

**UHCC December 2009 Coversheet –  
Annual Report Program Data**

***College: Hawaii Community College***

***Program: Substance Abuse Counseling***

***Assessment Period: Summer 2008 – Spring 2009***

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**Program:** *Substance Abuse Counseling*

<b>Check All Credentials Offered</b>	<b>AA</b>	<b>AS</b>	<b>ATS</b>	<b>AAS</b>	<b>CA</b>	<b>CC</b>	<b>COM</b>	<b>ASC</b>	<b>APC</b>
						X			

**Introduction:** Brief description of the program and program mission.

Established in 2004, the Certificate of Completion in Substance Abuse Counseling (CCSUBS) Program is situated within the General Education Division of HawCC and is one of three Public Service programs of the Social Sciences Department. The CCSUBS program offers a 21-credit Certificate of Completion in Substance Abuse Counseling and is approved by the State of Hawaii Department of Health-Alcohol and Drug Abuse Division (ADAD) in meeting its 270-hour addiction studies education requirement towards State substance abuse counselor certification (CSAC). The CCSUBS program provides an addictions-focused curriculum to student majors interested in a career in substance abuse counseling and to in-service substance abuse, human services and criminal justice professionals seeking to develop and/or upgrade their skills. Substance abuse counseling courses are taught face-to-face at the Hilo and West Hawaii campuses and via distance education (video conferencing and online) to the University of Hawaii Centers at West Hawaii, Honoka’a and Kauai Community College.

**Program Mission**

The CCSUBS program is consistent with the mission of University of Hawaii Community College System and HawCC’s mission and imperatives by being responsive to the Hawaii Island community and the State of Hawaii by providing quality educational and training opportunities for it students through face-to-face and distance learning instruction and fieldwork experiences to meet workforce demand and needs of substance abuse treatment agencies and related human service organizations that provide services for chemically dependent individuals and their families. The program promotes cultural competency, personal responsibility and community service among all of its students through its curriculum and co-curricular activities to build and foster healthy communities.

**Part I.**

**Quantitative Indicators (Reported on 2009 Summary Report Program Data excel sheet --includes health calls based on system scoring rubric).**

Annual Report of Program Data for Substance Abuse Counseling  
Hawaii Community College Program Major(s): SUBS

<b>Overall Program Health</b>					<b>Cautionary</b>	
<b>Demand Indicators</b>		<b>Academic Year</b>			<b>Demand Health</b> <b>Healthy</b>	
		<b>Fall 06</b>	<b>Fall 07</b>	<b>08-09</b>		
1	New & Replacement Positions (State)	224	12	115		
2	New & Replacement Positions (County Prorated)	40	1	11		
3	Number of Majors	25	15	24		
4	SSH Program Majors in Program Classes	147	30	153		
5	SSH Non-Majors in Program Classes	102	129	186		
6	SSH in All Program Classes	249	159	339		
7	FTE Enrollment in Program Classes	17	11	11		
8	Total Number of Classes Taught	5	4	9		
<b>Efficiency Indicators</b>		<b>Academic Year</b>			<b>Efficiency Health</b> <b>Unhealthy</b>	
		<b>Fall 06</b>	<b>Fall 07</b>	<b>08-09</b>		
9	Average Class Size	16.6	13.3	12.6		
10	Fill Rate	67%	57%	54%		
11	FTE BOR Appointed Faculty	0.0	0.0	0.0		
12	Majors to FTE BOR Appointed Faculty	0.0	0.0	0.0		
13	Majors to Analytic FTE Faculty	25.0	18.8	24.0		
13a	Analytic FTE Faculty	1.0	0.8	1.0		
14	Overall Program Budget Allocation	\$47,682	\$39,546	\$51,243		
14a	General Funded Budget Allocation	n/a	n/a	\$51,243		
14b	Special/Federal Budget Allocation	n/a	n/a	\$0		
15	Cost per SSH	\$174.66	\$248.72	\$151.16		
16	Number of Low-Enrolled (<10) Classes	0	1	3		
<b>Effectiveness Indicators</b>		<b>Academic Year</b>				<b>Effectiveness Health</b> <b>Cautionary</b>
		<b>2006</b>	<b>2007</b>	<b>08-09</b>		
17	Successful Completion (Equivalent C or Higher)	n/a	n/a	88%		
18	Withdrawals (Grade = W)	n/a	n/a	6		
19	Persistence (Fall to Spring)	76%	73%	37%		
20	Unduplicated Degrees/Certificates Awarded	n/a	n/a	7		
20a	Number of Degrees Awarded	0	0	7		
20b	Certificates of Achievement Awarded	0	0	0		
20c	Academic Subject Certificates Awarded	n/a	n/a	0		
20d	Other Certificates Awarded	4	12	7		
21	Transfers to UH 4-yr	0	0	3		
21a	Transfers with degree from program	n/a	n/a	0		
21b	Transfers without degree from program	n/a	n/a	3		

C/P denotes that the measure is provided by the college, if necessary.  
Data current as of: 8/19/2009 - 3:30:PM

Distance Education Completely On-line Classes		Academic Year		
		Fall 06	Fall 07	08-09
22	Number of Distance Education Classes Taught	n/a	n/a	0
23	Enrollment Distance Education Classes	n/a	n/a	0
24	Fill Rate	n/a	n/a	0%
25	Successful Completion (Equivalent C or Higher)	n/a	n/a	0
26	Withdrawals (Grade = W)	n/a	n/a	0
27	Persistence (Fall to Spring Not Limited to Distance Education)	n/a	n/a	0%
Perkins IV Core Indicators				
Perkins IV Measures 2007-2008		Goal	Actual	Met
28	1P1 Technical Skills Attainment	90.00	100.00	Met
29	2P1 Completion	44.00	40.00	Did Not
30	3P1 Student Retention or Transfer	55.00	71.43	Met
31	4P1 Student Placement	50.00	80	Met
32	5P1 Nontraditional Participation	25.00	n/a	n/a
33	5P2 Nontraditional Completion	25.00	n/a	n/a

**Part II. Analysis of the Program (strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the data).**

**Strengths:**

- Demand for substance abuse counselors is high
- Program majors increased by 62.5% (15 to 24) compared to previous AY
- 88% of program majors with successful completion
- 7 Certificate of Completion awarded
- 1P1 Technical Skills met (100%)
- 3P1 Student Retention or transfer met (71.43%)
- 4P1 Student Placement met (80%)

**Weakness:**

- No FTE BOR Appointed faculty
- Average class size 12.6
- 3 low enrolled classes <10 students (practicum classes)
- 2P1 Completion did not meet. 40.00 actual /44.00 goal.
- No actual numbers for Perkins IV 5P1 & 5P2 to determine whether program met or did not met Core Indicators.

**Significant Program Actions (new certificates, stop-out; gain/loss of positions, results of prior year's action plan).**

**2008 -2009 Action Plan Outcomes**

- Compete comprehensive 3-year program review and request FTE BOR faculty member:
  - **3-year program review completed; request for FTE BOR faculty approved by CCERC. However, budget constraints prevent hiring of new FTE BOR faculty. AJ program coordinator continues to coordinate program.**
  
- Increase enrollment for SUBS program:
  - **Enrollment increased by 62.5% (15 to 24).**
  
- Review SUBS program curriculum:
  - **SUBS Advisory Council reviewed and approved curriculum.**
  
- Assessment of SUBS courses:
  - **Sub 294 Assessment completed for SLO # 6: Reflect on personal traits, values and issues that may enhance or interfere with his/her effectiveness as a counselor.**
  
- Request BOR for approval for Planning for AS Degree in SUBS
  - **Budget constraints prevents request to BOR for Planning AS degree**

**Part III. Action Plan 2009-2010**

- Increase program major enrollment;
- Request BOR FTE faculty;
- Review SUBS program curriculum;
- Assess SUBS program curriculum

**Part IV. Resource Implications (physical, human, financial).**

- Lacks FTE BOR faculty member to guide and direct program to its full potential to meet workforce demand;
- Lacks financial resources to adequately market program;
- Program needs updated technology equipment.

**Annual Report Program Data and analysis located on college website at:**

**[HawCC Completed 2009 Program-Unit Reviews](#)**