October 30, 2013

To: Linda Fujitani, University of Hawai'i Maui 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, "Computers for Part Time Degree in Three Cohort" in the amount of $4,800.00. The project focuses on developing a stronger network of support to meet the needs of UH Maui College’s Degree in Three students.

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: Clyde Sakamoto, Chancellor
Peter Quigley, AVPAA
John McKee, VCAA
David Tamanaha, VCAS
Cindy Yamamoto, 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

Project Title: Computers for Part Time Degree in Three Cohort  
Budget Request: $4,800  
Proposer's Name: Linda Fujitani  
College: University of Hawaii Maui College  
Proposer's Email Address: lfujita@hawaii.edu

Date: September 28, 2013

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

☐ UHCC Developmental Education Innovations  
☐ UHCC Perkins  
☐ Achieving the Dream  
☐ UHCC Financial Aid Innovations  
☐ UHCC Developmental Education Innovations  
☐ Other: ____________________________

1. Project Summary (3 points)

In fall 2013 Maui College received and processed 3058 applications. Of the 1543 students that registered, 960 students enrolled in less than twelve credits. As a result of our student demographic, Maui College launched the Degree in Three program. The Degree in Three program is a cohort of nontraditional students who, because of their work schedules are unable to attend classes during the day. The program provides the opportunity for these students to attain the Associate of Arts degree in Liberal Arts in three years. Classes are held at the college Tuesday and Wednesday evening with one additional online or cable class. Eighty three percent enrolled in the Degree in Three program are returning students with prior credits and 44% are Native Hawaiian.

An important component of the Degree in Three program is to provide students with technical support when enrolled in the online and cable courses. The technical support would consist of computers for the students to use when meeting in study groups.

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

With the implementation of a cohort study group centered around the online courses, we expect a 70% retention of students taking the online courses in the following spring semester.

3. Background Research (1 point)

Research presented by the National Academic Advising Association (NACADA) reports many adult learners lack the sense of community and belonging on college campuses. This proposed project promotes study groups where students have a sense of belonging and can learn and share experiences with each other. NACADA’s best practices...
also recommend providing students with technical support for education, including technology hardware, software, and delivery systems required in the program. Each semester, one course in the Degree in Three program is taught online or through cable. The computers proposed in this program will enable the study group to meet and have access to the online courses in areas without computers.

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

The proposed project relates to the Hawai‘i Graduation Initiative of increasing the number of students completing degrees. The proposed project also addresses the University of Hawai‘i Community College strategic plan’s goal to “increase Native Hawaiian enrollment by 3% per year (5847 students by 2015) particularly in regions that are underserved.”

5. Scalability (1 point)

Based on the number of students that complete the online courses, the program will have the possibility of establishing future hybrid-taught cohorts. Hybrid classes use a combination of deliveries where class attendance is minimized and substituted with online assignments.

6. Sustainability (1 point)

Once the computers are purchased no additional funding is needed. The computers will last throughout the three year program.
SIGNATURE PAGE
Spring 2014 UHCC Part Time Student Project Proposal Form
Deadline for Proposal Submission: October 1, 2013

Project Title: Computers for Part Time Degree in Three Cohort
College: University of Hawaii Maui College
Budget Request: $4,800

Proposer's Name: Linda Fujitani

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: Linda Fujitani
Name: Linda Fujitani
Title: Academic Advisor

Date: 9/30, 2013

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

Signature: C. Kulamanu Ishihara
Name: C. Kulamanu Ishihara
Title: Dean of OR Division Chair of Counseling

Date: 9/30, 2013

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

Date: 10/1/13, 2013
**BUDGET SUMMARY**

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

**Name of Project:** Computers for Part Time Degree in Three Cohort  
**Campus:** UH Maui 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.

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<tr>
<th>DESCRIPTION</th>
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<td>Six Dell Inspiron 14R laptop computers @ $800 each from the UH MC Bookstore</td>
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<td><strong>TOTAL EQUIPMENT</strong></td>
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<td><strong>TOTAL BUDGET REQUEST</strong></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.