

**HAWAI`I COMMUNITY COLLEGE
ANNUAL UNIT REVIEW TEMPLATE**

**University of Hawai`i Center,
West Hawai`i**

December 2, 2009

Beth Sanders
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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 Hawai'i 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;

Facility and Location:

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 Hawai'i 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. Recommendations resulting from the 2006 Self Study address this concern.

Small staff:

The small number of people staffing the Center/College in West Hawai'i is a challenge. The library/learning center/tutoring/testing operate with 1 faculty, 1 APT, and 1 clerical person. In order to have the facility open a maximum number of hours, some shifts operate with only 1 of the 3 individuals on site. Student services are also a challenge, particularly if someone is on leave. With 1.5 counselors and growing enrollment it is becoming more and more difficult for student needs to be met. More serious however is the 1 clerical position who handles all application and registration related issues. Similarly, scheduling individuals to be onsite to maintain and monitor distance learning offerings from 7:30 a.m. – 10:00 p.m. Monday through Friday and on Saturday usually results in more hours than the 40 allotted to the 2 half-time media positions allotted the campus. The campus has no security on site except in the evenings and on Saturdays; outside security is in place at these times to provide additional manpower for distance delivered classes that in all likelihood to not have an instructor present. With only 1FTE custodian/janitorial administrative personnel often must empty trash or clean up spills; contract cleaners have also been utilized to clean facilities during vacation and leave periods.

Organization:

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; mentoring of new lecturers by Hilo based faculty/division chairs ranges from non-existent to exemplary.

Statistical data is not compiled solely for West Hawai'i. Data published by MAPS and the college incorporates all students regardless if where they are attending classes. This makes tracking West Hawai'i students difficult; and results in a variety of different enrollment counts and numbers, none of which are considered official. This also means that in the schedule of classes West Hawai'i and Hilo classes are combined, with the only distinguishing factor being the "room" designation. Since Hilo classes are considerably greater in number than West Hawai'i classes, the West Hawai'i students must wade through the list to access days and times of classes available on their home campus. For example, total English classes approximate 75 per semester, less than 20% or 15 are available in West Hawai'i. Being able to track West Hawai'i students and classes would be a true advantage to staff and students alike.

Students in distant learning programs offered online or via conferencing by UHM, UHWO, or UHH may or may not be identified to Center staff. There is no mechanism in place system wide whereby the Centers are made aware of students from their campus who are enrolled in programs at other UH campuses. The best indication of the students serviced in this area is graduation numbers since the four-year schools do notify us as to who is graduating each spring.

c. Required external measures, if applicable;

A permanent campus in West Hawai'i is still in the planning stages. An Updated Long Range Development Plan for West Hawai'i detailing the latest campus plan and design was approved by the Board of Regents on November 19, 2009. Funds for infrastructure and construction are needed to supplement the \$5 million building to be constructed by the Palamanui Developers on the state land adjacent to their development. The most recent projected date for ground breaking is March 2010. Approximately \$5.2 million appropriated for the West Hawai'i campus by the Legislature will expire June 30, 2010 if not expended. Expenditure requires the Governor's release of the money. Chancellor Freitas is working with Vice President Morton and the Palamanui partners to use \$3 million of the expiring funds to construct the road (Road 3A on Exhibit A) connecting Kaiminani Drive and the main Palamanui Town Center road.

The above projections are approximately 7 months behind what was projected in the 2008 Annual Review. When the 2008 review was written ground breaking was projected to occur September 2009 with the building ready for occupancy late 2010 and the first offering of classes at the new campus projected for spring 2011. This delay does not require renegotiation of existing facility leases; current lease terms include two one year options which will extend it through spring 2012.

Public sentiment in West Hawai‘i indicates the time to establish a branch campus in West Hawai‘i has arrived; momentum exists and county officials appear supportive of the college’s plan. 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.

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

Action plans for the next academic year and forward are identified below.

	Person Responsible for Reporting on Status
1. Develop a plan to provide better financial aid assistance to West Hawai‘i students	Pearla Haalilio
2. Develop a plan to involve faculty in advising (not counseling) of students; plan to include appropriate training, i.e. STAR	Raynette Haleamau-Kam
3. Develop a plan to track data and students in West Hawai‘i, i.e. student retention, students serviced by library/learning center/student services, students receiving financial aid, students whose home campus is West Hawai‘i, Hawai‘ian students for Achieving the Dream	Kate Sims
4. Determine how West Hawai‘i classes could be listed separately on the availability of classes website	Beth Sanders
5. Fill vacant positions: APT Learning Center (vacated by Mike Hopson’s retirement); APT Administration (vacated by Milton Leslie retirement); .5 Media Specialist (vacated by Nadine Price resignation); .5 FTE Math faculty (vacated by Micky Earnshaw’s resignation); .5 FTE English faculty (vacated when Kate Sims was hired as 1.0 English faculty)	Rachel Louis
6. Provide professional development activities for faculty and staff, i.e. assessment, accreditation, rejuvenation, computer use, advising	Stella Corona
7. Develop a plan to improve student retention	Beth Sanders
8. Initiate mandatory orientation for new students for fall 2010	Wendy Medeiros
9. Maintain or increase the number of students in Running Start while maintaining success standards	Raynette Haleamau-Kam
10. Develop a plan to help students be more successful in Math both on the COMPASS Placement test and in Math classes	Stella Corona
11. Continue offering Mobile Compass Testing services to West	Stella Corona

Hawai'i High Schools.	Beth Sanders
12. Develop a plan to recruit, identify and support students enrolled in University distance programs	Beth Sanders
13. Maintain facilities, upgrading when funds are available and wholeheartedly support development of the Palamanui campus	Rachel Louis
14. Develop a plan to integrate and document sustainability throughout the campus and curriculum.	Jim Lightner
15. Identify and find funds to hold a summer program related to STEM fields	Beth Sanders
16. Identify any new programs of study sustainable on the West Hawai'i campus	Beth Sanders
17. Evaluate Talent Search Program and if appropriate, begin steps to apply for a new grant (grant expires 2011)	Beth Sanders
18. Seek funding to increase positions, services, and programs as outlined below	Beth Sanders

Budget requests follow.

Funds are needed to	
1. Permanently fund .5 counselor currently provided by Perkins and increase .5 to 1.0 FTE to provide for increasing enrollment.	\$57,384*
2. Increase staff in admissions and records by adding an Admissions Specialist (APT Band A) to handle increasing enrollment and respond to the need for statistics on West Hawai'i students	\$34,611
3. Increase staff and services by hiring a 1.0 FTE APT to administer mobile compass and direct recruitment activities	\$34,611
4. Add 1.0 FTE APT to develop and administer non-credit/short term work-force development offerings in West Hawai'i	\$34,611
5. Increase staff and services by hiring a 1.0 FTE IT specialist to maintain networks and computer technologies on campus and provide technology support services in consultation with ITS in Hilo	\$34,611*
6. Increase staff in library/learning/testing center by hiring an APT to respond to increasing enrollment and demand for services.	\$34,611*
7. Increase staff in media and technical support area changing one .5 FTE media specialist to a 1.0 FTE media specialist bringing total media specialist to 1.5 FTE; increase responsibilities of 1.0 FTE media specialist to include maintaining website	\$17,305*
8. Add 1.0 faculty to facilitate integration of sustainability into the new campus, oversee academic support services and develop curriculum and programs identified in the LRDP	\$57,384

9. Increase staff by hiring a 1.0 Educational Specialist to establish a student information center, oversee student life activities, work with student government/student activities representatives, and develop social networking sites. This will free up the Student Services existing 1.0 FTE APT to become more involved with financial aid and the tracking of students in banner and stupool.	\$34,611*
10. Campus Security—increase from 5 hours a day to 16 hours; then 24 hours per day	\$49,500

III. Projects of interest

- The campus utilized Perkins funds to implement a mobile compass testing lab. A summary of the results of this successful endeavor are shown below. Perkins funds were approved to continue the mobile lab for the 2009-10 academic year.

Summary of Project

- (1) 363 (unduplicated) students took the Mobil Compass Test; 23 students (6%) took the test twice.
- (2) 61% or 220 of students tested Spring 2009 applied to a UH College Fall 2009
- (3) 7% of students tested placed in Math 100 or higher; 93% placed in remedial math
- (4) 38% of students tested placed in Eng 102; 62% placed in remedial reading
- (5) 23% of students tested placed in Eng 100; 77% placed in remedial writing
- (6) The mobile compass testing unit was deployed a total of 25 times during spring 2009.
- (7) The average number of students tested per trip was 15; 8 schools were serviced by the mobile compass lab.

- The campus partnered with Educational Talent Search, Na Leo ‘O Hawai‘i and the Big Island Film Office to offer a three week video production summer boot camp for 9th grade students. Partial funding for the project was provided by the Diversity and Equity Initiative of the University of Hawai‘i and the Office of the State Director for Career and Technical Education. Students learned basic video production, camera operation, editing, lighting and studio production. Eight students completed the program making two short film clips that aired on Na Leo’s public access channel.
- The campus actively recycled paper and HI5 beverage containers. These efforts diverted over 2,500 lbs. of paper and 2,700 cans from the landfill. The campus also supported the culinary arts mini composting project and hosted a composting workshop for the general public funded by Recycle Hawai‘i.
- Leases were renegotiated for two years with two one-year extensions. This insures the campus can remain in its current facilities through June 2012 without further renegotiations. As part of the lease negotiations, an additional office of 338 square feet was acquired. The space was needed to house 2 new faculty hired for nursing and 1 new faculty for social sciences.

- Personnel vacancies at the close of the 2008-09 academic year include
 - 1.0 FTE APT Band A position vacated by the retirement of Milton Leslie as of December 31, 2008
 - .5 FTE English faculty position vacated by the hiring of Kate Sims into a 1.0 English faculty position,
 - .5 Math position vacated June 30, 2009 by Micky Earnshaw's decision to move back to Canada.
 - A .5 media position was also vacated prior to the start of the fall 2009 semester as a result of Nadine Price's decision to return to the mainland.

- The majority of air conditioners used on the campus were replaced with energy efficient models during summer 2009. The older units often caused problems and created a hazard with dripping condensation.

- Fall 2008 resulted in near doubling of nursing students. Previously students were admitted into the nursing program every other year. With the hiring of faculty for instruction and lab purposes, nursing students will be accepted every year; class size is currently limited to 10.

- The campus hosted the "Rubber Slipper Tour" November 2008. The tour was held in conjunction with the annual Thanksgiving lunch for students funded by student government and activity fees. President McClain attended along with representatives of the UH Foundation and approximately 15 members of the community.

- Design of the Palamanui campus and updating of the West Hawai'i Long Range Development plan resulted in multiple visits by architects, charettes, and data/information requests by Hawai'i Campus Developers. The campus feels strongly that Palamanui should be built to LEED Platinum standards and sustainability should be integrated throughout the campus and curriculum.

Data

Enrollment of Hawai'i Community College students is increasing while enrollment in UH 4-year programs is declining. The decline is the result of growing interest in and offerings of online programs. Students enrolling in a bachelor or master's online program would most likely not be brought to the attention of the UH Center.

The hiring of a full-time clerk in the business office and administration account for the increase in non-instruction personnel from fall 2007 to fall 2008. The increase in faculty is the result of

- Kate Sims being hired into a 1.0 FTE English position, simultaneously vacating a .5 FTE English position,

- Lucy Jones being hired into a 1.0 FTE Social Science position and charged with the responsibility of growing the Substance Abuse counseling program in West Hawai'i
- Joyce Hamasaki transferring from Hilo into a 1.0 FTE Nursing position and Hazel Reece being hired into a 1.0 FTE Nursing position, responsible for overseeing the Nursing lab

The increase in FTE lecturers was created by the need to hire a math lecturer to assist with a second section of Math 26 and an English lecturer to assist with additional English classes including Eng 100. Additional class sections were the result of increasing enrollment. The increase in Perkins funded positions reflects three persons hired as part-time casual hires to assist with the Mobile Compass Testing Lab and iPod/ESL project, both of which are Perkins funded. The .5 position is Willow Aureala, the CTE/disabilities counselor on campus.

Data

<i>Enrollment</i>	<i>Fall 2006</i>	<i>Fall 2007</i>	<i>Fall 2008</i>
FTE Enrollment – Hawai'i Community College	329	334	382
Enrollment – UH Four-Year Institutions	65	48	39
Budget			
	<i>2006-07</i>	<i>2007-08</i>	<i>2008-09</i>
A Personnel	\$511,018	\$643,986	\$691,879
B Supplies, equipment, leases	427,737	513,054	860,661
<i>Total budget</i>	<i>\$938,755</i>	<i>\$1,157,040</i>	<i>\$1,552,540</i>
*** Lease cost for 2008-09 and 2009-10 is included in the fall 2008 "B" budget; \$320,528 was encumbered in June 2008 for the 2009-10 academic year.			
FTE personnel, non-instructional	12.00	13.25	14.00
FTE personnel, instructional faculty	7.8	7.8	11.3
FTE lecturers	8.0	8.5	9.0
FTE positions funded by Perkins	.5	.5	2.0

Hawai'i Community College Certificates and Degrees Awarded to Students Attending Classes at UH Center West Hawai'i

<i>Program</i>	<i>Degree/Certificate Awarded</i>	<i>Spring 2006</i>	<i>Spring 2007</i>	<i>Spring 2008</i>	<i>Spring 2009</i>
Liberal Arts	AA	27	16	22	36
Nursing	AS (Registered Nurse)		8		7
Culinary Arts (Food Service)	AAS	6	4	2	10
	CA	9	7	4	8
	CC	15	6	12	4
Hotel Operations	CC		1		

	AAS			1	
Early Childhood	AS	1			
	CA			1	1
	CC		1		1
Environmental Science	ASC		1		
Hawai‘ian Lifestyles	AAS		1		
Hawai‘ian Lifestyles	ASC	5	1		2
Human Services	CC	4	5	3	2
Substance Abuse	CC		2		
Tropical Forest Ecosystem & Agro Forestry	CA			1	
<i>Total</i>		67	53	46	71

**UH Four-Year Institution Certificates and Degrees Awarded to Students
Attending Classes at UH Center West Hawai‘i**

<i>University Program</i>	<i>Degree/Certificate Awarded</i>	<i>Spring 2006</i>	<i>Spring 2007</i>	<i>Spring 2008</i>	<i>Spring 2009</i>
UH Hilo – English	BA				
UH Hilo – Psychology	BA			2	
West Oahu – Business	BA	6	1	2	1
West Oahu – Social Sciences	BA	4	2	3	3
West Oahu – Substance Abuse & Addiction Studies	Certificate		1	2	
Manoa – Education	Master of Ed Admin	1			
West Oahu – Health Care Administration	Certificate				1
Manoa – Education	Post-baccalaureate Certificate in Secondary Education	5	4	1	1
Manoa – Education	BA Elementary Ed			5	4
Manoa – Education	Interdisciplinary MA in Ed				
<i>Total</i>		12	8	15	10

Exhibit A

