May 10, 2013

To: Mona Lee, Kapi'olani Community College
From: John Morton, Vice President for Community Colleges
Subject: AY 2013-14 Part Time Student Innovation Projects

The UHCC System is pleased to support your project, "Accelerating College Completion for Part Time Students," in the amount of $40,481.00. The project focuses on developing a stronger network of support to meet the needs of the "new" community college student who is most likely to be first generation, low-income, coming from a targeted population (veteran, disabled, single parent, Native Hawaiian and/or Pacific Islander, or adult student) through increasing access to financial aid and financial literacy. The reference number for your project is PTSI-1.

The project funding is subject to the following requirements:
1. Implementation will occur in AY 2013-14.
2. All funds must be expended, not just encumbered, by June 30, 2014.
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 (suzetter@hawaii.edu) and to Cory Ando (cando@hawaii.edu) not later than September 30, 2014. The final report should outline:
   - Results on the measurable outcomes (raw numbers and %) compared to baseline data (raw numbers and %) identified in your application.
   - Data aggregated by those students who were part time versus full time.

Tuition and Fee Special funds will be transferred to your campus for this project after July 1, 2013. Any adjustments to the budget submitted in your proposal must first be approved by Cory Ando and Suzette Robinson. The project proposal and reports will be published on the UHCC website.

Thank you for your work in developing innovations to increase student success amongst students enrolled at the part time level. We look forward to working with you as the project unfolds.

cc: Leon Richards, Chancellor
    Peter Quigley, AVPAA
    Louise Pagotto, VCAA
    Milton Higa, VCAS
    Carol Masutani, Fiscal Officer
    Suzette Robinson, Director for Academic Programs
    Gayle Ishii, Academic Support
    Lisa Tshukako, Budget Specialist
    Cory Ando, Part Time Initiative Committee Chair

Att: Final Report template
AY 2013-2014 UHCC Part Time Student Project Proposal Form
Deadline for Proposal Submission: April 12, 2013

<table>
<thead>
<tr>
<th>Proposal Section</th>
<th>Pts</th>
<th>Proposal Guidelines</th>
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<tbody>
<tr>
<td>1. Project Summary</td>
<td>3</td>
<td>Concise description of project, including the following:</td>
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<tr>
<td></td>
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<td>- Actions to be taken and resources needed</td>
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<td>- Data supporting need for project (no attachments)</td>
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<td>- Explanation of how project reduces time to certificate or degree</td>
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<td>- Prior year's outcomes for continuation projects</td>
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<tr>
<td>2. Effectiveness Indicators/Outcomes</td>
<td>3</td>
<td>Specific explanation of how project's effectiveness will be assessed, including the following:</td>
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<td>and Benchmarks</td>
<td></td>
<td>- Effectiveness indicators/outcomes</td>
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<td></td>
<td></td>
<td>- Benchmarks (numeric and percentage)</td>
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<tr>
<td>3. Background Research</td>
<td>1</td>
<td>Concise explanation of background research (with citation information) for project</td>
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<tr>
<td>4. Relationship to Campus &amp; UHCC</td>
<td>1</td>
<td>Discussion of project's relationship to campus &amp; UHCC strategic plans, including the following:</td>
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<tr>
<td>Strategic Plans</td>
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<td>- Specific references to and copies of applicable sections of plans</td>
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<td>- Brief explanation of relationship between project and referenced sections</td>
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<tr>
<td>5. Scalability</td>
<td>1</td>
<td>Discussion of project's scalability (on campus and/or to other campuses)</td>
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<td>6. Sustainability</td>
<td>1</td>
<td>Discussion of project's sustainability (after UHCC project funding ends)</td>
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<tr>
<td>TOTAL</td>
<td>10</td>
<td></td>
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</tbody>
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Also required:
- Executed Signature Page (see Attachment 1)
- Budget Summary (see Attachment 2) - Proposals which do not have both a fully executed signature page and a budget will not be reviewed.

Deadline for Proposal Submission:

Please email your completed proposal (with a scanned copy of the executed signature page) to Cory Ando (cando@hawaii.edu) with a copy to Gayle Ishii (mailto:gaylei@hawaii.edu) and Suzette Robinson (suzettel@hawaii.edu) on or before the deadline noted above.

Your campus may have internal deadlines for the required review by your campus institutional research, business, and human resources offices and your campus administration. Please confer with your campus UHCC Part Time Student Committee member prior to submission to confirm any campus requirements and deadlines and to ensure your proposal is complete and meets the guidelines.

Review by UHCC Part Time Student Committee and UHCC Administration

Proposals received by the deadline noted above will be reviewed by the UHCC Part Time Student Committee, using the Project Proposal Rubric Form (see attached). After the UHCC Part Time Student Committee's review, proposals will be forwarded to UHCC Administration for additional review. Proposals may be returned to proposers for revision and resubmission prior to review by UHCC Administration. Final approval comes from VP Morton.

Funds for proposals accepted by UHCC Administration for funding will be available upon receipt of the award letter and must be expended, not just encumbered, by June 30, 2014. Accepted proposals will be published on the UHCC website.

Proposers whose proposals are funded are required to submit year-end reports (see attached) which will also be published on the UHCC website.

PROJECT PROPOSAL FORM (for completion and submission)
  Attachment 1: Signature page
  Attachment 2: Budget Summary

PROJECT PROPOSAL RUBRIC FORM (included for informational use only)
PROJECT PROPOSAL YEAR-END REPORT FORM (included for informational use only)

01/31/2013 ca
AY 2013-2014 UHCC Part Time Student Project Proposal Form
Deadline for Proposal Submission: April 12, 2013

Project Title: Accelerating College Completion for Part Time Students Date: April 10, 2013

Budget Request: $40,481 College: Kapiʻolani Community College
Proposer’s Name: Mona Lee Proposer’s Email Address: monal@hawaii.edu

1. Project Summary (3 points)

The goal of this project is that the College develops a stronger network of support for our part time student population in order to enable them to accelerate the completion of their educational pathway to a degree or certificate. To date, the College offers a constellation of support systems for first year and transfer students, but has placed little emphasis on differentiating between the needs of part time and full time students. The College currently offers accelerated pathways through developmental education. We have created stackable certificates, which provide clear pathways to the workforce. We have developed articulation agreements as well as dual enrollment pathways from the two year to four year institutions. However, despite current efforts, because part time students only take 1-3 classes at a time, it is still a slow process for them to reach their goals. As a result, these students are apt to leave the College as other aspects of their lives get in the way of completing their education. This lack of completion is costly for both the student and the College as many of the part time students who are receiving financial aid support are leaving the College with loans to be repaid or have used a percentage of their eligibility for Pell Grants without finishing any type of credential recognized by the workforce that would result in their earning higher wages.

The support network to be created by the project is designed to meet the needs of the “new” community college student who is most likely to be first generation, low-income, coming from a targeted population (veteran, disabled, single parent, Native Hawaiian and/or Pacific Islander, and adult students) and is unfamiliar with the application processes for resources available at the college. The support network will consist of new interventions and new services that will increase the awarding of financial aid and scholarships with a focus on students currently enrolled in the 9-11 credit range thereby enabling them to become full time students (12+ credits).

The student cohort identified for this project will consist of approximately one thousand liberal arts and CTE majors who are enrolled in 9-11 credits. These numbers are based on spring 2013 data which showed that 1067 students in these majors fall into this category. Eighty-three percent of these students have earned GPAs above 2.0 and are making satisfactory progress in their academic programs. (Because students in our Health Sciences and Nursing program are block-scheduled, they were not included in the cohort.) Half of the students began at the College during the 2012-13 academic years. Forty-one percent are currently receiving financial aid.

The College will create a financial aid and scholarship mini-lab in the ʻIliahi Building adjacent to the First Year and Transfer Year student centers, and possibly offer evening and weekend hours. Peer mentors and advisors assigned to the lab will be cross-trained in the financial aid and scholarship application processes to provide the part time student with information about the benefits of more timely completion of their degrees and certificates. Peer mentors and advisors will be trained to discuss options such as enrolling in accelerated course pathways. A communication plan will...
be developed and those in the cohort will be invited to utilize the lab for assistance with the FAFSA and scholarship application processes as well as to attend campus events and workshops on both topics. The peer mentors will be able to provide part time students with information on tuition costs, program length, success rates of full time students over part time students, and financial aid information as well as assist the part time students in identifying how they will make the sacrifices needed to complete the degree and enter the workforce or transfer within a three year time frame.

The idea for a mini-lab was based on data collected in a fall 2012 survey which was sent to part time students. The College received 523 survey responses. The data indicated the need for better financial aid advising as 37% of the respondents stated that they "could not afford to take more courses", and 62% of respondents stated their desire for “more free financial aid such as scholarships, grants and tuition waivers”. This data supports the College’s request for increasing access to financial aid as a means to increase the credit-load for part time students.

Locating the mini-lab next to the First Year and Transfer Year student centers will provide convenient opportunities for those programs to integrate financial aid advising into their orientation and advising activities. By co-locating these services in the "Iliahi Building we anticipate improvements in the referral processes for students to access financial aid and scholarship application support services. The "Iliahi location is also adjacent to the majority of the Targeted Populations counseling offices making it easier for students to be directed to the lab for assistance. Given the apparent complexity of applying for aid, it is important that we increase the number of locations beyond the main financial aid office where students can receive accurate and supportive information about applying for aid. Co-locating financial services with advising and support services locations will also build relationships between staff and result in greater collaboration in support of the part time student.

Currently, several Kapi‘olani CC health sciences programs require that students be full time. We will study the health advising model and incorporate aspects of their strategies for use with the general part-time student population.

The College will also sponsor Faculty Forums and student focus groups to brainstorm other ways to increase the credit loads of part time students thereby encouraging them to become full time. The College’s Office for Institutional Effectiveness (OFIE) will do research studies using the fall 2012 Survey on Part Time students to better understand the reasons why students register for less than 12 credits. Institutional analysis will use the data to construct a demographic profile of the part time student to help the College better understand and identify the needs of this population as they are navigating degree completion or transfer. In this particular survey, 229 (49%) students cited working more than 20 hours per week as the main reason for not taking 12 credits or more. In the same survey, 244 (49%) students said that more grants from Financial Aid would allow them to take more classes. In the area of course scheduling, 154 (29%) said that more evening courses would help them enroll full time. Additionally, 220 (42%) students stated that more online classes are needed. Data from the survey will be shared at the planned Forums and “data summits” to generate more support in scheduling around the needs of the part time student.

2. Effectiveness Indicators/Outcomes and Benchmarks (3 points)

Several key enrollment indicators relating to part time students are currently being tracked by the college. The goal of the project is to offer increased assistance with financial aid and scholarships through the creation of a mini-lab which is expected to decrease the number of students who enroll part time. The project hopes to increase the mean and median credits earned for those who remain part time (unable to take 12 or more credits) after receiving financial aid assistance.

(ARPD, lines 24 & 25): Number of part time students in the AtD cohort who complete 12 credits in an academic year. The goal of this project is to increase this rate by 5% for 2013-14
(First Year Students) Percent of recent HS graduates who entered Kapi‘olani CC in fall 2011 that enrolled part time was 42%. The goal of this project is to decrease this rate by 3% on an annual basis.

(Incoming Transfer Students). Percent of incoming transfer students who entered Kapi‘olani CC in fall 2011 and enrolled part time was 67%. The goal of this project is to decrease this rate by 3% on an annual basis.

Number of students in liberal arts and CTE programs enrolling in 9-11 credits. The goal of this project is to increase the percentage of these students who receive financial aid by 5%.

Score on CCSSE Survey for item regarding the emphasis at the college for “providing the financial support you need to afford your education”. The goal of this project is to increase the CCSSE item score by .30 points.

3. Background Research (1 point)

Information to prepare this proposal came from the following resources.


This report from the Institute for Higher Education Leadership and Policy pointed to a need to integrate support services and resources as one of the five conditions for colleges that are critical to student success. A recommendation made in the report was to make sure that student services are conveniently located and accessible to students. This proposal seeks to create a mini-financial aid lab that is conveniently located next to the First Year Experience and Transfer Year Experience offices. The mini-lab will also be placed in a building next to the majority of the counseling offices. Currently, Financial Aid services are located in the administration building which is in a separate building complex.


This Jobs for the Future report provides a listing of ten policy recommendations for creating clear, structured routes to postsecondary success. One of the policy recommendations is to design financial aid to reward student progress. This proposal seeks to use financial aid as a driver to encourage students to enroll full time and to apply for financial aid if they believe they can’t afford to take more classes. This proposal seeks to increase the number of students receiving aid, especially grants and scholarships through better outreach and assistance to the College’s part time student population.


This survey conducted in fall 2012 asked KCC part time students to identify barriers to enrolling full time. The results provide significant information on how satisfied part time students are with KCC’s course offerings and services. The college plans to use this data to develop new services and interventions to assist part time students stay on their pathway to degree completion.
4. **Relationship to Campus and UHCC Strategic Plans** (1 point)

*Kāpōlani CC Strategic Outcome B*: Increase the educational capital of the state by increasing the participation and degree completion of students, particularly from underserved regions.

*Kāpōlani CC College-wide strategies 1 & 2*

1. Manage and grow enrollment strategically.
2. Diversify, improve and increase the college's financial aid portfolio for students.

5. **Scalability** (1 point)

If the mini-lab model proves successful in supporting students to be full time, the college will add other services such as veterans' financial services and admission services to the lab. If other locations are available on campus to build more labs, the college will determine the feasibility of co-locating these labs near other campus counseling and advising offices to replicate the success of the original lab.

6. **Sustainability** (1 point)

The college will develop a Train the Trainer model for consistently updating counselors and peer mentors on the changes in financial aid. A 1.0 FTE position will be requested in the Student Services CPR for a financial aid specialist/lab manager to oversee the lab as new services such as admission and veterans' benefits are added. The lab manager will work in close collaboration with the College's one-stop center (Kekaulike Information and Service Center) to avoid duplication of services and to reduce confusion about where students should go for support. The goal is to refer students to the lab instead of the one-stop, which is not currently able to provide assistance to those at the initial stages of applying to college and securing financial support to attend.
SIGNATURE PAGE
AY 2013-2014 UHCC Part Time Student Project Proposal
Deadline for Proposal Submission: April 12, 2013

Project Title: Accelerating College Completion for Part Time Students  Date: 4/10/13
College: Kapi'olani Community College  Proposer's Name: Mona Lee
Budget Request: $40,481

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 attached budget.

Signature:  
Name: Mona Lee  
Title:  

Confirmation of Support by Dean or Division Chair
I have reviewed and support this proposal.

Signature:  
Name: Mona Lee  
Title: Dean of  OR Division Chair of  

Confirmation of Campus Approval by Chancellor/Vice Chancellor of Academic Affairs/  
Vice Chancellor for Student Affairs
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:  
Name:  
Title: Chancellor / Vice Chancellor of Academic Affairs / Vice Chancellor for Student Affairs
## BUDGET SUMMARY

**AY 2013-2014 UHCC Part Time Student Project Proposal**

**Deadline for Proposal Submission:** April 12, 2013

**Name of Project:** Accelerating College Completion for Part Time Students  
**Campus:** Kapi'olani CC

**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.**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BUDGET</th>
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| **A**  
| **PERSONNEL**¹ |        |
| A1 | Peer Mentors for Financial Aid Mini-Lab – $9.00/hr x 40 hours x 48 weeks = $18720 (may include evening and weekend hours, Fringe @ $861) | $19581 |
| A2 | TOTAL PERSONNEL | $19581 |
| **B**  
| **SUPPLIES**² |        |
| B1 | Brochures, handouts, T-shirts for mentors/advisors, lab supplies | $2,500 |
| B2 | 6 computers/laptops @ $1400 each | $8,400 |
| | TOTAL SUPPLIES | $10,900 |
| **C**  
| **EQUIPMENT**³ |        |
| C1 | Furniture for lab including movable wall panels (we already have some cubicles which we can use to expand into a lab area. The VCSA can also reallocate funds from other funds to supplement this request as needed. | $10,000 |
| | TOTAL EQUIPMENT | $10,000 |
| | TOTAL BUDGET REQUEST | $40,481 |

¹ **Personnel:** 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.

Indicate fringe percentage and cost as a separate line item. Fringe benefits rate (for FY2013) are as follows: faculty/staff 41.49%; graduate assistant 9.55%; casual hire overloaded 2.06%; student 0.46%. Please confirm the current fringe benefits rate with your human resources or business office because the rates are subject to change.

² **Supplies:** Supplies include, but are not limited to, office supplies, travel, conference fees, mileage, and computers.

³ **Equipment:** Equipment is defined as any one item costing $5,000 or more.

01/31/2013 ca