; MICR 140L; SOC 218; and ENG 257A.

PLO 3 was assessed in Spring 2023 through MATH 82X.

PLO 4 was assessed in Fall 2022 and Spring 2023 through HIST 151, 152, & 153; ASTR 110; BOT 101; CHEM 100L; ZOOL 101; ZOOL 101L; MICR 130; ASTR 110; PHYL 142L; MICR 140L; and SOC 218.

PLO 5 was assessed in Fall 2022 and Spring 2023 through BOT 101, GEOG 102, GEOG 122, WGSS 151, 175, & 176; PHYL 142L; SOC 218; and ENG 257A.

Based on the results, revisions were made to assignment instructions, materials, summative assignments, assessment strategies, and rubrics. Additionally, several assessments resulted in modifications to course learning outcomes.

### 3. Analysis of the Program/Unit

#### [UHCC Annual Report of Program Data](#)

Overall Health			
Indicator	Demand	Efficiency	Effectiveness
2022	Needs Attention	Progressing	Needs Attention
2023	Progressing	Needs Attention	Progressing

**Demand:** The number of majors has decreased from 702 to 625; however, while the percent change from 2021-22 was -15%, in AY 2022-23, the percentage was down to -11%. Of significance is that compared to AY 2018-19, the percentage of part-time students has increased by 20% with the current rate at 68%. Additionally, SSH in all program classes continues to decline, currently standing at 14,106 from 20,473 in AY 2018-19. Speculating, this trend could be attributed to the sharp demand for online course offerings, whereby students are able to take advantage of options across the UHCC System.

**Efficiency:** Indicators show that the fill rate has continued to decline over the last two years, from 78.4% in 2021-22 to 69.2% in 2022-23. To address this concern, offerings will need to be more efficient. Likewise, the number of low-enrolled courses will need to be addressed as it increased to 68 from 28 in just one academic year. Also of note is that majors to FTE BOR appointed faculty unexpectedly declined in AY 2022-23 to 26 from 31 in 2021-22. This occurrence will require deeper analysis to understand the cause(s). \*Regarding program expenditures, the information appears inaccurate as \$2,758, 416 is listed for 2022-23.

**Effectiveness:** Persistence from fall to spring was down to 62% in AY 2021-22 but increased to 66% in 2022-23. Retention efforts remain a priority, and despite this increase, awarded degrees/certificates have continued to wane with 145 Associate degrees and 1 Academic Subject Certificate awarded in AY 2022-23. On a more positive note, successful completion has increased to 75% from 72% in the previous AY.

### Goals of Comprehensive

Three goals were presented in the 2018-21 comprehensive review:

- **Continue training for faculty** – to pivot to online instruction during the pandemic, our Instructional Technology Support Office (ITSO) provided robust training for faculty. Currently, any instructor who is teaching synchronously or asynchronously must complete the badging program to establish the foundation needed for the modality used for instruction. Professional development funds are also available through the Faculty Staff Development Committee.
- **Provide support for students** – Hawai'i Community College has made significant progress in providing support in the areas of basic needs. Additionally, the college has continued to provide laptop loans, tutoring services (in-person and online), and high-touch advising. One current challenge is finding ample tutors for The Learning Center. However, there are plans to triangulate support among Student Affairs, Academic Support, and Instruction to optimize resources and alleviate any one sector from taking the brunt of the load. This includes developing a mentoring pipeline that would lead to a sustainable pool of tutors.
- **Fill vacated and swept instructor positions** – as a result of the attrition experienced during the pandemic, tremendous efforts are being made to fill positions vacated by retirees, positions swept by the System, and positions converted to other categories in order to fill critical needs. At present, a number of critical positions remain unfilled due to the enormous backlog that was created by the hiring freeze. Additionally, our Human Resources office only has one employee due to recent resignations, so there is a limit as to how many positions we can process at one time. Likewise, we are limited by the small pool of faculty needed to comprise screening hiring committees.

### Program Updates

- SSCI – The Social Sciences and Public Services department worked diligently to create the Homeland Security Certificate and the Criminal Justice Addictions Professional Certificate through funding provided by Good Jobs Hawai'i. Additionally, the Early Child Education program coordinates the Early Learning Career Pathway which is in its third cohort with

nine students. The department has also requested that the Community Health Worker Certificate of Competence be reinstated to support the needs of the island.

- HUM – The Humanities department is requesting a full-time faculty member to support the Creative Media program. This position was swept during the pandemic but is critical to the development of the program, which is increasing in majors. At present, the lecturer coverage equates to two full-time faculty. The department also has a number of grants, including: ACM funding; the Manai a Maui grant; the Nau II grant; the Nauane grant; the Paieie grant; and the Ulu Kini grant.
- MNS – The Math and Natural Science Department has implemented a new Academic Subject Certificate for a Marine Option Program, and is working on a number of grants including: Bridges to Baccalaureate, which is an NSF grant that provides mentor scholarships; Kaihuwa'a Scholarship, which is a five year grant for Hawai'i CC STEM students who plan to transfer to a STEM program at a 4 year University of Hawai'i campus (cohort II started in fall 2022); a USFS work study for TEAM students to participate with Na Palina Forest Restoration; three USDA grants totaling approximately \$100K each for a two year cycle to provide student internship stipends, tuition waivers, scholarships, travel, and professional development; and the Geospatial Remote Sensing Hawai'i grant, which provides funds to develop a remote sensing certificate with courses shared between the AEC and TEAM programs to obtain equipment, consult subject matter experts, hire lecturers, and to support an APT and student worker. The department currently has one faculty member on LWOP and is awaiting the urgent posting of two lab coordinator positions.
- ENG – The English department is in a precarious situation with one faculty member on sick leave, one covering for the coordinator position of the Office of International Programs, one serving as the interim Dean of Liberal Arts and Sciences, and one scheduled for a one year sabbatical beginning in the fall 2024 semester. Moreover, two positions were lost during the pandemic. At this time, the department requests one full-time English faculty member.

## 4. Action Plan

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In addition to the actions mentioned above, efforts are being made to optimize the Liberal Arts schedule by working closely with Student Affairs to create efficient options for students who wish to or are required to study in-person by offering back-to-back courses without any overlap from competing requirements within a time frame that caters to working parents. Likewise, we would like to make data-informed decisions for online options. These goals are consistent with the College's mission to serve all segments of the community and they support imperative two of the UH Strategic Plan.

## 5. Resource Implications

### Special Resource Requests **not included in operating "B" budget \***

*Detail any special resource requests not funded by your regular operating budget, including reallocation of existing resources (physical, human, financial) to support action or Perkins plans.*

*\*Note that CTE programs seeking future funding via UHCC System Perkins proposals must reference their ARPD Section 4. Action Plan and this ARPD Section 5. Resource Implications to be eligible for funding.]*

☐ I am NOT requesting additional resources for my program/unit.

☒ I AM requesting additional resource(s) for my program/unit.

Total number of items being requested: 4 (4 items max.)

*\*For each item requested, make sure you have gathered the following required information and all relevant documentation before you upload this Review; you will submit all information and attachments for your **Resource Request** as part of your Review document submission via the*

[Hawaii CC - Program & Unit Review Submission portal](https://hawaii.kualibuild.com/app/builder/#/app/60ef56c477b0f470999bb6e5/run)  
<https://hawaii.kualibuild.com/app/builder/#/app/60ef56c477b0f470999bb6e5/run>

✓ **Item Description:**

✓ **Justification:**

✓ **Priority Criteria** (must meet at least one of the following):

1. Ensure compliance with mandates and requirements such as laws and regulations, executive orders, board mandates, agreements and contracts and accreditation requirements.
2. Address and/or mitigate issues of liability, including ensuring the health, safety and security of our Kauhale.
3. Expand our commitment to serving all segments of our Hawaii Island community through Pālanui and satellite centers
4. Address aging infrastructure.
5. Continue efforts to promote integrated student support in closing educational gaps.
6. Leverage resources, investments with returns, or scaling opportunities
7. Promote professional development.

CATEGORY	Category-Specific Information Needed			
<b>Equipment</b>	Estimated Date Needed	Quantity / Number of Units; Cost per Unit	Total Cost (with S&H, tax)	On Inventory List (Y/N); Decal #, Reason replacing
<b>Facilities Modification</b>	Estimated Date Needed	Total Cost	Monthly/Yearly Recurring Costs	Utilities Required
<b>Personnel Resource</b>	Estimated Date Needed	FTE; Position Type; Position Title	Estimated Salary	Was an Existing Position Abolished? (Y/N); Position #

2023 Hawai'i Community College ARPD  
Program: Liberal Arts

Personnel Resources:

Estimated Date Needed	FTE; Position Type; Position Title	Estimated Salary	Was an Existing Position Abolished? (Y/N); Position #	Justification
ASAP	1 FTE; APT; NS Lab Coordinator Manono	<a href="#">APT Band A</a>	Y #97190	<a href="#">See linked</a>
ASAP	1 FTE; APT; NS Lab Coordinator Pālamanui	<a href="#">APT Band A</a>	Y Pending UHCC System	<a href="#">See linked</a> <a href="#">Additional Justification</a> <a href="#">More Justification</a>
FA 24	1 FTE; C2; Creative Media Instructor	C2 Schedule	Y Pending UHCC System	At present, the lecturer coverage equates to two full-time faculty and the number of majors continues to increase.
FA 24	1 FTE; C2; English Instructor	C2 Schedule	Y Prior 84620	The English department is in a precarious situation with one faculty member on sick leave, one covering for the coordinator position of the Office of International Programs, one serving as the interim Dean of Liberal Arts and Sciences, and one scheduled for a one year sabbatical beginning in the fall 2024 semester. Moreover, two positions were lost during the pandemic.