



UNIVERSITY of HAWAI'I®  
**HAWAI'I**  
COMMUNITY COLLEGE

**SUBSTANTIVE CHANGE PROPOSAL**

**SUPPLEMENTAL INFORMATION**

**Hawai'i Community College – Pāalamanui**

**Submitted by:**

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Submitted to:

**Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges**

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**April 25, 2016**

## **Introduction**

[Hawai'i Community College](#) (HawCC) submitted a substantive change proposal (dated April 1, 2016) to Accrediting Commission for Community and Junior Colleges (ACCJC) regarding the relocation of its branch campus, University of Hawai'i Center, West Hawai'i (UHCWH), at Kealahou to a new campus site at HawCC - [Pāalamanui](#). This supplemental information is being submitted to address those inquiries posed prior to the ACCJC team's site visit on April 25, 2016.

## **Background and Context**

- **List of programs approved for the Hawai'i Community College - Pāalamanui campus**  
[see attachment: HawCC - Pāalamanui and University Center Program Offerings]
- **Names of personnel available for interview at the site**  
Joni Onishi, HawCC Interim Chancellor  
Marty Fletcher, HawCC - Pāalamanui Director  
Beth Sanders, Interim Dean - Career & Technical Education and West Hawai'i  
Academic Liaison  
E. Kalani Flores, HawCC ALO
- **Any additional pertinent information or activities determined by the institution to be important to the application for relocation**

The new campus will continue to be administered by HawCC in the same manner and fashion as the former campus at Kealahou during its initial phases. Likewise, the operational aspects, educational programs, services & support, institutional planning, administration, staff, and faculty are to remain unchanged. In addition, it will continue to serve the same geographic area and student population.

At the new campus, the College will be able to accommodate growth in student enrollment, expansion of program offerings from 2-year and 4-year institutions, develop new programs to meet industry needs, expansion of noncredit workforce development training, etc. through the build out of the campuses in four phases. This new location has the potential for expansion to service 1,500 FTE students as noted in the [UHCWH Long Range Development Plan \(LRDP\) 2009 Revision and Update](#) should funding for the other phases be allocated. The Pāalamanui campus provides the community with a permanent facility as opposed to rental facilities in a commercial area. The former site at Kealahou was subject to lease negotiations and the risk of loss of location or reduction in leased spaces should the leases not be renewed. In addition, the former facilities were limited, not designed for higher education, and scattered amongst other commercial and residential leased facilities.

## **Facility and Funding**

- **State of the physical facilities and learning resources, i.e., equipment**

The Pāalamanui campus construction was sufficiently completed by fall 2015 to allow most classes and programs to relocate to the new campus. This included having the necessary furnishings and equipment to support instructional programs and support services.

As of spring 2016, only the inside of the science labs at the new campus are still yet to be completed to meet all necessary requirements. These are the last of the facilities to be completed in preparation for fall 2016 at which time all classrooms and labs are anticipated to be fully functional.

Additional construction activities include the installation of the photovoltaic panels and completion of the recycling water system. These pending items won't impact the delivery of instruction and services to students.

- **Evidence of revenues sufficient for continued support of the site and its programs**

The University of Hawai'i (UH) and HawCC continue with the commitment of sufficient resources to support Phase 1 of the new campus at Pālamanui just as it did at the former site at Kealakekua for nearly twenty years. All operating costs will continue to be covered with the existing State of Hawai'i General Funds (GF) and Tuition, Fees and Special Funds (TFSF) budget allocations. The overall operating budget will remain relatively the same with Phase 1 of the Pālamanui site.

The UH Budget Planning and Finance Office prepares a biennial operating budget for general, special, revolving, and certain federal funds for consideration by the State Legislature when it convenes in regular session in every odd-numbered year. A supplemental budget to amend any current appropriation in a fiscal biennium may also be prepared and submitted to the Legislature when it convenes in regular session in even-numbered years. Pālamanui budget requests are included in the HawCC requests, which in turn are incorporated into the University of Hawaii Community Colleges (UHCC) budget requests that are submitted to the Legislature as part of the UH System requests.

The UHCC budget includes a performance funding component that aligns each community college with the economic needs of the State. Performance measures are weighted according to specific attributes of each campus. Targeted goals increase each fiscal year, requiring continuous improvement to earn maximum allocation. Programs must meet or exceed all performance measure targets to earn 100% of available funds.

- **Status of any agreements with other agencies, if applicable, i.e., providers of instruction, pending ownership change, or any additional legal agreements, etc.**

Pālamanui will continue to offer the UH Center's access to programs and delivery of courses from other UH System institutions.

### **Student Achievement Data, Learning and Support Services**

- **Number of students currently enrolled, and projected enrollments at the site**

There are 335 students currently registered in HawCC classes this spring 2016 at Pālamanui. Based upon the UH Institutional Research & Analysis Office's enrollment projections for fall 2016 to fall 2021, headcount enrollment for the UHCC System is forecast to decline 1.0% in fall 2016 and to continue to decline at a very mild rate through fall 2019. [see attachment: Enrollment Projections - UHCC - Fall 2016 to Fall 2021 (select pages); complete report posted on the UH Institutional Research & Analysis Office's [webpage](#)]

Currently, students enrolled in West Hawai'i (WH) are not reported separately by the UHCC System. However, numbers manually computed by the College have determined that students at Pālamanui account for approximately 12-14% of the HawCC's total enrollment. As enrollment at the College as a whole is affected by several factors, so is Pālamanui's campus enrollment. Despite these projections, it is optimistic that enrollment at Pālamanui might slightly increase due to the relocation of the campus nearer to larger concentrations of residential populations and major employment areas in WH as well as being more centrally located for the outlining rural areas on this side of Hawai'i Island. Also, increases in unclassified students, especially early admits, is expected with the increased scheduling of courses as part of the Early College and Running Start programs implemented in WH high schools. In addition, HawCC has

enhanced its presence in WH by hosting several community, express admit, and open-house events at the new campus.

- **Number of current full-time and part-time faculty, ratio of students to instructors**

There are 13 full-time faculty, 4 full-time lecturers, and 13 part-time lecturers currently employed in spring 2016 at Pāalamanui. The ratio of students to instructors is approximately 14:1.

- **Development and assessment of student learning outcomes for courses/programs offered at the site**

HawCC programs and courses offered at Pāalamanui all have student learning outcomes that have been developed college-wide by faculty through their respective programs and/or departments. Courses have learning outcomes approved by the College's Curriculum Review Committee. Assessments of learning outcomes are conducted for all sections of a course being taught during selected terms. The College's Assessment Coordinator also provides assistance to faculty and programs in the development and assessment of learning outcomes. In addition, all instructional programs complete annual program reviews as well as comprehensive reviews every three years.

- **Availability of learning and student support services for the site**

Student learning and support services include academic advising, counseling, disability services, financial aid assistance, media/technical support, business office services, library services, computer lab, tutoring, and test proctoring.

- **Use of applicable workforce and labor market information for courses/programs**

The Pāalamanui campus was constructed to house the programs that were previously offered at the Kealakekua rented facilities. The programs offered at Pāalamanui in addition to the AA Liberal Arts degree train individuals in nursing, hospitality, and culinary arts, which correspond to 16 of the top 20 employers in Hawai'i County. According to <https://data.hawaii.gov>, the largest employers on the island in 2014 include four medical/rehabilitation facilities, nine hotels/resorts, three county organizations, three retail/pharmacy enterprises, and one tour operator. For students obtaining an AA degree, they are able to articulate their degree and transfer to other UH 4-year institutions with a junior standing. In addition to degree programs, the campus strives to offer a variety of courses providing students who may be undecided about career options an opportunity to explore a variety of subjects.

The college uses data to drive the decisions about new and already developed programs. This comes from a number of sources, including:

- Department of Labor and Industrial Relations
- U.S. Department of Labor O\*NET System
- Hawai'i County Workforce Development Board
- The Chamber of Commerce
- Chancellor's Community Advisory Council
- Program Advisory Councils
- University of Hawaii Economic Research Organization (UHERO)
- Economic Modeling Specialists International (EMSI)

As part of the UHCC System, HawCC will benefit from a new proposed workforce planning and management system to be implemented by the UHCC System in 2016 and refined over the next several years. This new system will have the following characteristics:

- The tool will be economic sector based and will include each of the workforce sectors within Hawai'i that have links to educational programs within the community colleges. The sectors will be aligned with state workforce and economic development planning, including private sector planning efforts such as those of the Business Roundtable, Chamber of Commerce, and the Economic Development Alliance.
- The system will include information on workforce demand, skills, credential, and/or certification requirements, and earnings potential in each sector and will be informed by examining:
  - Labor market information including real-time job openings and analysis;
  - Planning documents from state and counties on economic development strategies and their related e-workforce requirements;
  - Wage earning information including information from the State Longitudinal Data System;
  - Student interest, enrollment, and graduation data; and
  - Focused consultation and consultation with Public/Private Working Groups to help analyze the trend data and its implications for program development and delivery.
  - The analysis will be carried out at both the state and county level.
  - The UHCC programs, both credit and non-credit, as well as baccalaureate program offerings, will be mapped against the sector categories.

The results of this system will be used to frame discussions about whether the educational and training program mix throughout the system properly represents the demand as well as the regional needs for programs. Data from the system can be shared with students about the employment and wage earning potential for programs, with academic program managers to help with aligning employment skills, credentials, and demand with existing programs within the UHCC, with academic administrators and faculty planning new programs, and with policy makers on the gaps or discontinuities that may exist between desired economic conditions and the UHCC offerings.

### **Connectedness with the Main Campus**

- **Role of faculty and students at the site in College governance**

Pāalamanui faculty and students are integrated into the significant components of the College governance including the College Council, College Effectiveness Review Committee, Academic Senate, and/or Associated Students of the University of Hawaii - HawCC.

The College Council is a college-wide organization with representatives from all major campus constituencies including a representative from Pāalamanui, as designated by its Charter, in addition to the director of Pāalamanui. The College Council serves as the chancellor's forum to facilitate dialogue on college-wide issues; and advises the chancellor on issues that affect the entire College and that are not exclusively governed by another body, such as the Academic Senate, ASUH-HawCC, etc. The standing committees of the College Council also have representatives from Pāalamanui. All College Council meetings are held monthly via video conferencing between Hilo and Pāalamanui. At times, College Council meetings have been scheduled at Pāalamanui along with "talk story sessions" for colleagues in Kona. All communications are sent out via email to the entire College community. Additionally, College Council has a [webpage](#) where the meeting agendas, minutes, administration and committee

reports and all other communications from the meetings are posted. The College community is invited to all College Council meetings.

The College Effectiveness Review Committee (CERC) is a college-wide shared governance committee with extensive College-wide representation including two members representing Pālanui. This committee's function is to receive all Comprehensive Program and Unit (P-U) Reviews and to evaluate each program's or unit's worth to the College using the appropriate P-U designated evaluation tool. After each CERC member has independently reviewed all P-U Reviews, the CERC deliberates as a body and responds to initiators and writers of each program and unit with feedback for quality improvement. The CERC also makes recommendations to the Chancellor on campus planning. In addition the CERC convenes the Closing Meeting which provides an annual evaluation of the College's integrated planning process.

In addition, representatives from the Pālanui campus are invited to sit on all college committees.

The Academic Senate of Hawai'i Community College convenes as an organization to maintain and strengthen academic decision-making at the College and system-wide levels. The purpose of the Academic Senate is to ensure academic integrity of the College. The Senate functions as a recommending and governing body. Senate responsibilities include, but are not limited to the development, modification, initiation, and review of academic policies and issues in consultation with the Chancellor and others as needed. Membership consists of all BOR-appointed instructional and non-instructional faculty covered by Collective Bargaining Unit 7 who have their primary assignment with HawCC. Members of the Academic Senate are referred to as Senators. All Senators have the rights of voice and vote. Senate meetings and committee meetings are broadcast to Pālanui through the video conferencing system allowing access to all members. Additionally, Academic Senate has a [webpage](#) where the meeting agendas, minutes, and committee reports are posted.

The Associated Students of the University of Hawaii - Hawaii Community College (ASUH HawCC), is a chartered student organization authorized by the UH Board of Regents to carry out functions or operations on behalf of the University for the purpose of serving the entire student body of HawCC. Any student who is enrolled in one (1) credit or more at HawCC is an automatic member of ASUH-HawCC. Composition of the organization based upon the [Constitution](#) of ASUH-HawCC includes five executive members. Of the five, at least one of the two co-vice presidents is designated from Pālanui. Of the four senators, two must be from Pālanui.

- **Communication of College information to and from the 'main' campus**

The director of Pālanui is also part of the College's administrative team including the chancellor, vice chancellor for academic affairs, vice chancellor for administrative affairs, vice chancellor for student affairs, dean of liberal arts, dean of career and technical education, and director of the Office of Continuing Education and Training who meet weekly. As such, information is communicated directly at the administrative level on a regular basis.

Usually, information is disseminated out to the entire College community through the relevant email listservs. As such, faculty and staff will receive the same information at the same time whether they are at Pālanui or the campuses in Hilo. In addition to regular USPS mail delivery, mail and other items are also delivered over to Hilo regularly via intercampus mail. The College also utilizes a PolyCom/video conferencing system to connect between campuses as well as other sites especially for meetings. In addition, the college's entire phone system is interconnected which allows for easy access to all offices and personnel.

- **Staff development expectations and evaluation of staff development offerings**

Faculty/staff development at Pāalamanui is coordinated by HawCC's Faculty/Staff Development Committee that is comprised of volunteers from the entire College. Currently, there are two members from the Pāalamanui campus, including one of the committee's co-coordinators.

The professional development needs and interests of the College were collected using a survey in spring 2015 and the results were used to plan various faculty/staff development activities on both campuses. Activities are announced through the College email listservs, and are also posted to the [Faculty/Staff Development Activities Calendar](#) that can be viewed on the College's website. Concentrated efforts are made to offer parallel experiences for faculty and staff in both Hilo and Kona. More than 20 faculty/staff activities have been offered at the Pāalamanui campus through the committee between August 2015-May 2016.

Evaluations are conducted at all professional development workshops to provide presenters and the committee with feedback that can be used for future planning.

### **Summary of the Ability of the College Site to Continue to Ensure Educational Quality and Use Data to Promote Institutional Effectiveness and Improvement**

- **Eligibility Requirements, Accreditation Standards, Commission policies**

Since the Pāalamanui campus is administered by HawCC in the same manner and fashion as the former campus at Kealahou under all the existing policies of the ACCJC, UH Board of Regents, UHCC, and HawCC, it continues to meet the eligibility requirements, accreditation standards, and commission policies.