May 22, 2013

To: Chris Manaseri, Leeward 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, "Part-time VA Student Cohort Model at LeeCC-PC" in the amount of $13,944.00. The project focuses on studying and designing a cohort model based on the City University of New York's (CUNY) Accelerated Study in Associate Programs (ASAP) for the Veterans at Leeward Community College. The reference number for your project is PTSI-4.

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 (suzette@hawaii.edu) and to Cory Ando (cando@hawaii.edu) not later than September 30, 2014. The final report should outline:
   - Results of this project's accomplishments and campus improvements, especially as they relate to the UH System Strategic Outcomes and Performance Measures, 2008-2015 dated May 2008:

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: Manny Cabral, Chancellor
    Peter Quigley, AVPAA
    Mike Pecskok, VCAA
    Mark Lane, VCAS
    Cecilia Lucas, Fiscal Officer
    Suzette Robinson, Director for Academic Programs
    Gayle Ishii, Academic Support
    Lisa Tshuhako, 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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</thead>
</table>
| 1. Project Summary                            | 3   | 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 |
| 2. Effectiveness Indicators/Outcomes and Benchmarks | 3   | Specific explanation of how project's effectiveness will be assessed, including the following:  
- Effectiveness indicators/outcomes  
- Benchmarks (numeric and percentage) |
| 3. Background Research                        | 1   | Concise explanation of background research (with citation information) for project |
| 4. Relationship to Campus & UHCC Strategic Plans | 1   | Discussion of project's relationship to campus & UHCC strategic plans, including the following:  
- Specific references to and copies of applicable sections of plans  
- Brief explanation of relationship between project and referenced sections |
| 5. Scalability                                | 1   | Discussion of project's scalability (on campus and/or to other campuses) |
| 6. Sustainability                             | 1   | Discussion of project's sustainability (after UHCC project funding ends) |
| **TOTAL**                                     | 10  |                                                                                                                                                                                                                  |

**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 (suzetter@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
1. Project Summary (3 points)

Leeward CC has already begun several initiatives to provide cohort opportunities for students. These initiatives are currently targeted to full-time students. With the funding from the Part Time Student Initiative, we would like to provide 20% release time for a full-time faculty person or to hire a consultant to survey the military/veteran community about current needs for part-time enrollment opportunities, and to design an appropriate cohort option, for such students effective as early as summer 2014. The survey would provide the campus with information about which programs have the greatest demand for part-time options and which delivery method is best suited for the VA and active duty military students. The release time requested will also provide the opportunity to design one or more part-time cohorts beginning as early as summer 2014.

Once the survey is completed (November), a part-time cohort will be designed for implementation AY 2014-15. A part-time cohort model will ensure VA and active duty military students are provided a track that they can follow to complete an associate’s degree within 3 years. This model aligns well with the requirements for VA educational benefits and typical tours of duty for active duty military personnel. In order for our active military, veterans and their eligible dependents to receive full benefits they must take at least 12 credits and complete their education in three years. To do so while employed full-time is next to impossible given the concentration of courses currently scheduled in day-time only hours.

Current data for Leeward CC indicates we have 45% (252 of 565) of our military and veteran students attending part-time. We have also been approached previously by the Navy to provide evening classes for our ICS degree specifically for so their enlisted men and officers can earn a degree at night while continuing with their full-time responsibilities. The survey will help us determine if this need extends beyond the Navy.

Military members and veterans face well-documented additional obstacles when enrolling in college, obstacles recently and increasingly made public through the national media, and lived out at Leeward, the UHCC campus with the largest population of military-impacted students. Leeward has responded to the increased awareness of milvet issues with the establishment of a Vet Center proposal in last year’s Perkins grant cycle, and has taken other steps to support the milvet population including establishing a liberal Yellow Ribbon program, garnering approval for VA benefits supporting non-credit programs, creating a UH Foundation account in support of a Vet Center, applying and being approved for expansion of the VETSsuccess on Campus through the VA, and establishing an active Student Veterans of America chapter on the campus.

Data indicate that some 12% of Leeward’s student population is either active duty, military dependent or veteran benefit eligible. These students have, until this past year, been supported only by program and general counselors, along with specific clerical staff hired in Admissions and Records to process certification of benefit eligibility. Schupp (2012) indicates that when a veteran support program is available on campus persistence and retention rates increase 2.7 to 4.9%. This year more than 250,000 service members will transition into civilian life (Van Es, C., 2013, U.S. Small Business Administration).

Persistence and retention leading to program and degree completion for military-impacted and veteran students in CTE programs is the continuing target of this proposal. Proposal relates to Perkins Core Indicators 2P1, Certificate and Degree Attainment, and 3P1 Student Retention, as well as to the Leeward CC 2008-15 Strategic Plan goals A.B1.b. "increase the College’s presence in the community," and A.B1.c., "increase number of education options." The proposal also clearly correlates with the completion, gatekeeper and course success rate goals of the campus’ Student Success Committee, and aligns with AiD and HGI initiatives at the UHCC and UH system levels related to retention, persistence and degree/certificate attainment.
Having a part-time cohort model will provide a guaranteed schedule for the VA and active duty military students to ensure they can complete their degree in 3 years. The cohort model also creates a peer group that provides support for each other as they move through the degree program.

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

This project will be assessed by reviewing the following indicators:
- Completion of internet-based survey of all VA-Benefit eligible students regarding part-time needs by December 2013
- Conduct of in-person and/or telephonic interviews with at least 50 respondents for additional information
- Results of survey will be provided to all UHCCs interested in the results
- Design of cohort model program for at least one academic division based on needs identified in the survey and follow-up interviews
- Scheduling of cohort model classes for the target population for fall 2014 (possibly summer 2014) and beyond
- Implementation of cohort model for part-time mil/vet population with students enrolled in classes for fall 2014

3. **Background Research (1 point)**

Leeward CC participated in the Hawai‘i Graduation Institute and made contact with Donna Linderman of City University of New York (CUNY). We had Donna visit our Pearl City and Waianae campuses to discuss the ASAP model they are currently using. We have designed a similar model on Waianae campus for fall 2013 and a Fast Track cohort in liberal arts for first-time full-time fully college ready students on the Pearl City Campus.

**HOW IS ASAP DOING?**

There have been six ASAP cohorts totaling 4,594 students admitted across all participating colleges, with the first cohort entering in Fall 2007 and the sixth in Fall 2012. In September 2010, CUNY ASAP surpassed its original graduation target by graduating 55% of its original Fall 2007 cohort of 1,132 students within three years. A comparison group of similar CUNY community college students had a three-year graduation rate of 24.7%. As of September 2012, a second cohort of students admitted in Fall 2009, of which 76% entered with 1-2 developmental needs, also realized a three-year graduation rate of 55%, versus 22.3% of comparison group students. The ASAP graduation rate is more than three times the national three year graduation rate of 16% for urban community colleges (IPEDS). [Click here](http://www.cuny.edu/academics/programs/notable/asap/about.html) to read our ASAP Evaluation Summary and Program Overview. [Click here](http://www.cuny.edu/academics/programs/notable/asap/about.html) to learn more about ASAP evaluation and download other reports.

4. **Relationship to Campus and UHCC Strategic Plans (1 point)**

This project would be directly related to the Hawai‘i Graduation Initiative of increasing the number of students completing their degrees. This project also addresses Goal A: Strategic Outcome B, Hawai‘i’s Educational Capital to increase the number of students succeeding, graduating, and transferring from the UHCCs.

5. **Scalability (1 point)**

Once the initial cohort is established, additional cohorts can be developed. The results of the survey will assist in our determination of scalability and demand for this type of program. If successful, the model could be shared and implemented on other campuses.

6. **Sustainability (1 point)**

The cost of this proposal is a one-time cost to determine the community need and specific programs to address. No additional funding is needed once the initial proposal is completed.
SIGNATURE PAGE
AY 2013-2014 UHCC Part Time Student Project Proposal
Deadline for Proposal Submission: April 12, 2013

Project Title: Part-time VA Student Cohort Model at LeeCC-PC
Date: April 12, 2013

College: Leeward CC
Proposer's Name: Chris Manaseri

Budget Request: $40,826

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: [Signature]
Date: 4/12/13, 2013
Name: C B [Last Name]
Title: [Dean of Student Services]

Confirmation of Support by Dean or Division Chair

I have reviewed and support this proposal.

Signature: [Signature]
Date: 4/12/13, 2013
Name: C B [Last Name]
Title: Dean of [STUDENT SERVICES] 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: [Signature]
Date: April 12, 2013
Name: [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: Part-time VA Student Cohort Model at LeeCC-PC    Campus: Leeward 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.

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<thead>
<tr>
<th>DESCRIPTION</th>
<th>BUDGET</th>
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<td>A PERSONNEL¹</td>
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<td>20% release time for full-time faculty position for the year, or contract personnel ($1095 per month X 9 months)</td>
<td>$9855</td>
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<tr>
<td>Fringe cost for faculty at 41.49%</td>
<td>$489</td>
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<td>TOTAL PERSONNEL</td>
<td>$13,944</td>
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<td>TOTAL EQUIPMENT</td>
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<tr>
<td>TOTAL BUDGET REQUEST</td>
<td>$13,944</td>
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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/overload 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 item costing $5,000 or more.