October 30, 2013

To: Brian Richardson, Windward 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, “Expanding Saturday Access to Library Services Resources” in the amount of $13,200.00. The project focuses on developing a stronger network of support to meet the needs of part time students at Windward Community College through expanding access to the College’s Library.

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: Doug Dykstra, Chancellor
    Peter Quigley, AVPAA
    Ellen Ishida-Babineau, VCAA
    Kevin Ishida, VCAS
    Sharon Nakagawa, 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: _Expanding Saturday access to Library Services Resources_  Date: _September 30, 2013_

Budget Request: $ _13,210_  College: ____ Windward Community College_______

Proposer's Name: __Brian Richardson__  Proposer's Email Address: __richards@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  ☐ Other: ____________________________

1. Project Summary (3 points)

Windward Community College is seeking alternate ways to appeal to our part-time students, which are typically those that work during the day (in 2010, 88% of our part time students worked) and thus cannot use the library during regular hours, which means that they do not have access to services such as the circulating collection, the testing center, and the computer technology.

The proposal is thus to secure funding to test the effectiveness of opening the library on Saturdays. At present, the library and related services are only open for 10 hours during the night schedule (5:30 to 8:00, Monday to Thursday). Opening for 8 hours on Saturday would thus almost double the time that the library and learning commons is available to our night students.

There are three community college libraries that are open for some time on Saturdays. Kapi'olani CC is open 8:30 to 4:00, Honolulu is open 9:00am to 12:00. The Mookini Library in Hilo is now open 11:00 to 6:00.

At present, there are no testing centers open on Saturday (http://www.hawaii.edu/dl/testcenters).

Adding an additional day to the building’s availability will increase the total access hours from 56 to 64 (an increase of 12.5 percent) with the expansion being most beneficial to our part-time students, who typically find it difficult to access college resources during the day and are busy taking classes at night.

The facilities are already available; we are requesting $13,210. The funds will pay the wages for a librarian, two student help, a student tutor, and an APT-level person to work in the testing center. This will create 120 hours of access to the Library Learning Commons (including the Testing Center, which is a crucial service for our part time students taking online classes who are required to take proctored exams). The cost per day is estimated at roughly $880, which for 15 weeks is calculated as follows:
<table>
<thead>
<tr>
<th>Librarian</th>
<th>$35 an hour, 120 hours</th>
<th>$4200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe for librarian</td>
<td>41.49%</td>
<td>$1750</td>
</tr>
<tr>
<td>APT for Testing Center</td>
<td>$20 an hour, 120 hours</td>
<td>$2400</td>
</tr>
<tr>
<td>Fringe for APT</td>
<td>41.49%</td>
<td>$1000</td>
</tr>
<tr>
<td>Student help</td>
<td>$10 an hour, 240 hours</td>
<td>$2400</td>
</tr>
<tr>
<td>Student help</td>
<td>$12 an hour, 120 hours</td>
<td>$1440</td>
</tr>
<tr>
<td>Fringe for students</td>
<td>0.46%</td>
<td>$20</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$13210</td>
</tr>
</tbody>
</table>

The Saturday open hours will be promoted to students through the college website, an email announcement, and an announcement in the student newspaper.

If the funding is secured, the college will also seek to include collateral educational opportunities, and in particular attempt to offer six classes on Saturday. At present, primarily because the college infrastructure and the library in particular are not open on Saturdays, that day has not been available to our part-time students for classes. Allowing working students to take one or two classes on Saturday will decrease their time to graduation and increase their success rate.

If it proves to be successful, opening the library learning commons for 8 additional hours a week will increase the usage of the space by 12.5%, which is a considerable increase given the complexity and costs associated with the building.

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

The effectiveness of having the library and learning commons areas open on Saturdays will be measured by:

- The use of the library based on statistics collected by the employees
- Circulation and reference statistics
- Testing Center use data
- Quantitative measurement of computer support in the building
- Collateral increase in the number of courses and total students taking Saturday classes.

The data will be compared to use data at other times to determine, for instance, whether it is more effective to stay open later during the week or to open on Saturdays.

It will not be possible to collect quantitative data on part time versus full time students. However, a survey of part time students will be administered at the end of the Spring semester to evaluate whether they used the library services on Saturday, if they feel that the services were adequate, and how they might improve the services in the future. That way, the college will be able to decide whether to continue opening on Saturdays and, if so, whether the hours or services should be adjusted.
3. **Background Research** (1 point)

Surveys of Windward CC students have consistently indicated a need for greater access to library and learning services, with later hours during the week and hours on Saturdays being mentioned as appropriate. A survey of night students done in Spring 2012, for instance, indicated that a lack of study time was hindering their ability to study and work on their course projects. Many of our part-time students are night students who are unable to take advantage of the college services during the day.

While students consistently express a need, the college has no data on whether opening on Saturdays will in fact increase student support, and thus student success. The proposal is designed to test that hypothesis as a basis for potentially changing college practices.

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

Making educational services available to students on Saturdays has a clear connection to the college’s and the UHCC’s missions, which call for an increase in the educational capital of the community and the state and for the institution to promote student educational attainment. The strategic plans also call for the college to improve its use of resources, which would include expanding the use of buildings and equipment.

The proposal will:

- provide increased access to educational services (Goal A) which would be expected to increase student success
- increase use of key elements of the college infrastructure by increasing access to facilities (Goal E).

5. **Scalability** (1 point)

The funding would offer the college the ability to test the viability of opening the Library Learning Commons on Saturdays as part of our regular schedule, thus making library, testing, and other services more available to our part-time students. The results will be shared with the other community colleges, which may help them determine appropriate policy on other campuses.

6. **Sustainability** (1 point)

The college is committed to helping part-time students. If it can be demonstrated that opening Saturdays is an effective way to help our students, then a budget request will be made to the Planning and Budget Council to institutionalize the change.
SIGNATURE PAGE
Spring 2014 UHCC Part Time Student Project Proposal Form
Deadline for Proposal Submission: October 1, 2013

Project Title: Expanding Saturday access to Library Services Resources Date: September 9, 2013
College: Windward Community College Proposer's Name: Brian Richardson
Budget Request: $13,210

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: October 1, 2013
Name: Brian Richardson
Title: Dean of Academic Affairs, Division II

Confirmation of Support by Dean or Division Chair

I have reviewed and support this proposal.

Signature: ____________________________ Date: ____________________________
Name: Brian Richardson
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: ____________________________ Date: October 1, 2013
Name: Ellen Ishida-Rabiner
Title: Chancellor / Vice Chancellor of Academic Affairs / Vice Chancellor for Student Affairs

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**Attachment 2**

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

Name of Project: ___Expanding Saturday access to Library Services Resources___ Campus: ___WCC___

**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 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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<th>DESCRIPTION</th>
<th>BUDGET</th>
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<td>APT (120 hours)</td>
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<td>Student help (360 hours)</td>
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<td>TOTAL PERSONNEL</td>
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<tr>
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</tr>
<tr>
<td>TOTAL BUDGET REQUEST</td>
<td>$13,210</td>
</tr>
</tbody>
</table>

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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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