Completion Report Form
for
Perkins Title I, Program Improvement, and Leadership
Strategies and Projects

One report should be completed for each strategy or project.

A. Campus: University of Hawaii Maui College

B. Strategy Title: CTE Portable Computer Lab  Proposal No.: Program Year 2013-2014

C. Proposer Name: Juliana Patao  E-mail: jpatao@hawaii.edu

D. Project Description (from approved proposal, abbreviated)

Funding will provide laptops and tablets for students to loan as software updates will also modernize the existing CareerLink center’s desktop stations and serve as a dual purpose announced as the CTE Computer Portable Lab. The six declared academic CTE programs at Maui College are Accounting (ACC), Administration of Justice (AJ), Agriculture (AG), Business Technology (BTEC), Fashion Technology (FT), Hospitality and Tourism (HOST).

Students will have increased computer access to help students learn and utilize new software programs to improve technological skills.

E. Activities Planned/Completed (Add/Delete lines as necessary)

<table>
<thead>
<tr>
<th>Activities Planned (from proposal)</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify vendors for the devices requested and follow the Super Quote process of bidding for items.</td>
<td>Yes. Bidders were identified after Super Quotes were submitted.</td>
</tr>
</tbody>
</table>
| Expected delivery of items | Computer & Tablets Received:  
• iPad Airs –3/27/14  
• ASUS Keyboard & Tablets – 2/25/14  
• Dell Inspiron Notebooks –3/12/14  
Software & Licenses Received:  
• Office 2013 Professional License – 5/14  
• Acrobat XI Professional – 2/14  
• Warranty for Dell Laptops -3/14  
Bags, Cases & Stands Received:  
• Otterbox Defender for iPad Air – 3/14  
• MacLocks Stand for iPad Air – 2/14  
• Laptop bag for Dell Inspiron – 12/13  
• Bretford Mobility Cart – 1/14  
• Leather case for ASUS – 12/13  
• Line Case for iPad Airs – 1/14 |
Identify a sign-out process for accountability of students that will use the CTE Portable Computer Lab devices. Identify and prioritize students from the Retention Cohort to assist them with technological needs.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes. Students interested in participating in the CTE Portable Computer lab will first review the Information Sheet stating the policies. After the student reads the policy sheet he or she will be given the Conditions Guidelines Contract to review and initial. Only after this contract is read and signed will a computer be lent out. Students will then be given a reminder sheet stating the due date. The survey is located on the back of the Reminder sheet. The Survey/Reminder sheet will be turned back into the Workforce Development Specialist who will further examine the equipment before renting it to the next student. (Please see Appendix A - D)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collect data and create report on lab visits and software usage.</td>
<td>Yes. Data was collected from the survey that was used to improve and streamline the Portable CTE Computer Lab process.</td>
<td></td>
</tr>
<tr>
<td>Share with CTE Program Coordinators and existing Retention Cohort students about the equipment, lab, hours, and program available.</td>
<td>Yes. The CTE Portable Computer Lab was shared with all CTE Program Coordinators, Retention Cohort students along with Counselors and lectures.</td>
<td></td>
</tr>
<tr>
<td>Academy of Hospitality and Tourism</td>
<td>Yes. We assisted with the Academy of Hospitality and Tourism (AOHT) Event and conducted outreach to HOST students promoting the CTE Portable Computer Lab.</td>
<td></td>
</tr>
<tr>
<td>Moloka‘i CTE Outreach (inter-island travel)</td>
<td>Yes. A staff member attended the Financial Aid Kick Off &amp; Resource Fair on February 7, 2014 promoting the CTE Retention Cohort.</td>
<td></td>
</tr>
<tr>
<td>Lana‘i CTE Outreach (inter-island travel)</td>
<td>Yes. The Lana‘i Education Director was called and emailed on various occasions, however, no events were scheduled to participate in that would have justified travel.</td>
<td></td>
</tr>
<tr>
<td>Lahaina CTE Outreach</td>
<td>Yes. Travel was not needed due to the Education Director visiting the Maui campus.</td>
<td></td>
</tr>
<tr>
<td>Hana CTE Outreach</td>
<td>Yes. The Hana Education Director was called and emailed on various occasions. Outreach was never planned because there were no current Hana Ed. students enrolled in any of the CTE programs.</td>
<td></td>
</tr>
<tr>
<td>College Planning and College Fair Event</td>
<td>Yes. CareerLink hosted a College Planning and College Fair event on April 9, 2014.</td>
<td></td>
</tr>
<tr>
<td>CSO Conference 2014 – (U.S. mainland travel)</td>
<td>Yes. The Workforce Development Specialist attended the conference on May 21-23 in Austin Texas. Seven-teen separate sessions were attended. Networking and outreach were conducted with various institutes across the nation gaining valuable insight and knowledge from a diverse population.</td>
<td></td>
</tr>
</tbody>
</table>

If some activities in the plan were not completed, the campus should provide a brief explanation of why (e.g., after x recruitments a qualified counselor could not be found, delays in hiring, delays in purchasing, etc. Performance Indicators Addressed,
<table>
<thead>
<tr>
<th>Performance Indicators, Effectiveness Measures, Expected Outcomes (from proposal)</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% of Retention Cohort students will attend computer workshops to use the new devices.</td>
<td>100% of the Retention Cohort students that utilized the CTE Portable Computer Lab equipment participated in one-on-one computer training with the Workforce Development Specialist.</td>
</tr>
<tr>
<td>25 students will be exposed to new and current operating systems for both Mac and Window devices.</td>
<td>477 Students were exposed to the new and current operating systems for both Mac and Windows devices located in the CareerLink Office.</td>
</tr>
<tr>
<td>50% of Retention Cohort members will utilize an iPad, tablet, or laptop.</td>
<td>3% or 4 students out of 125 students in the Retention Cohort utilized an iPad, tablet or laptop. (Please reference Section G)</td>
</tr>
<tr>
<td>12 students will gain technical skills from use of CTE Portable Computer Lab.</td>
<td>4 students gained technical skills from use of the CTE Portable Computer Lab.</td>
</tr>
<tr>
<td>50% of Retention Cohort students will re-enroll and persist from Fall to Spring and continue through FY 2014-2015.</td>
<td>74% of Retention Cohort students re-enrolled from Fall 2013 to Spring 2014</td>
</tr>
<tr>
<td>12 students will re-enroll and persist in FY 2014-2015.</td>
<td>142 students from the Retention Cohort re-enrolled and persisted on in FY 2014-2015.</td>
</tr>
<tr>
<td>50% of Retention Cohort students will improve their semester GPA by 1%.</td>
<td>29% of Retention Cohort students improved their semester GPA</td>
</tr>
<tr>
<td>12 students will improve their GPA by 1% or increase their semester GPA by .02.</td>
<td>By the end of the of the project year, 76 students out of 264 raised their GPA by at least 1%.</td>
</tr>
<tr>
<td>1% of CTE Program Enrollment goals will persist from Fall 2013 to Spring 2014</td>
<td>By the end of the project year (Spring 2014), 85% persisted on from Fall 2013 to Spring 2014</td>
</tr>
<tr>
<td>57 students will persist from Fall 2013 to Spring 2014.</td>
<td>125 students persisted on from Fall 2013 to Spring 2014.</td>
</tr>
</tbody>
</table>

*If the results were less than expected or something other than expected, e.g., a key piece of equipment or software is no longer available, not enough students opted to utilize the service/program, etc.*
### Program Enrollment | Persistence | Cohort Enrollment
---|---|---
| FA13 | SP14 | FA13 | SP14 | FA13 | SP14 |
ACC | 106 | 96 | 57 | 66 | 31 | 32 |
AG | 80 | 71 | 37 | 58 | 20 | 33 |
AJ | 81 | 67 | 45 | 54 | 40 | 32 |
BTEC | 156 | 152 | 97 | 119 | 47 | 55 |
FT | 46 | 39 | 28 | 32 | 10 | 11 |
HOST | 96 | 95 | 40 | 78 | 21 | 35 |

### Fall 2013 GPA Results

<table>
<thead>
<tr>
<th>Program</th>
<th>Raised</th>
<th>Dropped</th>
<th>Same</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>AG</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>AJ</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BTEC</td>
<td>18</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>FT</td>
<td>25</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HOST</td>
<td>7</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

### Spring 2014 GPA Results

<table>
<thead>
<tr>
<th>Program</th>
<th>Raised</th>
<th>Dropped</th>
<th>Same</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>7</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>AG</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>AJ</td>
<td>12</td>
<td>28</td>
<td>22</td>
</tr>
<tr>
<td>BTEC</td>
<td>7</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>FT</td>
<td>25</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>HOST</td>
<td>15</td>
<td>11</td>
<td>11</td>
</tr>
</tbody>
</table>

### G. Impact (qualitative and quantitative)

- e.g. A ___% increase (from # to #) in students that passed x.
- A ___% increase in students used a particular service (from x to y).
- A decrease in the number of complaints re: .... (from x/sem to y/sem)

**Project Effectiveness Measures/Outcomes:**

Unfortunately, the CTE Portable Computer Lab was not made available for students until late April due to the lengthy fiscal process and the delivery time of the equipment. In addition, we also encountered delays from our on campus IT Department installing necessary software. Both delays hindered us in making the lab available for students earlier.

However, we did have 4 students utilize the CTE Portable Computer Lab from late-April through June. Although, the number is low compared to the amount of students enrolled in the Retention Cohort, these 4 students used the CTE Portable Computer Lab on a continuous bases. In addition, utilizing the software purchased for the CareerLink’s Office desktop computers, we serviced 477 students from July 2013 – June 2014.
H. **Expenditure Report**  *(Suggestion: use original budget spreadsheet and add a column to show actual expenses and total). Be sure to highlight or notate changes from original budget plan.*

<table>
<thead>
<tr>
<th></th>
<th>Amount Budgeted</th>
<th>Amount Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personnel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Itemization optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B. Other Current Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material and Supplies</td>
<td>$20,590</td>
<td>$19,597</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,707</td>
<td>$2,475</td>
</tr>
<tr>
<td>Other</td>
<td>$2,012</td>
<td>$2,533</td>
</tr>
<tr>
<td><strong>C. Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Itemization optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$25,309</strong></td>
<td><strong>$24,605</strong></td>
</tr>
</tbody>
</table>
Appendix A:

CTE Portable Lab Program

Producers and Steps:
1. Ask student for Valid ID
2. Verify this student is authorized to rent via the “OK To Rent List”
   a. This list will be on an excel spread sheet that will be updated daily.
   b. Our students that have priority to rent are students currently registered in
      any of the CTE programs with a 2.5 GPA or lower.
3. Provide the student with the CTE Portable Computer Lab Information Sheet.
   a. 3-5 information sheets will be made on cardstock and laminated
      i. Students do not take the information sheet. Stays up front or on Kim
         or Crystal’s desk.
4. Ask if the student has any questions thus far.
5. Provide the student CTE Portable Computer Lab Conditions and Guidelines Contract.
6. Explain that this contract has to be carefully read over.
   a. Explain what needs to be initialed and signed.
7. Ask if they have any questions or need clarification.
8. Verify that they initialed every letter and signed. Ask if they need clarification
   before proceeding.
9. The CTE Staff will sign and date the Contract.
10. Show the student the computer and:
    a. How to turn it on
    b. How to log in
    c. How to access internet
    d. Show them how to navigate to Word, Excel, and Internet… ext.
    e. Ask if they have any questions
    f. Show them the proper way to log off and shut down
11. Provide the student the Student Reminder Sheet.
12. Explain that ALL rented equipment needs to be returned by the said date.
    a. MAKE SURE TO WRITE THE RETURN DATE ON THE REMINDER
       SHEET
13. Explain again the penalty of returning it late or damaged equipment.
14. Lastly remind them to allow 10 minutes when returning the equipment to check it
    in and to complete the 2nd survey.
15. File the student’s Conditions and Guidelines Contract in the binder alphabetically
    and under the appropriate program.
16. Log the rented equipment on an Excel spread sheet documenting what computer
    was rented and the return date.

Appendix B:
The following laptop rental program is funded by the Perkins grant which allows students access to technology and software to facilitate student success. Students that are registered in the CTE programs (Accounting, Agriculture, Administration of Justice, Business Technology, Fashion Technology and Hospitality and Tourism) can participate in this Laptop program.

There is no fee to participate in this program. Due dates are strictly enforced and failing to return the rented equipment on time will disqualify your participation in this program for the duration of the semester.

All equipment should be returned in the same conditioned it was lent out.

Website access is for educational purposes only. Any “harmful” websites that may result in a virus or cause the device to crash are prohibited. If the device does crash, you will be subjected to a recovery fee.

Recovery & Reinstallation Fee:
- PC - $100.00
- MAC - $145.00

What happens if equipment is lost or damaged?  The CTE staff in conjunction with the IT Department will determine if the equipment is damaged. Students with damaged or lost computers will be subjected to a replacement fee as listed below:

i. ___ ASUS Laptop
   1. Tablet - $295.00
   2. Keyboard - $125.00
   3. Sleeve - $25.00
   4. Bag - $85.00
   5. Power Cord - $20.00

ii. ___ Dell Laptop
   1. Laptop - $400.00
   2. Bag - $40.00
   3. Power Cord - $20.00

iii. ___ iPad Air
   1. iPad Air - $505.00
   2. Otterbox - $99.00
   3. Bag - $25.00
   4. Power Cord - $20.00

Appendix C:

A hold will be placed on your UH student account until payment is made.

Unreturned laptops will be considered stolen property and a report will be filed with Maui Police Dept.
# CTE Portable Computer Lab

## Conditions and Guidelines Contract

(Please read carefully before initialing and signing)

I ___________________________________________________ will adhere to the following conditions and guidelines pertaining to the CTE Portable Computer and Tablet Rental Program.

I understand that I am solely responsible for the rented equipment while it is in my possession. I will return ALL rented equipment no later than 4pm on its given due date.

(a) ___ I understand that I am solely responsible for the equipment that if it is damaged from food, liquid, or any other harmful products.

(b) ___ I understand that I am solely responsible for the equipment and agree to pay the full cost of the damaged equipment if it becomes damaged, lost, or stolen.

(c) ___ Website access is for educational purposes only. Any “harmful” websites that may result in a virus or cause the device to crash are prohibited. If the device does crash, you will be subjected to a recovery fee.

### Recovery & Reinstallation Fee:

<table>
<thead>
<tr>
<th></th>
<th>PC</th>
<th>MAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>$100.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>Bag</td>
<td>$40.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Power Cord</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

(d) ___ I understand that UH Maui College has the right to seek any appropriate action to retrieve the equipment or replacement fee in the event that it is damaged, lost or stolen.

(e) ___ I understand that if the UH Maui College deems me negligent in the event that the equipment is damaged, lost or stolen; they have the right to collect damages from me.

(f) ___ I will adhere to the rental period and understand that in case I do not meet the rental due date, I will become ineligible to participate in the laptop rental program for the remaining semester.

(g) ___ I understand and agree to the procedures and guidelines for using the equipment and agree to report any problems or difficulties I encounter while the equipment is in my possession, upon returning the equipment to program personnel.

(h) ___ I understand that in the event that the equipment is lost or stolen while in my possession, I must make a report to the police, identifying the equipment as the
property of UH Maui College. I further understand that I must provide a copy of the police report and/or the police report number to the CTE program personnel.

(i) ___ I have read and understand the Terms and Conditions Information Sheet.

I certify and agree the equipment will solely be used for educational purposes and allowing any other individual access to it will be grounds for disqualification from future participation in the laptop rental program.

Please initial each that applies:

- ___ Dell Laptop
- ___ ASUS Tablet & Keyboard
- ___ ASUS Tablet ONLY
- ___ iPad Air
- ___ Cord
- ___ Bag
- ___ Cord
- ___ Bag
- ___ Sleeve
- ___ Bag
- ___ OtterBox

________________________________________________________________________
Student Signature
Date

________________________________________________________________________
CTE Staff Signature
Date
**Student Reminder Sheet**

**Remember:** I am solely responsible for the rented equipment, and take full responsibility in the case the equipment is damaged, lost or stolen. If the equipment becomes stolen, a police report must be filed. A copy of the Police report needs to be provided to the CTE personnel.

**I rented:**
- Dell Laptop ___ Cord ___ Bag
- ASUS Tablet ___ ASUS Keyboard ___ Cord ___ Bag
- MacBook Air ___ OtterBox ___ Cord ___ Bag

I will bring back ALL rented equipment NO LATER than 4:00pm on:

Upon your return, please allow 10 mins for staff to verify that the equipment is in the same condition it was when it was lent out.

* Please complete the brief survey (located on the back of this sheet) so that we can better serve you. – Thank you!

**Staff Check-In Sheet**

Return Date: ____________

Staff Name: ____________

**Condition of the Equipment:**
- Dell Laptop ___ Cord ___ Bag
- ASUS Tablet ___ Cord ___ Bag
- ASUS Keyboard ___ Cord ___ Bag
- MacBook Air ___ Cord ___ Bag

**Notes:**

Follow-Up Computer Lab Rental Survey

1. Did you find this program supportive in helping you attain the completion of your course assignments?
   a. Yes
   b. Maybe
   c. No (Comment__________________________)

2. Would you recommend this program assistance to your fellow student peers?
   a. Yes
   b. Maybe
   c. No (Comment__________________________)

3. Would you be interested in continuing to utilize the CTE Portable Computer Lab to help you with your persistence and retention efforts at UH Maui College?
   a. Yes
   b. Maybe
   c. No (Comment__________________________)

4. Do you feel you were sufficiently trained on how to operate the rented equipment?
   a. Yes
   b. Maybe
   c. No (Comment__________________________)

5. Did you come across any complications while using the borrowed equipment? Please explain below.