July 8, 2014

To: Jeff Anderson, Financial Aid Director
   Kaua‘i Community College

From: John Morton, Vice President for Community Colleges

Subject: FY 2015 Innovative Financial Aid Initiatives

The UHCC system is pleased to support the project “Financial Aid Student Outreach and Informational Workshops” in the amount of $2,900.00. This project will increase student awareness of scholarship deadlines, effects of withdrawal, SAP by implementing monthly workshops on financial aid topics. It will also implement in-person Loan Exit Counseling workshops to reduce default rate.

The project funding is subject to the following requirements:
1. Implementation will occur in AY 2014-15.
2. All funds must be expended, not just encumbered, by June 30, 2015.
3. The project final report (in the form attached) must be submitted in electronic form to Gayle Ishii (gaylei@hawaii.edu) with a copy to Suzette Robinson (suzette@hawaii.edu) not later than September 30, 2015.


Tuition and Fee Special Funds will be transferred to your campus for this project after July 1, 2014.

Based on the information provided in your final report, funds may be re-purposed. The project proposal and report will be published on the UHCC website.

Thank you for your work in developing innovations to increase student success. We look forward to working with you as the project unfolds.

cc: Helen Cox, Chancellor
    Peter Quigley, AVPAA
    Earl Nishiguchi, VCSA
    Brandon Shimokawa, VCAS
    Leighton Oride, Fiscal Officer
    Suzette Robinson, Director of Academic Programs
    Gayle Ishii, Academic Support
    Lisa Tshuako, Budget Specialist

Att: Final report template
# FY 2015 UHCC Project Proposal Form

- [ ] ATD  
- [ ] Developmental Education  
- [X] Financial Aid  
- [ ] Part Time Student Initiative

**SCAN AND SUBMIT PROPOSAL WITH REQUIRED SIGNATURES BY:** **April 12, 2014**

**Date:** 6/5/2014  
**REVISION DATE:**

**Project Title:** Financial Aid Student Outreach and Informational Workshops Initiative

**Budget Request:** $2900

**College:** Kauai Community College

**Proposer's Name:** Jeff Anderson

**Proposer's Email Address:** Jeffa@hawaii.edu

## PART 1 PROPOSAL

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Pts</th>
<th>Narrative</th>
</tr>
</thead>
</table>
| **1. Project Summary**  
Guidelines: Concise description of project, including the following:  
- Actions to be taken and resources needed  
- Data supporting need for project (no attachments)  
- Explanation of how project reduces time to certificate or degree  
- Prior year's outcomes for continuation projects |  | The overall goal of this initiative is to create, plan, and implement monthly workshops on financial aid topics. These workshops will be conducted by a Financial Aid Officer and will provide crucial information regarding Financial Aid processes and how the various outcomes can affect a student's account. Increased awareness of these outcomes, by the student, will not only prepare the student on what to expect as the year(s) progresses, but also has the potential to minimize financial repercussions.  
Promotion of these events will happen with both general notifications, as well as by selective marketing efforts. Some methods of general notifications include email blasts to all students, updating the Financial Aid website, creating and updating a Facebook page, flyers around campus and in FA office, etc. Selective marketing efforts include finding specific students that fit into the topic of a given workshop via BANNER reporting, and informing them of upcoming dates directly through their UH portal. (i.e., finding students who ready to graduate or transfer and informing them of an Exit Counseling workshop. Or, finding students not meeting Satisfactory Academic Progress, and sending emails specifically to these students about an upcoming SAP workshop)  
We anticipate varying levels of attendance, based on the topic of the workshop. Although no workshop is more important than the next, some topics will have more appeal to students than others, and the FA office will track attendance levels for each workshop. Based on this, an analysis can be done to identify workshops we want to continue having as we move forward, and those that we will want to replace. Because this is a new initiative for Kauai CC, there are no previous attendance numbers for which to refer to when anticipating future attendance. With that said, an estimated goal of 5-10 attendees per workshop can be set. |

2. Effectiveness Indicators/Outcomes and Benchmarks

Guidelines: Specific explanation of how project's effectiveness will be assessed, including the following:

- Effectiveness indicators/outcomes
- Benchmarks (numeric and percentage)

By conducting these workshops, students will learn important information, not limited to the following:

- Upcoming scholarship deadlines
- Effects of dropping/withdrawing from class(es)
- FAFSA application information
- Satisfactory Academic Progress (SAP)
- Exit Counseling/Repayment methods

As a result of increased awareness of these topics, there will be a direct correlation between these workshops and:

- A decrease in unspent scholarship funds
  - estimated 5% improvement over the first year. ($10,470)
- Increased retention. Less dropped classes. Less unexpected out of pocket expenses for the student due to withdrawing
  - estimated 2-3 less students withdrawing early, than from Spring 2014 (5% improvement)
  - estimated 5% improvement, from Spring 2014, in dollars required to be returned ($2,752)
- A better understanding of the SAP process, which can lead to an estimated improvement of 3% from Spring 2014 (4-5 more students meeting the SAP requirements). This will be illustrated by:
  - More students complying with the established credit completion rate (67%), and meeting the minimum GPA (2.0)
  - Less students on academic suspension
- A decrease in our Cohort Default Rate. An estimated improvement from 20.9% (cohorts of 2011, 2012, 2013), to 17.2% (cohorts of 2013, 2014, 2015)
  - Kauai CC's 2011 3 yr draft cohort default rate was 20.9%. Calculated by dividing the number of students that went into default in 2011, 2012, 2013 (17), by the total number of students entering repayment in 2011, 2012, 2013 (61)
  - Improvements to the CDR, due to these workshops, won't be seen until the 2013 3 yr draft is released in 2016. Further improvements will be seen in subsequent releases as further workshops are held and more of the cohort population in question has been through the workshops.

3. Background Research

Guidelines: Concise explanation of background research (with citation information) for project

Over the past few years, a significant amount of Scholarship funds went unspent. This has the potential to cause our campus to lose subsequent funding from these donors in future years. A big reason for this is because students are simply not aware of the various scholarships. Through these workshops, the financial aid office plans on keeping students up to date with the various scholarships, deadlines, and amounts of each so that no scholarship goes without any applicants.

In the Fall 2013 semester alone, a total of $23,054 of federal monies was returned due to unofficial withdrawals, leaving the students with an out of pocket balance. The vast majority of these come as a surprise to the student, due to the student not being aware of the repercussions of withdrawing from their classes. We plan to hold workshops on this topic to increase awareness. Simply by informing students of the financial effects of dropping classes will have a positive impact, thus, decreasing out of pocket expenses for the students. In turn, that will also cause an increase in our retention rates from year to year, as well as graduation rates due to students no longer dropping classes, but proceeding through their coursework and graduating on time.
Since the 10-11 award year KauaiCC has seen a steady increase in FAFSA applications submitted year after year, however the 14-15 award year is showing a slight decrease. This initiative will likely aid in the increase of FAFSA's received by our campus. As a result, our Pell dollars will increase, and thus, increase our funding from the Dept. of Ed for our campus.

The national average for cohort default rates for 2-3 year public institutions is 18.3% The most recent Cohort Default Rate released for KauaiCC was the "FY 2011 3 year Cohort" which showed a default rate of 20.9%. This is higher than the national average and an increase from 2010's rate of 12.1%. The 3 year Cohort Default Rates for 2009 and 2008 was 15.6% and 10.5% respectively. These figures show a steady increase in number of students that are defaulting on their loans, with the biggest increase reflected in the 2011 numbers. If this trend continues, KauaiCC will be approaching the 30% CDR threshold implemented by the Dept. of Ed. If a school's 3 year CDR meets or exceeds 30%, that school runs the risk of losing Direct Loan and Federal Pell Grant program eligibility for the remainder of the fiscal year in which the school is notified of its sanction and for the following two fiscal years. Until now, Kauai CC has only done the minimum requirements set forth by the Dept. of Ed, which is require the student to go through Exit Counseling online. The above numbers show that this is not sufficient. We will be creating workshops for the students, that not only make sense of this Exit Counseling, but will also apply it to real world situations that apply to the student. This will cause the student(s) to become aware of the importance of enrolling in a successful and effective repayment plan.

<table>
<thead>
<tr>
<th>4. Relationship to Campus &amp; UHCC Strategic Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidelines: Discussion of project's relationship to campus &amp; UHCC strategic plans, including the following:</td>
</tr>
<tr>
<td>• Specific references to and copies of applicable sections of plans</td>
</tr>
<tr>
<td>• Brief explanation of relationship between project and referenced sections</td>
</tr>
</tbody>
</table>

**Strategic plan #4:**

"Increase retention and persistence to graduation or transfer".

As mentioned above, multiple topics for which workshops will be conducted, relate directly to this strategic plan. Increasing awareness to the FAFSA application, as well as upcoming scholarship deadlines, will allow financially needy students, who weren't already aware of the process, to attend college.

Knowledge of the effects to students financial aid accounts when dropping or withdrawing from class will aid in the reduction in number of students that withdraw, thus increasing retention.

Increasing awareness of the SAP guidelines will cause students to become aware of the importance of staying on track in their classes, reaching satisfactory credit completion rates, GPA benchmarks, and thus graduating or transferring on time.

<table>
<thead>
<tr>
<th>5. Scalability Guidelines: Discussion of project's scalability (on campus and/or to other campuses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For campuses that want to adopt this practice, the process can be easily transferrable. The success rate, and ultimately the overlying effectiveness can be increased exponentially for each campus that adopts this practice. Especially for those campuses with a higher student population than Kauai CC.</td>
</tr>
<tr>
<td>Furthermore, all other departments, both here at Kauai CC and on other campuses, can mirror this process, and use it for topics relevant to their workload.</td>
</tr>
<tr>
<td>As a whole, awareness for all important topics have the potential to be drastically increased with implementing workshops amongst all divisions and campuses.</td>
</tr>
<tr>
<td>Promotion of this model to other campuses can be done through UH system meetings, through conference calls and/or webinars, and through email as well.</td>
</tr>
<tr>
<td>Promotion of this model to other divisions within Kauai CC can be done through our Student Services meetings, College Council meetings, conference calls and/or webinars, or through emails as well. Documentation can also be put on the X drive for fellow Kauai CC staff to review.</td>
</tr>
</tbody>
</table>
Success rates can be communicated after each workshop, along with the documentation created for the workshop (PowerPoint presentations, scripts, flyers, etc), and a "How-To" so that campuses and/or divisions that would like to adopt the practice can do so.

6. Sustainability Guidelines: Discussion of project’s sustainability (after UHCC project funding ends)

Effective implementation of this initiative requires funding for various materials and supplies. The majority of these materials are a one-time purchase, and will be able to be re-used year after year, thereby sustaining the effectiveness of subsequent workshops in future years.

<table>
<thead>
<tr>
<th>TOTAL</th>
</tr>
</thead>
</table>

### PART 2: BUDGET

**Instructions:** Complete the following, inserting and/or deleting rows as needed.

**General guidelines:** Funds may be used for faculty and staff assigned time; for pilot projects; for consultants; for financial aid audits; for related equipment, software, or curriculum materials; or similar one-time expenses. Funds may not be used to hire new full-time faculty or staff.

For projects involving more than one campus, budget must include a breakdown of costs by campus in addition to a total project budget. Single requests over $2,500 require Superquote.

The relationship between the requested expenditures and the project’s effectiveness indicators/outcomes and benchmarks must be addressed specifically in the project proposal.

Any change of more than ten percent (10%) of any cost item or $500 (whichever is less) in an approved budget will require the proposer to email a request for the change, prior to expenditure of funds, to the committee chair and Suzette Robinson with the following: (1) reason for the change (including the relationship between the requested change and the project’s effectiveness indicators/outcomes and benchmarks); and (2) original and proposed revised budget. Committee will support, or not, the budget change request.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A PERSONNEL</strong> (Personnel costs include, but are not limited to, faculty or staff overload, student assistants, casual hires, and/or lecturer replacement. Unlike federal regulations, these funds do not require that the person doing the work be paid from this funding source. Personnel fill requests are required to be in the form of a lecturer B step.) Confirm the applicability of inclusion of fringe benefits costs and the amount of such costs with your human resources or business office. Indicate fringe benefit percentage and cost, if any, as a separate line item.</td>
<td>N/A</td>
</tr>
<tr>
<td>A1</td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PERSONNEL</strong></td>
<td></td>
</tr>
</tbody>
</table>

<p>| <strong>B SUPPLIES</strong> (Supplies include, but are not limited to, office supplies, travel, conference fees, mileage, and computers.) | |
| B1 Fold up Table (1) | $100 |
| Kauai Community College embroidered Table Cloth (2) | $500 |
| Office Supplies | $1000 |
| Projector and related miscellaneous supplies for Conducting Workshops | $550 |
| Table Top Banners (2) | $300 |</p>
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retractable Stand Up Banners/Signs (3)</td>
<td>$450</td>
</tr>
<tr>
<td>B2</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SUPPLIES</strong></td>
<td><strong>$2900</strong></td>
</tr>
<tr>
<td>C EQUIPMENT (Equipment is defined as any one item costing $5,000 or more.)</td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EQUIPMENT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL BUDGET REQUEST</strong></td>
<td><strong>$2900</strong></td>
</tr>
</tbody>
</table>

**PART 3 SIGNATURE PAGE**
SCAN AND SUBMIT PROPOSAL WITH REQUIRED SIGNATURES

**Certification by Proposer**
I certify that I have consulted with and submitted this proposal in a timely manner to the appropriate (A) institutional research office, (B) business office, and (C) human resources office for review of all assessment, budget, and resource commitments. Outcomes have been reviewed and are appropriate for the proposal. I understand I will have primary responsibility for monitoring any funds awarded and agree to maintain accurate and current records of expenditures consistent with the budget.

Signature: [Signature]
Date: [Date]
Name: **Jeff Anderson**
Title: **Financial Aid Director**

**Confirmation of Support by Vice Chancellor Academic Affairs (VCAA) or Vice Chancellor Student Affairs (VCSA)**
I have reviewed and support this proposal.

Signature: [Signature]
Date: **6-27-14**
PRINT Name: [PRINT Name]
Title: [Title]
- [ ] Vice Chancellor Academic Affairs (VCAA) OR
- [x] Vice Chancellor Student Affairs/DOSS (VCSA/DOSS)

**Confirmation of Campus Approval by Chancellor**
The campus approves the proposal and is committed to advance the amounts, if any, described in the proposal as being funded by the campus and is committed to sustaining the project if evidence of its success is warranted and funding is available.
Signature: Helen A Cox  Date: 7/3/17
Print Name: Helen A Cox
Title: Chancellor