

**HAWAII COMMUNITY COLLEGE
ANNUAL INSTRUCTIONAL
PROGRAM REVIEW**

**Substance Abuse Counseling
Certificate of Completion Program
A.Y. 2005-2006**

APRIL 2, 2007

Donnalyn Kalei

ANNUAL INSTRUCTIONAL PROGRAM REVIEW
Administration of Justice
Associate in Science Degree Program
April 2, 2007

I. Narrative and Analysis of Data

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

The Substance Abuse Counseling Program offers a 21-credit Certificate of Completion in Substance Abuse Counseling to student majors interested in a career in substance abuse counseling. In addition, the program offers credit and non-credit courses to 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.

Substance abuse counseling courses are taught at the Hilo and West Hawaii campuses during the Fall, Spring and Summer semesters. In addition, courses are taught, using Online and VidCon technology island and state-wide. All courses are approved by the State of Hawaii Department of Health Alcohol and Drug Abuse Division (ADAD).

Program goals are:

- To provide necessary addiction education and skills training to students seeking to obtain entry level positions as paraprofessional substance abuse counselors.
- To provide required addiction studies education to individuals seeking certification or re-certification as Certified Substance Abuse Counselors by the State of Hawaii Alcohol and Drug Abuse Division (ADAD).
- To offer education and training opportunities to in-service substance abuse, human services and other professional workers seeking to increase their knowledge and skills.

Student Learning Outcomes are

- Satisfy the addiction studies educational requirement for ADAD certification.
- 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.

b. Information on external factors affecting the program

The SUBS program is the only publicly supported CC program on Hawaii Island. The SUBS Program seeks to serve the entire island through distributed sites and the use of technology. Some of the special challenges we face are:

- Broad geographic reach
- Outdated and inadequate facilities on the Hilo and West Hawaii campuses
- Insufficient administrative infrastructure and resources to support program faculty, staff and lecturers in regards to classroom space and offices to prepare for classes and meet with students.
- Large number of under-prepared students result in a great need for remedial/developmental education.
- With the expansion of the SUBS program increased funding for facilities, and resources are necessary

A positive impact has been grants which fund the SUBS program. The Perkins funded student worker assists the volunteer coordinator with case management and other administrative duties as well as support for program lecturers. The Rural Development Project grant funds stipends for practicum students, who must complete 230 practicum hours per semester and additional office equipment and supplies.

c. Attach PHI Report (CTE Programs only)

SEE ATTACHED SUBS 2006-07 PHI REPORT

d. Required external measures, if applicable (e.g.) Nursing Cert.
not applicable

Analysis of Data 2005-06 Academic Year (AY)

Unduplicated SUBS CC majors are 22 students with, approximately 7 students attending full-time for the 2005-06 AY, indicating that a majority of student majors work while attending the program part-time. Four students or 18% graduated from the program during Spring 2006.

The number of FTE faculty for the program was 1.22. The program lacks a BOR appointed FTE faculty member and the majority of classes were taught by lecturers. The student/faculty ratio was approximately 12/1 and the average class size was approximately 16 students, with the class fit of 62%. This indicated that enrollment in SUBS courses was ideal for an experiential learning environment appropriate for the counseling discipline and contributing to the PPC average GPA of 3.63 and the Non-PPC average GPA of 2.30. The program cost of \$123.68 per SSH for the SUBS CC program is cost effective for the College, considering that the program is fairly new. As the program grow, the program cost should go down.

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

The SUBS CC program plans to do the following for the 2007-08 AY:

- Continue Outreach Activities to increase enrollment
- Complete UH-Board of Regents proposal to plan and develop AS Degree for SUBS program.
- Continue collaboration with Hawaii County public and non-profit agencies to provide capacity building non-credit workshops to train students and in-service professionals.
- Learn to assess program SLO's
- Write RDP grant to provide program assistant to help volunteer SUBS program coordinator.
- Develop and initiate program satisfaction survey for students.

Budget Request

The SUBS CC program would like to request a UH-BOR appointed 1.0 FTE/9 Month, Tenure Track instructor/coordinator position.

COST: Based on UH Salary Schedule for Rank 3,

Salary: 1.0 FTE/9Month Tenure Track Position =	\$ 68,640
Fringe: 37%	= <u>25,397</u>
Total Cost =	\$ 94,037

Justification:

The SUBS CC program lacks a full-time BOR appointed faculty member to instruct and coordinate the program. Notwithstanding, the SUBS CC program has grown significantly in the past three years under the leadership of a volunteer faculty member. Student majors increased from 7 majors in 2003-04 to 27 majors for the 2006-07 AY, an increase of 386%. In addition, the program had 41 applicants for the 2006-07 AY. The program is expected to continue to grow to meet the employment needs of students and demand for trained substance abuse counselors by substance abuse treatment, criminal justice and human services agencies in the community. Argosy University is planning to offer a Certificate in Substance Abuse Counseling in Hilo to meet the needs of interested students and community members.

In-service human service and criminal justice professionals with Bachelor's and Master's degrees are returning to Hawaii Community College to upgrade their skills and satisfy the State Department of Health Alcohol and Drug Abuse Division's 270 hour addiction studies requirement for State Certification in Substance Abuse Counseling. Furthermore, substance abuse counselors are one of the "Top 10 Fastest Growing Occupations" in the State, with high wage starting salaries of approximately \$34,000 per year.

Finally, plans to initiate and establish an AS Degree in Substance Abuse Counseling will certainly increase the number of SUBS majors, and a full-time instructor/coordinator will be needed.

QUANTITATIVE TREND DATA CHART

Program Name: Substance Abuse Counseling

	Fall 2005	Spring 2006	AY
#1 Number of Unduplicated Majors	8	21	22
#2 Total Student Semester Hours	51	150	201
#3 FTE Student Majors	3.40	10.00	6.70
#4 Number of Graduates	-	-	4
#5 Number of classes	5	6	11
#6 Avg Class size	16.80	15.33	16.00
#7 Avg Class fit	64.0%	60.8%	62.3%
#8 FTE of BOR Appointed Program Faculty	-	-	0
#9 Number of FTE Faculty	-	-	1.22
#10 Student semester hours for all PPC class enrollments	204	219	423
#11 Student-Faculty Ratio	-	-	11.54
#12 PPC Credits Earned Ratio	.93	.86	.90
#13 Non-PPC Credits Earned Ratio	.50	.90	.70
#14 PPC Avg GPA	3.71	3.55	3.63
#15 Non-PPC Avg GPA	1.80	2.80	2.30
#16 Budget	-	-	1130.00
#17 Program Cost per SSH***	-	-	123.68

*** - calculated using rank 4 rate per credit hour of instruction

The Program Health Indicators Review provides a comprehensive, empirically based review of academic programs. Major sections of the report provide descriptive information about the development and history of a program, goals, faculty and advisory committees, admission and degree requirements, and graphic representation of the program is standing. The major clusters of program health indicators are program demand, program efficiency and program outcomes. Hawai'i Community College use five data elements to develop these clusters: number of applicants and majors (program demand) class fit and average class size (program efficiencies) and graduates (program outcomes).

Chancellor :	Rockne Freitas
Vice Chancellor Academic Affairs:	Doug Dykstra
Department Chair:	Mary Goya

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PROGRAM GOALS

- To provide necessary addiction education and skills training to students seeking to obtain entry level positions as paraprofessional substance abuse counselors.

- To provide required addiction studies education to individuals seeking certification or re-certification as Certified Substance Abuse Counselors by the State of Hawaii Alcohol and Drug Abuse Division (ADAD).
- To offer education and training opportunities to substance abuse, human services and other professional workers seeking to increase their knowledge and skills counseling individuals and families who are affected by alcohol and other drug addiction.
- To provide an institutionally based curriculum sequence that will assist paraprofessionals to acquire the knowledge and skills to pass the ADAD certification examinations.
- To provide an educational program which may be substituted for one of the three years of work experience in substance abuse treatment that is required prior to being allowed to take the ADAD written examination

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Substance Abuse Counseling Program, students will be able to:

- 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.

PROGRAM DESCRIPTION

The Substance Abuse Counseling Program is situated within the General Education Division of HawCC and is one of three Public Service programs of the Social Sciences department. This unique program fulfills vocational education workforce needs and is responsive to the community and the State of Hawaii as expands educational and vocational opportunities for students.

The Substance Abuse Counseling Program offers a 21-credit Certificate of Completion in Substance Abuse Counseling to student majors interested in a career in substance abuse counseling. In addition, the program offers credit and non-credit courses to 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.

Substance abuse counseling courses are taught at the Hilo and West Hawaii campuses during the Fall, Spring and Summer semesters. In addition, courses are taught, using Online and VidCon technology island and state-wide. All courses are approved by the State of Hawaii Department of Health Alcohol and Drug Abuse Division (ADAD).

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. In addition, students who successfully complete substance abuse counseling courses receive college credits and are eligible to receive addiction studies and/or fieldwork Contact hours that they can apply towards obtaining State Substance Abuse Counseling Certification as required by ADAD, the National Alcoholism and Drug Abuse Counselor (NAADAC) Credentialing Board and the International Certification and Reciprocity Consortium (ICRC).

Overall Program Status

Healthy	Cautionary	Unhealthy
X		

Overall Program Demand

Healthy	Cautionary	Unhealthy
X		

Overall Program Efficiency

Healthy	Cautionary	Unhealthy
X		

Overall Program Outcome

Healthy	Cautionary	Unhealthy
X		

PROGRAM HEALTH INDICATORS

INDICES	MINIMUM LEVEL (ML)	ACTUAL LEVEL (AL)	SATISFACTORY LEVEL (SL)
A. PROGRAM DEMAND/CENTRALITY: FALL 2006			
1. Number of Applicants	10	41	15
2. Number of Majors	10	27	15
3. Student Semester Hours/ FTE Faculty (AL 264/1.0)	180	264	200
4. Class Credit Hours	9	18	15
5. Number of Classes Taught	4	7	5
B. PROGRAM EFFICIENCY: FALL 2006			
1. Average Class Size (AL 88/7)	15	15	15
2. SSH per FTE Faculty (AL 264/1.0)	180	264	200
3. Equiv.Class Credit hrs/ FTE Faculty (18/1.0)	15	18	15
4. Percentage of Small Classes (< 10 students)	20%	16%	20%
C. PROGRAM OUTCOMES: 2005-2006 (Also see Perkins III Core Indicators)			
	Percentage (Actual Level)		
1P: ACADEMIC ACHIEVEMENT (3/3)	100%		
1P2: VOCATIONAL SKILLS (4/4)	100%		
2P1: DIPLOMA/EQUIVALENT/DEGREE/CREDENTIAL (0/4)	37.33%		
3P1: PLACEMENT: EMPLOYMENT AND TRANSFER	N/A		
3P2: RETENTION: EMPLOYMENT AND TRANSFER	N/A		
4P1: NONTRADITIONAL PARTICIPATION	N/A		
7. NONTRADITIONAL PROGRAM COMPLETION	N/A		

2004-2005 PERKINS III CORE INDICATORS

Core Indicators	# in Denominator	# in Numerator	Adjusted Level	Actual Level

Academic Achievement (1P)	3	3	81.92%	100%
Vocational Skills (1P2)	4	4	90.00%	100.00%
Degrees & Certificates (2P1)	4	0	37.33%	0%
Placement/ Employment (3P1)	N/A	N/A	N/A	N/A
Retention/ Employment (3P2)	N/A	N/A	N/A	N/A
Nontraditional Participation (4P1)	N/A	N/A	N/A	N/A
Nontraditional Completion (4P2)	N/A	N/A	N/A	N/A

EMIS OCCUPATIONAL DEMAND
Hawai'i County – 2005 - 2011

Misc Community and Social	Hawaii County (2005)	Hawaii County (2005-2011)	Hawaii County (2005-2011)
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Service Specialists		NEW	REPLACEMENT
	751	161	79

**Top 10 Fastest Growing Occupations
Hawaii County 2002 - 2012**
(Includes only occupations with 100 or more employment)

Occupation	2002 Employment	2012 Employment	% Change
Mental Health and Substance Abuse Social Workers	130	190	46.2%
Mean Wage - Annual (Certified Substance Counselor) = \$34,310			

**Hawaii Workforce Informer:
Top 10 Fastest Growing Occupations Hawaii County 2002 - 2012**

<http://www.hiwi.org/cgi/dataanalysis/?PAGEID=94&SUBID=121>

<http://www.hiwi.org/cgi/dataanalysis/oesWageReport.asp?menuchoice=OESWAGE>

ANALYSIS OF THE PROGRAM

This is the second reporting year for the Substance Abuse Counseling Program as a stand alone Certificate of Completion Program. The program has demonstrated the following with regard to demand efficiency and outcome measures:

Program Demand/Centrality

The number of applicants increased significantly (342%) compared to the previous reporting year, from 12 applicants in 2005-06 to 41 applicants for the 2006-07 Academic Year (AY). Student majors grew significantly (225%) also, from 12 majors in the 2005-06 AY to 27 majors in the 2006-07 AY. This indicates that there is a high demand for careers in substance abuse counseling and program outreach and marketing activities have been effective in recruiting students for the program. Furthermore, EMIS and Hawaii Workforce Informer identified substance abuse counselors as one of the ten fastest growing occupations in Hawaii County for 2005-2011 and 2002 -2012, respectively.

Program Efficiency

The program performed efficiently for the 2006-07 AY. The average class size was 15 students, performing at a satisfactory level. SSH/FTE performed above the satisfactory level of 200 with a 264 SSH/FTE for the 2006-07 AY. The average class size was 15 students per 1.0 faculty member, allowing for an ideal classroom learning environment and an optimum utilization of college resources. Small class size was attributed to a practicum class of 9 students at the West Hawaii campus.

Program Outcomes (Perkins III)

The SUBS Program was strong in academic achievement (1P) with 100% and vocational skills (1P2) with 100%. Degrees and credentialing (2P1) was listed at 0%, despite that fact that 4 students graduated in May 2006 with a Certificate of Completion in Substance Abuse Counseling. Perkins listed no data for Placement/

Employment (3P1). However, the program has tracked the graduates and all four graduates were employed in entry level positions in substance abuse treatment centers.

Two graduates passed their State examinations and were subsequently certified as a Substance Abuse Counselor by ADAD. Both graduates are now making \$32,000 and \$36,000 annually. Perkins III had no data for job retention (3P2). Again, the program has tracked graduates of the program, and all four graduates were still employed. Perkins had no data for nontraditional participation (4P1) and completion (4P2). It is unclear as to how Perkins defines 4P1 and 4P2. However, all four graduates were females in this male dominated field.

Plan of Action 2006-2007

- **Recruit new Advisory Council**
 - Five new advisory council members were recruited from area substance abuse treatment facilities.
- **Outreach to High Schools and Community to increase program enrollment.**

- The volunteer program coordinator did presentations to Hawaii Island high school counselors and sent program brochures to over 60 substance abuse treatment centers, human service organizations, and criminal justice agencies.
- Program collaborated with numerous substance abuse treatment, criminal justice and human services public and non-profit agencies to provide non-credit trainings to students and in-service professionals for the following workshops and conferences:
 - Female Offender Conference-July 14, 2006
 - Methamphetamine Seminar by Dr. Alarik Arenander – Sept.13, 2006
 - Big Island Recovery Walk- September 23, 2006
 - Domestic Violence Family Peace March and Vigil – Oct. 13, 2006
 - Big Island Substance Abuse Roundtable Conference – Nov. 22-23, 2006
 - Drug Use in Pregnancy by Dr. Ira Chasnoff – Jan. 9, 2007
- **Modify program curriculum to reflect new SUBS alpha for substance abuse courses.**
 - All substance abuse counseling courses now have the SUBS alpha.
- **Develop Student Learning Outcomes for all SUBS Courses**
 - All substance abuse counseling courses have SLO's.
- **Introduce new credit and non-credit courses to enhance program curriculum and increase student enrollment.**
 - The program introduced four new courses: SUBS 141 Introduction to Ho'oponopono; SUBS 248 Case Management; SUBS 262 Adolescent Counseling and SUBS 275 Families and Addiction.
- **Utilize Distance Education to expand SUBS course offerings island and state-wide**
 - The program offered SUBS 268 Online statewide and SUBS 275 and 270 via VidCon to West Hawaii during the 2006-07 AY.
- **Program review for SUBS program**
 - The SUBS program is scheduled for a comprehensive program review in Fall 2007.
- **Initiate proposal to UH-Board of Regents to plan and develop Associate of Arts Degree in Substance Abuse Counseling.**
 - The volunteer SUBS program coordinator was unable to write the proposal due to a fractured wrist. She plans to write the AS Degree proposal during Summer 2007.

SUBS PROGRAM ACTION PLAN FOR 2007 - 2008

- **Continue Outreach Activities to increase enrollment**
- **Complete UH-Board of Regents proposal to plan and develop AS Degree for SUBS program.**
- **Continue collaboration with Hawaii County public and non-profit agencies to provide capacity building non-credit workshops to train students and in-service professionals.**

- **Learn to assess program SLO's**
- **Write RDP grant to provide program assistant to help volunteer SUBS program coordinator.**
- **Develop and initiate program satisfaction survey for students.**

Appendix A: History and Admission Requirements

PROGRAM HISTORY

In Spring 2002, the first substance counseling course, HSER 268 Survey of Substance Abuse Problems, was offered, with 20 students attending. Over the following four semesters, HSER 270 Substance Abuse Counseling, HSER 140 Individual Counseling, HSER 245 Group Counseling, HSER 298C Dual Diagnosis in Addiction, were approved and offered as regular courses to HawCC students, with an average class size of approximately twenty students per course. In Fall of 2003, the a new Substance Abuse Counseling (SUBS) Program developed and subsequently approved to be offered in Fall 2004. In Summer 2004, the State Department of Health Alcohol and Drug Abuse Division approved all program curriculum for "Contact Hours" applicable towards Substance Abuse Counseling Certification.

In late Spring 2004, the curriculum and program developer discovered that the UH-System had a Substance Abuse Counseling (SUBS) Certificate of Completion designation under the "Degrees and Certificates" system-wide catalog. As a result, in Fall 2004, a modification of the Human Services Program was made to remove the Substance Abuse Counseling Program from the Human Services umbrella and establish it as a specialized vocational program with credentialing (contact hours) from the State Department of Health Alcohol and Drug Abuse Division for the substance abuse counseling curriculum. In addition, the program credit requirement was modified, from 18 to 21 credits, effective Fall 2006.

In Fall 2004 and Spring 2005, the program curriculum was modified to reflect the SUBS alpha for all program courses, effective Spring 2006. During the Summer of 2005, the program developer collaborated with UH-Leeward Community College and UH-Maui Community College to articulate all of Hawaii Community College's substance abuse counseling curriculum to facilitate transfer of courses. Subsequently, the UH-System approved new Banner SUBS Alphas for Hawaii Community College's Substance Abuse Counseling Program Certificate Program.

Since its inception, the program developer has established a website for the Substance Abuse Counseling Program and initiated distance learning via VidCon and WebCt Online courses to expand course offerings

island and state-wide. Furthermore, Hawaii Community College’s Office of Continuing Education and Training – Rural Development Project has provided support through a U.S. Department of Justice Meth-Initiative \$76,000 grant to fund program activities aimed at increasing the number of certified substance abuse counselors on Hawaii Island. The grant provides support for program advertising and marketing, tuition assistance, program materials, office and educational materials and non-credit courses. This grant also provided support for the “E Imi Pono (Best Practices) in Substance Abuse Treatment 5-day Conference, featuring internationally known addictions experts on July 17 – 21, 2005.

CERTIFICATE OF COMPLETION IN SUBSTANCE ABUSE COUNSELING

CERTIFICATE REQUIREMENTS

Semester I

SUBS 268	Survey of Substance Abuse Problems		3
SUBS 140	Individual Counseling	3	
SUBS 294	Fieldwork/Practicum I		3

Semester II

HSER 245	Group Counseling		3
SUBS 270	Substance Abuse Counseling	3	
HSER 295	Fieldwork/Practicum II		3
Elective			3

TOTAL = 21

Electives: Any one (3 credits) course of the following courses:

AJ 101 Introduction to Administration of Justice, AJ 208 Criminology, AJ 210 Juvenile Justice, AJ 280 Current Issues, AJ 285 Narcotics and Organized Crime, FamR 230 Human Development, HwSt 221 Hawaiian Culture in Transition, HwSt 231 Hawaiian Culture, Phrm 203 General Pharmacology, Psy 100 Survey of Psychology, Psy 170 Psychology of Adjustment, Psy 275 Psychology and the Expressive Arts, Soc 100 Survey of General Sociology, Soc 218 Social Problems and Social Issues, Soc 251 Introduction to Sociology of the Family, Soc 290 Hawaii’s People, SUBS 141 Introduction to Ho’oponopono; SUBS 248 Case Management; SUBS 262 Adolescent Counseling; SUBS 275 Families and Addiction and SUBS 280 Co-occurring Disorders,

Admission to the Substance Abuse Counseling Certificate Program is open to any high school graduate or person 18 years of age or older who can profit from the instruction.

Program prerequisites are English 21 or Placement in English 102 and English 22/ESL 15 or Placement in English 100.

Appendix C: Faculty

Regular Faculty

<u>Name</u>	<u>Tenure Status and date</u>	<u>Degrees Held</u>	<u>Rank</u>
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Volunteer Coordinator:

Donnalyn Kalei	4 th Year Probationary	M.Ed., M.A., CSAC	C-2
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Part-time Faculty

<u>Name</u>	<u>Tenure Status</u>	<u>Degrees/Certifications Held</u>
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Christine Kefford	Lecturer	LCSW, CSAC
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Lucy Jones-Voisey	Lecturer	PhD, CSAC
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Danielle Spain	Lecturer	MA, CSAC
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Richard Teanio	Lecturer	MA, CSAC
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Jamal Wasan	Lecturer	PhD, MPH, CSAC
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Appendix D: Advisory Council

Randy “Kaipo” Like, CSAC Clinical Supervisor Hui Ho'ola O Nahulu

Francis Malani, CSAC, Department of Public Safety – Kulani Prison

Reinette “Ipo” Morgan, CSAC, Care Hawaii

Valerie Poindexter, Administrator, Lokahi Treatment Centers

Dr. Stephen Zuniga, PsyD, CSAC, Big Island Substance Abuse Council

Appendix E: Definitions of Data Elements (All data includes West Hawai'i)

A. Program Demand/Centrality:

1. Number of Applications: Total number of applications received complete and incomplete.
2. Number of Majors: Major declared/on file during the semester.
3. Student Semester Hours: Total number of semester hours based upon class credits and student enrollment. Sum of all class credits multiplied by the enrollment for each class. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes cancelled, 99V, 199V, 299V, and all CVE classes.
4. Class Credit Hours: Sum of credits of all classes offered within the program/with the program/major code/alpha. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes cancelled, 99V, 199V, 299V, and all CVE classes.
5. Number of Classes Taught: Total number of classes conducted/run within the program/with the program/major code/alpha. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes 99V, 1 99V, 299V, and all CVE classes.

B. Program Efficiency:

1. Average Class Size: Average class size of all classes conducted/run within the program/with the program/major code/alpha. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes 99V, 199V, 299V, and all CVE courses. Total enrollment in each class excludes students with "DR" and/or "W" grades.
2. Student Semester Hours per FTE Faculty: Total student semester hours from A.3. divided by analytical FTE Faculty.
 - a. Analytical FTE Faculty: Teaching based upon a full load (15 or 12 credits depending upon the contact hours.) Division Chairpersons are assigned an analytical FTE Faculty equivalent of 0.70 FTE.

Appendix E:

- b. Each full-time faculty within a program is considered to be 1 FTE. FTE based upon lecturers are calculated by the number of credits each are assigned to teach.
 - c. Assigned time is to be extracted from FTE calculations... similar to calculating the FTE for a Division Chair. For example, if a Full-time faculty received 3 credits assigned time (out of a regular 15-credit load) it would be considered a .8 FTE rather than 1.
3. Equivalent Class Credit Hours per FTE Faculty: Total class credit hours from A.4. divided by total analytical FTE Faculty.

4. Percentage of Small Classes: Percent of classes within the program/with the program/major code/alpha that had less than 10 students. Includes practica and other classes where 5 students = 1 semester (credit) hour; however, these classes are considered to be Low-enrolled only if there are less than 5 students or between 6 and 9 students. Excludes 99V, 199V, 299V, and all CVE classes.

C. Program Outcomes:

1. Credits Earned Ratio (General Education): Percentage of program majors enrolled in all LBART courses (excluding those in C.1.) who passed with a grade of A, B, C, D or CR. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes 99V, 199V, 299V, and all CVE courses.
2. Credits Earned Ratio (Vocational Education): Percentage of students enrolled in vocational courses who passed with a grade of A, B, C, D or CR. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes 99V, 199V, 299V, and all CVE courses.
3. Degrees and Certificates Awarded: Degrees awarded in previous year (2005-06)
4. Retention Rate: New students within a program/major continuing or retained in that program/major from the past two or more terms. (Students registered in Fall 2000 who started in Spring 2000 or Fall 1999).
5. Retention in Employment for previous year: (2005-06) Perkins III
6. Non-traditional participation: Females (2005-06) Perkins III
7. Non-traditional Program Completion for previous year (2005-06) Perkins III