November 15, 2013

To: Jason Cifra, Hawai'i Community College

From: John Morton, Vice President for Community Colleges

Subject: Spring 2014 Part Time Student Innovation Projects, Revised Award Letter

The UHCC System is pleased to support the project, "Reducing Time to Degree for Part-Time Students through Prior Learning Assessment" in the amount of $16,978.54. The project focuses on developing a stronger network of support to meet the needs of the part time students through developing a systematic method of assessing and awarding college credit for prior learning.

The project funding is subject to the following requirements:

1. Implementation will occur in Academic Year 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:

2. Results on the measurable outcomes compared to baseline data identified in your application.
3. 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 January 1, 2014. 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: Noreen Yamane, Chancellor
Joel Paula, Transcript Evaluator
Peter Quigley, AVPAA
Joni Onishi, VCAA
James Yoshida, VCAS
Susan Horimoto, Fiscal Officer
Suzette Robinson, Director for Academic Programs
Gayle Ishii, Academic Support
Lisa Tsuchako, Budget Specialist
Cory Ando, Part Time Initiative Committee Chair

Att: Final Report template
Project Title: Reducing Time to Degree for Part-Time Students through Prior Learning Assessment

Budget Request: $16,978.54

Proposer's Name: Joel E. Paula

College: Hawai'i Community College
Proposer's Email Address: jpaula@hawaii.edu

1. Project Summary (3 points)

The University of Hawai'i Community College System under Hawai'i House Bill 2639 requires the University of Hawai'i to create a college-credit equivalency program to award college credit for learning acquired outside the classroom environment. Currently, the UHCC System is in the developing stages of creating a mechanism by which students have an option to submit experiential learning acquired via a Developmental Portfolio. Beginning in the spring 2014 semester, students will be able to enroll in a portfolio development course through which learning acquired outside the classroom environment will be quantified and evaluated for college credit. However, this expensive option comes at the expense of the student with no federal financial support and with no guarantee their time and efforts will yield college credit. Part-time students who register for only 1 to 3 courses per semester and whose time to degree completion is extended to 5.3 years for an Associate's degree according to Complete College America 2008-2009 data, require options such as this college-credit equivalency program to reduce their time to complete a degree. This project will focus on reducing the time to degree completion by increasing the number of part-time students earning college credit through Prior Learning and by increasing the number of credits part-time students earn via Prior Learning Assessments (PLA).

The Council on Adult Experiential Learning's report, Adult Degree Completion: The Role of Prior Learning Assessment published in June 2013 indicate that students who earn college credit through PLA are 2.5 times likely to complete a 4-year degree and 2 times likely to complete a 2-year degree. Additionally, according to a report titled Time is the Enemy (Complete College America) in 2011, "nearly 50 percent of students work more than 20 hours a week ... 25 percent of community college students work more than 35 hours a week." With this in mind and through the UHCC System college-credit equivalency program, students who have acquired learning outside of the classroom environment will be able to measure and quantify their learning for potential college credit via a developmental portfolio.

To better equip students with the tools necessary to succeed in this type of assessment method, the primary goal of this project is to enlist faculty expertise to provide coaching, assessment and structure to students creating developmental portfolios. The secondary goal of this project is to utilize faculty involved to build program capacity by understanding the obstacles students encounter when developing portfolios and establishing standards, procedures, timelines, assessment methods and streamlining the process to ensure student success and program sustainability beyond the life of this grant.

Project outcomes are as follows:
Outcome 1: Increase the number of part-time students earning credits for Prior Learning.
Outcome 2: Increase the number of credits earned via Prior Learning Assessment.
Outcome 3: Identify a sustainable process for Hawai'i Community College students and faculty to implement a comprehensive Prior Learning Assessment program.

The additional support created by this project is designed to assist students who can potentially reduce their time to degree completion via credits earned through PLA. Faculty enlisted by this project to coach students will provide instruction, advice, guidance and expertise in creating a comprehensive developmental portfolio which will subsequently be reviewed by faculty evaluators for potential college credit. Coaching will take various forms ranging from but not limited to workshops, seminars or one-on-one sessions with students.

Faculty will also be required to develop assessment rubrics which can be used in any other form of Course Challenge or Credit by Institutional Exam and by any other University of Hawai'i system school. In addition, faculty will establish working timelines for participating students, identify student obstacles and establish a system of support by bridging student needs with institutional resources.

This project will be composed of a development phase and an implementation phase. The development phase will take place in the fall 2013 semester and the implementation phase will take place in spring 2014.

Development Phase – Fall 2013:
- Academic programs will establish policy of granting college credit via assessment of experiential learning.
- Academic programs will identify courses which will become available for students who can demonstrate mastery of contents and provide evidence to support how through experiential learning they have met all student learning outcomes.
- Academic programs will designate faculty members to act as faculty coaches for students who qualify to submit developmental portfolios.
- Academic programs will designate faculty members to conduct assessment of developmental portfolios and provide credit or no-credit recommendation of assessment.
- Development of marketing materials, informational workshops, campus and program advertisements and student outreach by campus representatives.

Implementation Phase – Spring 2014:
- Cohort of students who are approved to create and submit developmental portfolios or students who participate in UHCC System Portfolio Development course are matched with Faculty Coaches.
- Faculty Coaches will conduct initial instruction and provide guidance in developing a comprehensive development portfolio. In addition, Faculty Coaches will meet with students throughout semester to evaluate progress, make recommendations and provide additional support as needed. At end of semester, Faculty Coaches will review final drafts before submission to faculty evaluators.
- Participating students will submit completed work to campus PLA Coordinator who will collect student data and forward completed work to academic divisions.
- Faculty evaluators designated by academic divisions will conduct assessment and report credit or no-credit recommendation to division chairs and Vice Chancellor of Academic Affairs.
- Courses for which credit is granted based on assessment will be recorded as Credit by Examination (CE) or (CR) as appropriate.

The target population for this project will consist of a student cohort of approximately one thousand students who are enrolled in 1-9 credits. At Hawai'i Community College as of fall 2012, 262 students were enrolled with 3 credits, 732 students were enrolled with 3-6 credits and 1,174 students were enrolled with 1-9 credits. From the sample of students enrolled with 1-9 credits, 15% (13.3%) were completed with their degree and had an average cumulative GPA of 2.70. This group also had an average number of 62 credits and an average number of 6 transfer credits with 599 (51%) students being 25 years of age or older and 561 (47.6%) pursuing an Associate in Arts degree in Liberal Arts.
This project's development stems from Hawai'i Community College's fall 2012 Part-time Student data which indicates 67.5% of 1,174 students taking 1-9 credits are enrolled in an Associate in Arts or in an Associate of Science degree and would greatly benefit by earning PLA credits and reducing their time to complete a degree.

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

The effectiveness of this project will be measured by the following indicators:

Currently, there are 1,174 students enrolled with 1-9 credits. From this population 51% (599 students) are 25 years of age or older and 13.3% (156 students) are 90% complete with their degree. This project aims to have 10% (16 students) of the 156 students currently at 90% degree completion receive PLA credit.

Hawai'i Community College offers a very limited number (16) of courses available for PLA or Course Challenge. This project aims to increase the number of courses available for PLA or Course Challenge by 30% (5 courses).

Hawai'i Community College's PLA program awards credit through a limited number of methods. With this new option, this project aims to increase the number of PLA credits earned by 10%.

3. Background Research (1 point)

The following resources were used to provide information for this proposal:

http://www.completecollege.org/resources_and_reports/time_is_the_enemy/  
This report by Complete College America on full-time and part-time students at public colleges and universities in 33 states, backed by the Bill and Melinda Gates Foundation and the Laurnina Foundation for Education finds that students need to reduce their time to degree completion or they may not complete a degree. This report finds that 75% of students are commuters and are not living on campus and less than 25% of part-time students do not complete any type of certificate or degree.

This publication published by CAEL is a study on Prior Learning Assessment and adult student outcomes. The study examined data on 62,475 students at 48 colleges and universities across the country. CAEL found that graduation rates are two and a half times higher for students with PLA credit and PLA students also had higher persistence rates and faster time to degree completion.

Complete College America: 2008-09 Data.  
https://www.hawaii.edu/institutionalresearch/CCA.action

Hawai'i Community College: Fall 2012 Part-Student Enrollment Data. 2013.
4. **Relationship to Campus and UHCC Strategic Plans** (1 point)

This project aims to address the following for Hawai‘i Community College’s Strategic Plan: 2008-2015 and the University of Hawai‘i Community College System Strategic Plan: 2002-2010.

Hawai‘i Community College’s Strategic Outcome A2: Hawai‘i’s Education Capital – Increase the educational capital of the state by increasing the participation and completion of students, particularly low-income students and those from underserved regions.

University of Hawai‘i Community College System Strategic Plan, Goal 1: Educational Effectiveness and Student Success – To achieve a shared institutional culture that makes student learning and success the responsibility of all.

5. **Scalability** (1 point)

This project will provide an efficient model that will assist academic departments in supporting students earning PLA credits. This project will develop key policies and identify key processes that will be the foundation of PLA on campus. In addition, through the capacity building focus of this initiative, faculty will have the materials to develop and promote our PLA Program.

6. **Sustainability** (1 point)

The success of this project will be measured by data that will help inform and shape support by Hawai‘i Community College Administration and Division Chairs in implementing and institutionalizing a comprehensive PLA Program on campus.
SIGNATURE PAGE
Spring 2014 UHCC Part Time Student Project Proposal Form
Deadline for Proposal Submission: October 1, 2013

Date: 27 September 2013

Project Title: Reducing Time to Degree for Part-Time Students through Prior Learning Assessment
College: Hawai'i Community College
Budget Request: $16,978.54
Proposer's Name: Joel E. Paula

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: ____________________________ Date: 9/27/13, 2013
Name: Joel E. Paula
Title: PTA Coordinator/Transcript Evaluator - C3T2 -

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

Signature: ____________________________ Date: ____________________, 2013
Name: _______________________________
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: ____________________________ Date: 9-27-2013, 2013
Name: _______________________________
Title: Chancellor / Vice Chancellor of Academic Affairs / Vice Chancellor for Student Affairs
BUDGET SUMMARY
Spring 2014 UHCC Part Time Student Project Proposal Form
Deadline for Proposal Submission: October 1, 2013

Name of Project: Reducing Time to Degree for Part-Time Students through Prior Learning Assessment
Campus: Hawaii Community College

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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<tbody>
<tr>
<td>A1 2 Faculty Coaches/Evaluators to build program capacity, provide academic support to students and create assessment rubrics for courses and assess Developmental Portfolios. ($4,233/semester overload for each)</td>
<td>$8,466.00</td>
</tr>
<tr>
<td>A2 Fringe rate of 41.49% for faculty overload ($1,766.27) for 2 faculty members.</td>
<td>$3,512.54</td>
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<tr>
<td>TOTAL PERSONNEL</td>
<td>$11,978.54</td>
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<td>B Marketing campaign, pamphlets/brochures and workshop/seminar flyers/poster printing costs.</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>B2 2 Laptops to be used by faculty coaches while conducting workshops/seminars with Microsoft Office software: $3,000.00. ($1,500.00 each)</td>
<td>$3,000.00</td>
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<td>TOTAL SUPPLIES</td>
<td>$5,000.00</td>
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<td>TOTAL EQUIPMENT</td>
<td></td>
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<tr>
<td>TOTAL BUDGET REQUEST</td>
<td>$16,978.54</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 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 one item costing $5,000 or more.

06/30/2013 ca
June 4, 2014

To: Suzette Robinson, Director of Academic Programs  
Cory Ando, Part-Time Student Initiative Committee Chair

From: Jason Cifra, Vice Chancellor for Student Affairs

Subject: Request for budget modification of Hawai‘i Community College’s part-time student project: Reducing Time to Degree for Part-Time Students through Prior Learning Assessment

Attachments: (A) Original Budget, (B) Modified Budget

As a result of an incorrect allocation of funds this budget modification request is being submitted for your review and approval.

### Original Budget Items:

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<td>A</td>
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<td>PERSONNEL</td>
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<tr>
<td>A2 Fringe rate of 41.49% for faculty overload ($1,756.27) for 2 faculty members.</td>
<td>$3,512.54</td>
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<td>B</td>
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<td>SUPPLIES</td>
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<tr>
<td>B1 Recruitment campaign, pamphlets/brochures and workshop/seminar flyers/poster printing costs.</td>
<td>$2,000.00</td>
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### Requested Modifications:

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<tr>
<td>A</td>
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<tr>
<td>PERSONNEL</td>
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<tr>
<td>A2 Fringe rate of 2.06% for faculty overload ($87.20) for 2 faculty members.</td>
<td>$174.40</td>
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<td>B</td>
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<td>SUPPLIES</td>
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<tr>
<td>B1 Recruitment campaign, pamphlets/brochures and workshop/seminar flyers/poster printing costs.</td>
<td>$3,697.85</td>
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With this modification the faculty fringe rate will be adjusted to reflect the correct rate, $1,697.85 will be allocated from the personnel budget to the supplies budget to purchase advertisement space in north, east and west Hawai‘i county and $1,640.29 will not be used.

Jason S. Cifra  
Vice Chancellor for Student Affairs  
Hawai‘i Community College