October 30, 2013

To: Jeff Stearns, Honolulu Community College

From: John Morton, Vice President for Community Colleges

Subject: Spring 2014 Part Time Student Innovation Projects

The UHCC System is pleased to support the project, “Supplemental Instruction and Part-Time Learners age 25-49” in the amount of $1,600.00. The project focuses on developing a stronger network of support to meet the needs of the part-time adult learners through supplemental instruction in English 22 courses.

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:

1. 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: [URL]
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 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.

ec: Erika Lacro, Chancellor
    Peter Quigley, AVPAA
    Russell Uyeno, VCAA
    Brian Furuto, VCAS
    Derek Inafuku, Fiscal Officer
    Suzette Robinson, Director for Academic Programs
    Gayle Ishii, Academic Support
    Lisa Tsuhako, Budget Specialist
    Cory Ando, Part Time Initiative Committee Chair

Att: Final Report template
### Spring 2014 UHCC Part Time Student Project Proposal Form

**Deadline for Proposal Submission:** October 1, 2013

<table>
<thead>
<tr>
<th>Proposal Section</th>
<th>Pts</th>
<th>Proposal Guidelines</th>
</tr>
</thead>
<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>
<td></td>
<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></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</td>
<td>3</td>
<td>Specific explanation of how project’s effectiveness will be assessed, including the</td>
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<tr>
<td>Indicators/Outcomes and Benchmarks</td>
<td></td>
<td>following:</td>
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<tr>
<td></td>
<td></td>
<td>- Effectiveness indicators/outcomes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Benchmarks (numeric and percentage)</td>
</tr>
<tr>
<td>3. Background Research</td>
<td>1</td>
<td>Concise explanation of background research (with citation information) for project</td>
</tr>
<tr>
<td>4. Relationship to</td>
<td>1</td>
<td>Discussion of project’s relationship to campus &amp; UHCC strategic plans, including the</td>
</tr>
<tr>
<td>Campus &amp; UHCC</td>
<td></td>
<td>following:</td>
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<tr>
<td>Strategic Plans</td>
<td></td>
<td>- Specific references to and copies of applicable sections of plans</td>
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<td></td>
<td></td>
<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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<tr>
<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><strong>TOTAL</strong></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

**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 (suzette@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)**

05/31/2013 ca
Project Title: Supplemental Instruction and Part-Time Learners age 25-49 Date: October 1, 2013

Budget Request: $1,600.00 College: Honolulu Community College

Proposer's Name: Jeff Stearns Proposer's Email Address: stearns@hawaii.edu

I have submitted a proposal to have this project funded to the following Advisory Board(s):

- ☐ UHCC Developmental Education Innovations
- ☐ UHCC Financial Aid Innovations
- ☐ UHCC Perkins
- ☐ UHCC Developmental Education Innovations
- ☐ Achieving the Dream
- x Other: Part Time Student Project

1. Project Summary (3 points)

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

3. Background Research (1 point)

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

5. Scalability (1 point)

6. Sustainability (1 point)
Project Summary (3 points)

Statistics of students attending writing classes show that the population of students ages 25-49 have particular challenges in achieving success. Many of these students have issues with work, family, and other responsibilities that are often more intense than younger students. Because of this intensity, many of these students are part-time. The purpose of this grant is to fund supplemental instruction for Honolulu Community College's evening Eng 22 and Eng 100 classes that meet only once a week. Also, we'd like to have supplemental instruction for two sections of Eng 209: Business Writing and Communication. By supplemental instruction, what is meant specifically is that a student tutor will be embedded in the class. The tutor will be an employee of HonCC's Writing Center. The student tutor will attend every class, to take notes on the lecture and criteria for assignments and to assist the instructor. Also, all students in class will be required to meet with the embedded tutor at least three times during the semester outside of class. The instructor also will regularly make time for students to work with the embedded tutor during class. The assistance would range from explaining concepts to students who have questions, one-on-one tutoring, and regularly communicate with instructor.

Effectiveness Indicators/Outcomes and Benchmarks (3 points)

The desired outcome, of course, is for every student to pass the class. Additionally, the pass rates for the sections of English 22 and 100 should be significantly higher than the pass rate for the sections of 22 and 100 without supplemental instruction. The pass rate for Eng 209 should be significantly higher than the pass rate for Eng 209 from the previous semester. The students will complete a survey evaluating the usefulness of the supplemental instruction in their passing the class. The instructors will also provide an independent evaluation of the supplemental instruction.

Background Research (1 point)

According to the Center for Community College Student Engagement (CCCSE), "[s]tudies indicate that students participating in supplemental instruction earn higher grades than their peers who did not participate." The previous quote comes from CCCSE's recent publication on best practices for improving student success, A Matter of Degrees.

Relationship to Campus and UHCC Strategic Plans (1 point)
The UH system strategic plan states that a main goal is "to improve [...] retention, and success of diverse student populations." The age group of 25-49 hasn’t yet been targeted as sufficiently, I feel, as is necessary. The Honolulu Community College Strategic Plan has made raising levels of student success its top priority by encouraging innovations that are "adaptable, flexible, and responsive to the changing needs of students and their communities."

**Scalability (1 point)**

Supplemental Instruction could theoretically be used for every section of class where writing is the main criteria for student success. Since former successful students of a class can serve as supplemental instructors, there should be always be a pool of potential tutors.

**Sustainability (1 point)**

If the levels of success warrant, and Honolulu Community College is both able and willing to commit the budgetary resources, supplemental instruction can be a regular feature for writing classes, specific sections in this proposal as well as other writing classes. budget can afford
SIGNATURE PAGE
Spring 2014 UHCC Part Time Student Project Proposal Form
Deadline for Proposal Submission: October 1, 2013

Project Title: Supplemental Instruction and Part-Time Learners age 25-49 Date: October 1st
College: Honolulu Community College Proposer’s Name: Jeff Stearns, stearns@hawaii.edu
Budget Request: $1,600.00

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: 10-1-13, 2013
Name: JEFF STEARNS
Title: LANGUAGE ARTS DIVISION CHAIR

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

Signature: [Signature] Date: 10-1-13, 2013
Name: JEFF STEARNS
Title: Dean of LANGUAGE ARTS

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 advancing 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: OCT 1 2013, 2013
Name: Erika Haero
Title: Chancellor / Vice Chancellor of Academic Affairs / Vice Chancellor for Student Affairs

05/31/2013
**BUDGET SUMMARY**

Spring 2014 UHCC Part Time Student Project Proposal Form  
Deadline for Proposal Submission: October 1, 2013

Name of Project: Supplemental Instruction and Part-Time Learners age 25-49  
Campus: Honolulu 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>A</td>
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</tr>
<tr>
<td>A1</td>
<td>4 student tutors x 2.5 hours per week x 16 weeks x $10 per hour</td>
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<td>A2</td>
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<tr>
<td><strong>TOTAL PERSONNEL</strong></td>
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<td>B</td>
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<td>B1</td>
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<td>B2</td>
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<td><strong>TOTAL SUPPLIES</strong></td>
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<td>C</td>
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<td>C1</td>
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<td><strong>TOTAL EQUIPMENT</strong></td>
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<tr>
<td><strong>TOTAL BUDGET REQUEST</strong></td>
<td><strong>$1,600</strong></td>
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</tbody>
</table>

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 one item costing $5,000 or more.