October 30, 2013

To: Jonathan Kalk, Kauai 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, "Island Wide Part Time Student Survey" in the amount of $16,000.00. The project focuses on developing a stronger network of support to meet the needs of the part-time students at Kauai Community College and the entire community of Kauai though assessment of current course needs.

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 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: Heen Cox, Chancellor
    Peter Quigley, AVPAA
    James Dire, VCAA
    Brandon Shimokawa, VCAS
    Gregory Enos, Fiscal Officer
    Suzette Robinson, Director for Academic Programs
    Gayle Ishii, Academic Support
    Lisa Tsumako, Budget Specialist
    Cory Ando, Part Time Initiative Committee Chair

Att: Final Report template
Project Title: Island Wide Part Time Student Survey  Date: September 30, 2013

Budget Request: $16,000  College: Kauai Community College

Proposer’s Name: Jonathan Kalk  Proposer’s Email Address: Kalk@hawaii.edu

Deadline for Proposal Submission: October 1, 2013  Project Title: Kauai Community College Part Time Student Survey

Budget Request: $16000.00  College: Kauai Community College

Proposer’s Name:

Proposer’s Email Address:

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  ☐ Other: ________________________________

1. Project Summary (3 points)

Island Wide Part Time Student Survey

Kauai Community College would like to conduct and market an island wide survey to assess the scheduling and educational support needs of current part time college students as well as potential part time students. Included in the survey would be “Plus 50” student questionnaire in preparation for applying for funding from the Plus 50 Initiative.

The implementation of an island wide survey could provide insight to the workforce/training needs of our island community. This survey could be limited to credit courses/program needs or be expanded to uncover short-term training needs. A collateral benefit of such a public survey is that it would support the position that Kauai Community College is the training center for the island.

Here’s what we know:

There are currently 1531 students enrolled at Kauai Community College

949 (62%) are part-time

115 (7.5%) are part-time and age 50 or over

124 (8.1%) are age 50 or over

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Of interest:

Of our part-time students, about 12% are age 50 or older.

Of our students age 50 or over, about 93% are part-time.

In looking back at previous semesters, it is found that these percentages are pretty consistent over the years.

Last Spring, when the College conducted a scheduling survey of all students, the results indicated that the part-time students would like to have classes offered on weekends, at night, and as part-of-term (e.g. 8-weeks). The obvious shortcoming of limiting our survey to current students is that this group would have already pre-selected to meeting our scheduling and program/course availability.

How the project reduces time to certificate or degree: The results of the survey will allow the college to offer flexible scheduling (i.e., over the weekend and online) to help part time students decrease the amount of time needed to complete their AA degrees and certificate programs.

The ultimate goal of the survey is to identify and serve the needs of a growing segment of the student body that have been unable to take classes during regular weekdays because of work and/or family obligations.

Related to all of this is the opportunity for the college to address the students’ emphatic and unanimous response of "No" to the question, "Do you feel confident that the classes you need will be available when you can take them?"

Actions to be taken: The goal of this project is to (a) Provide staff with overload time to develop or adapt a survey (Kapiolani Community College did a similar survey) to identify the best way to serve the part time students including addressing preferred time of day, day of week, mode of instructional delivery, (b) use/purchase local radio, newspaper, and blast e-mail list-serves to distribute the survey, and (c) assess survey results and conduct follow-up focus groups by related program.

Kauai Community College survey would target:

- Traditional/pre-college population (high school 18-21 year olds)
- Plus 50 population
- Workforce/training needs (employers)
- Professional development/retraining needs

Areas for assessment may include:

- The need for credit and non-credit training/certification programs not currently offered
- Scheduling/Access preferences
- Career Guidance needs
- Support services needs
- Prior Learning Assessment potential

05/31/2013 ca
2. Effectiveness Indicators/Outcomes and Benchmarks (3 points)

The effectiveness of this proposed project will be measured the following ways:

(a) Class enrollment:
(b) Attrition rates. Benchmark: 10% fewer drops/withdrawals
(c) Success rates. Benchmark: 5% higher success rate than online and regular classes.
(d) Students feedback:
   Suggestions for improvement will be encouraged

3. Background Research (1 point)

In addition to the data collected during previous surveys of Kauai Community College student needs, according to the Sept 2011 report, Complete College America, “Time is the Enemy”

(Permission © 2011 Complete College America), the following statistics further support the need for a survey of part-time student education and service needs.

- Non-Traditional Students are now the majority
- 75% of students are college commuters, often juggling families, jobs, and school.
- Only 40% of Part-time students graduate
- Only 12.2% of part time students graduate in 2 years with a 1-year certificate
- Only 7.8% receive a 2-year degree in 4 years

The study further suggests the need to rethink scheduling and programs to help more students attend full-time. Today’s full-time and part-time students need new, shorter, and faster pathways to degrees and certificates of value. Colleges should consider using block schedules, with fixed and predictable classroom meeting times, so that part-time students who are juggling jobs, families, and school can count on classes being available when they need them in order to complete their education goals.

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

The proposed project relates to UH Goal 1: Educational Effectiveness and Student Success and Goal 2: A Learning, Research, and Service Network. It also relates to Kauai Community College’s Goal 1: Access — To provide open access to educational excellence for a diverse student population. In addition, the project reflects the College’s Mission Statement to "support students of all ages, cultures, and backgrounds to
achieve their educational goals creates curricula and programs responsive to the community's changing needs for career and workforce development.

5. **Scalability** (1 point)

During the Spring 2012 semester, the campus initiated a campus scheduling survey which provided some indication that further research on the topic of scheduling and access. This is an island wide survey that will provide a broader snapshot of training and access needs for the island. Data gained through this survey will broaden our perspective and create an awareness of the college's role in meeting the training needs of the island.

6. **Sustainability** (1 point)

Data gathered will provide the evidence base for future campus programming. The data will serve as key evidence for future funding initiatives for the college.
SIGNATURE PAGE
Spring 2014 UHCC Part Time Student Project Proposal Form
Deadline for Proposal Submission: October 1, 2013

Project Title: Island Wide Part Time Student Survey
College: Kauai Community College
Proposer's Name: Jonathan Kalk
Budget Request: $16,000

Date: Sept 30, 2013

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: Jonathan Kalk
Date: 10/1, 2013
Name: Jonathan Kalk
Title: Institutional Researcher

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

Signature: James R. DiStefano
Date: 10/1, 2013
Name: James R. DiStefano
Title: Dean of Academic Affairs 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: Helen A. Cup
Date: 10/1, 2013
Name: Helen A. Cup
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: Island Wide Part Time Student Survey  Campus: Kauai 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><strong>A</strong> PERSONNEL¹</td>
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</tr>
<tr>
<td>A1 Coordinator(s) (Assigned Time/ Stipend(s))</td>
<td>$7,000</td>
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<tr>
<td>A2 Focus Group Coordinator(s)</td>
<td>$3,000</td>
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<tr>
<td>TOTAL PERSONNEL</td>
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<tr>
<td><strong>B</strong> SUPPLIES²</td>
<td></td>
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<tr>
<td>B1 Marketing – Newspaper, radio, adds.</td>
<td>$5,000</td>
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<tr>
<td>B2 Marketing Incentives (one time)</td>
<td>$1,000</td>
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<tr>
<td>TOTAL SUPPLIES</td>
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<tr>
<td><strong>C</strong> EQUIPMENT³</td>
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<td>C1</td>
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<td>C2</td>
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<tr>
<td>TOTAL EQUIPMENT</td>
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<tr>
<td><strong>TOTAL BUDGET REQUEST</strong></td>
<td>$16,000</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 one item costing $5,000 or more.

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