

HAWAII COMMUNITY COLLEGE ANNUAL UNIT REVIEW TEMPLATE

University of Hawaii Center – West Hawaii

November 26, 2008

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ANNUAL UNIT REVIEW TEMPLATE
University of Hawaii Center – West Hawaii
December 15, 2008

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 Hawaii 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;

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 Hawaii make getting to the campus difficult with the ten miles from downtown Kailua taking 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.

Outdated, second hand HITS equipment also presents a challenge to the center. UH Center sites schedule multiple distributive education programs simultaneously from 4 p.m. until 10 p.m. Monday through Friday, and on Saturday. HITS equipment, cast off equipment transferred from UH Hilo, was under repair most of the academic year; consequently only 2 of 3 rooms designated as HITS have HITS capability. Equipment in the other rooms is also aging as are the video communication units. Manpower to maintain and monitor distance learning offerings from 7:30 a.m. – 10:00 p.m. Monday through Friday and on Saturday is a scheduling drama most weeks with the center operating with two half-time media positions. This is not sufficient to cover the hours that the facilities need to be monitored.

The organization of the University Center structure is confusing 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.

c. Required external measures, if applicable;

Funds to develop a permanent campus are needed to supplement the \$5 million building that is to be constructed by the Palamanui Developers on 500 acres of state land adjacent to their development. Fall 2007, the Governor released \$2 million for planning and design of a West Hawaii Campus; Hawaii Campus Developers were awarded the contract to do this work. In September 2008, the Land Board approved leasing for a nominal fee

73 of the 500 acres to the University of Hawaii System. Palamanui plans to break ground September 2009 with the building ready for occupancy late 2010; with this schedule, the first offering of classes at the new campus would most likely be spring 2011. Leases on the current facilities in Kealahou were re-negotiated for two years with options for two more years, meaning under the current lease terms the campus can remain housed in Kealahou through academic year 2011-12.

Public sentiment in West Hawai'i indicates the time to establish a branch campus in West Hawai'i is fast approaching, especially with the dream of a permanent campus nearing reality. This will require approval of numerous groups including faculty, the Board of Regents, and ACCJC. Local resident James Lally is spearheading a fundraising drive with a goal of raising funds to build a second building, with the Palamanui \$5 million building being the first. When funding for construction of buildings is received, legislative appropriations or additional fundraising will also be required to equip the campus with distance learning and furnishings.

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

Action	Budget Request	
	2009-10	2010-11
Provide access and appropriate academic and student support services to students.		
a. Reassign 1.0 FTE Counselor to serve as coordinator, student services	\$10,000	\$10,000
b. 1.0 FTE counselor position to replace the .5 position funded via Carl Perkins **	\$57,913	\$57,913
c. 1.0 FTE student services specialist to focus on retention needs and financial aid advising **	\$45,861	\$45,861
d. 1.0 FTE educational specialist for the library/learning center **	\$37,616	\$37,616
e. .5 Assistant Dean for Academic Support to handle day to day management of total academic support services **	\$39,800	\$39,800
f. 1.0 IT specialist to oversee computers and network **	\$46,713	\$46,713
Identify key data that needs to be tracked for the West Hawaii system.		
Explore/develop the ESL option.	\$8,000	\$8,000
Organize marketing activities and actively recruit students.	\$10,000	\$10,000
Provide technology support for distance learning courses		
a. 1.0 FTE media specialist to supplement the two .5 FTE existing positions **	\$37,616	\$37,616
b. Repair/maintain distance learning equipment **	\$50,000	\$50,000

Permanently Fund the Mobile Compass Testing Pilot Project	\$65,000	\$65,000
Maintain adequate facilities		
Oversee Educational Talent Search grant	\$10,000	\$10,000
Participate in the UH Foundation Rubber Slipper Fund Raising Tour Program		
Facilitate the development of the Palamanui campus		

**These items were included in the comprehensive program review completed fall 2006.

Data Chart

Data

<i>Enrollment</i>	<i>Fall 2005</i>	<i>Fall 2006</i>	<i>Fall 2007</i>
FTE Enrollment – Hawaii Community College	342	329	334
Enrollment – UH Four-Year Institutions	62	65	48
<i>Budget</i>	<i>2005-06</i>	<i>2006-07</i>	<i>2007-08</i>
A Personnel	\$611,780	\$511,018	\$643,986
B Supplies, equipment, leases	398,094	427,737	513,054
<i>Total budget</i>	<i>\$1,009,874</i>	<i>\$938,755</i>	<i>\$1,157,040</i>

Hawaii Community College Certificates and Degrees Awarded to Students Attending Classes at UH Center West Hawaii

<i>Program</i>	<i>Degree/Certificate Awarded</i>	<i>Spring 2005</i>	<i>Spring 2006</i>	<i>Spring 2007</i>
Liberal Arts	AA	32	27	16
Nursing	AS (Registered Nurse)	6		8
	CA (Practical Nurse)			
Food Service	AAS	3	6	4
	CA	1	9	7
	CC		15	6
Hotel Operations	CC			1
Early Childhood	AS	1	1	
	CA			
	CC			1
Human Services	CC	3	4	5
Hawaiian Lifestyles	AAS			1
Hawaiian Lifestyles	ASC		5	1
Environmental Science	ASC	4		1
Substance Abuse	CC			2

<i>Total</i>		50	67	53
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**UH Four-Year Institution Certificates and Degrees Awarded to Students
Attending Classes at UH Center West Hawaii**

<i>University Program</i>	<i>Degree/Certificate Awarded</i>	<i>2005</i>	<i>2006</i>	<i>2007</i>
UH Hilo – English	BA			
UH Hilo – Psychology	BA	1		
West Oahu – Business	BA	1	6	1
West Oahu – Social Sciences	BA	4	4	2
West Oahu – Substance Abuse & Addiction Studies	Certificate	4		1
Manoa – Education	Master of Ed Admin		1	
Manoa – Education	Post-baccalaureate Certificate in Secondary Education	15	5	4
Manoa – Education	BA Elementary Ed			
Manoa – Education	Interdisciplinary MA in Ed			
<i>Total</i>		27	12	8