

**HAWAII COMMUNITY COLLEGE
ANNUAL INSTRUCTIONAL
PROGRAM REVIEW**

Associate of Science in Nursing (R.N.)

APRIL 2, 2007

Elizabeth Ojala, Chair, Nursing and Allied Health

ANNUAL INSTRUCTIONAL PROGRAM REVIEW
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I. Narrative and Analysis of Data

a. Purpose of the program, including the target student population

The mission of the Associate of Science in Nursing program is to provide a continuous and adequate supply of registered nurses for employment in the health care delivery system of Hawai'i County, the State of Hawai'i, the Pacific Basin, and the nation.

The Associate of Science in Nursing Program was approved by the Board of Regents in December 1971. After planning and curriculum development the program was implemented and activated in fall 1974 with 24 students and two instructors. As the first class progressed to the second year of the program, two instructors were added in the fall of 1975. A Director of Nursing Programs was hired in January, 1977. The program was surveyed and granted approval by the Hawai'i Board of Nursing in 1977. Reports are submitted to the Board of Nursing annually and the Program has maintained continuous approval since the initial survey in 1977.

The faculty made a decision to seek further accreditation by the National League for Nursing. In December 1997 a self-study was completed and a report submitted to the National League for Nursing Accrediting Commission (NLNAC). After a site visit by NLNAC in February 1998, the Associate of Science Program in Nursing was accredited for an initial five year period which was the maximum allowed for first time accreditation. A subsequent self-study and site visit by NLNAC in February, 2003 resulted in an eight year accreditation with no revisit or interim report. Again, the Program received the maximum accreditation allowed.

In fall 1992 an outreach cohort class was admitted into the Associate of Science in Nursing Program. The cohort was based in Kona at the University of Hawai'i - West Hawai'i University Center. Cohort classes graduated in 1994, 1996, 2003, and 2005. Students complete prerequisite courses on site, either in Hilo or Kona, and take nursing classes together via Hawai'i Interactive TV (HITS), and use of the online WebCT management system. Clinical instruction and seminars are conducted in person.

The Associate Degree in Nursing Program was given the "State Board of Vocational Education Award for Outstanding Post Secondary Vocational Education Program" in 1998.

The Associate of Science in Nursing Program grants only one credential: Associate of Science in Nursing. It should be noted that graduates of the Program are eligible to sit for the national licensing exam (NCLEX-RN) in order to become registered nurses.

Program Goals

1. Continue to maintain NLNAC accreditation by providing a quality nursing education that prepares graduates with the knowledge and skills needed to function effectively in the present and future health care delivery system.
2. Increase the number of prepared nurses to meet changing health needs of the island by doubling the number of graduates by 2012.
3. Increase the efficiency of education for nurses and the preparation for practice by:
a) increasing classroom space including dedicated distance education facilities in Hilo and Kona; b) recruiting and retaining experienced faculty; c) increasing space and the capacity to offer clinical simulations involving high tech mannequins. in the Nursing Learning Resource Centers (NLRCs) in Hilo and Kona.
4. Continue to explore the feasibility of offering a common curriculum with UH Statewide Nursing Consortium colleagues in order to foster a seamless transition for RN to BSN.

b. External factors affecting the program

In relation to the mission of the college to provide a workforce for the island and state, the nursing program is collaborating with the other UH nursing programs to address the critical nursing shortage and plan for the future. In 2004 nursing leaders and faculty of the University of Hawaii system came together to address the nursing shortage. In 2006 the UH Statewide Nursing Consortium (UHSNC) was formed as a result of a commitment to redesign nursing education at UH. The Statewide Nursing Consortium is composed of the University of Hawai'i at Manoa, University of Hawai'i at Hilo, Hawai'i Community College, Kapi'olani Community College, Kaua'i Community College and Maui Community College nursing faculty.

The UHSNC, with assistance from the UH Pacific Business Center Program, drafted a Strategic Business Plan (draft 10/27/06). Strategic initiatives include doubling the number of RN graduates statewide by 2012 and designing a state wide learning outcomes based integrated curriculum culminating in a bachelor's degree with an exit point at the associate degree that integrates innovative teaching strategies and makes efficient and effective use of technology and simulation. Contingencies include: faculty salary adjustments for equity and one system wide salary scale, designated system and campus funding to accomplish the goals, adequate classroom, clinical and simulation laboratory facilities, expanded student services support for advising to accommodate enrollment increases, and timely access to prerequisite courses on cooperating campuses.

c. Program Health Indicator Report –See Attached

d. External measures

Student Satisfaction Survey Results: Every Summer graduates from the previous year are mailed a paper and pencil Graduate Survey. Data is available for three graduating classes for the period covered by this program review. The 2006 graduates have not yet been surveyed. The survey asked the respondents to provide data about their employment and plans for further education. It also asked them to identify how important various parts of the curriculum were in preparing them for their first nursing job. The 2004 and 2005 surveys also asked them for their overall level of satisfaction with the education received in the program. This question was inadvertently omitted from the 2006 survey. The majority of the survey respondents from the 2003, 2004 and 2005 nursing classes indicated that the curriculum was “very helpful” in preparing them for their first nursing job. Eighty per cent of the class of 2003 respondents and over 90% of the class of 2004 respondents indicated they were “very satisfied” with the level of education received in the program. None of the respondents indicated they were not satisfied with the program. Written comments included in the surveys supported the idea that graduates feel satisfied with the level of education they received in the nursing program.

Employment Data: Data regarding employment is obtained via the Graduate Survey as well as through actual contact with the graduates. The majority of the graduates stay on the island and those who relocate to other islands or the mainland generally stay in touch with the nursing faculty. Employment rates for the graduates covered by the period of program review (as reported in Program Health Indicator Reports) were: 77.3% for the class of 2003, 83% for the class of 2004, and 94% for the class of 2005. Informal information about the class of 2006 reveals that all that are licensed and want to work are employed. One thing is very clear graduates from the nursing program play a very important part in staffing the health care facilities of the island of Hawaii. In addition, it is now common knowledge that there is now and will continue to be a large shortage of registered nurses across the nation in the foreseeable future.

Post graduation and prior to being employed, graduates of the nursing program must take the National Council Licensure Exam for Registered Nursing (NCLEX RN). Pass Rates for the classes of 2003-2005 are: Class of 2003 90.9%; Class of 2004 82.6%; Class of 2005 100%; Class of 2006 85.7%.

II. Action Plan including Budget Request

Program Plans

1. Faculty will continue to maintain a quality nursing program and prepare a NLNAC self-study document during 2009-2010 in anticipation of a site visit in spring 2011.
2. Faculty will continue to work as a cohesive team to retain faculty and develop a faculty succession plan so that new faculty are recruited and mentored before experienced faculty retire. The Division Chair will oversee the recruitment and hiring of increased

numbers of faculty to accommodate increased student enrollment.

3. The Division Chair and faculty will work with administration in Hilo and Kona to expand the Nursing Learning Resource Centers and create nursing simulation laboratories (SIM Labs) in Hilo and Kona to accommodate high tech patient simulators that simulate real life experiences.
4. The Division Chair and faculty will work with administration in Hilo and Kona to develop dedicated distance learning classrooms in Hilo and West Hawaii to accommodate increased enrollment, continued island-wide programming, and efficient use of qualified nursing faculty.
5. The faculty will determine the feasibility of participating in a statewide common curriculum leading to a BSN by the end of 2006-2007.

The A.S. Nursing Projections Chart below reflects a conservative plan based on anticipated campus budget requests. However, the UHSNC continues to make separate requests that are significantly higher in hopes that the request will be partially funded. The program projections are a moving target based upon numbers of new faculty positions actually received and availability of other resources.

Budget Implications

The expansion of the nursing program is hampered by lack of adequate campus and clinical facilities. As more students are admitted, and there is continued competition for clinical usage time with the UHH BSN program, there will need to be more creative and efficient methods for clinical education. Use of high tech patient simulators is a solution that UH nursing educators statewide are moving towards. Although simulations could never replace all clinical experiences with actual patients, use of patient simulators to create clinical scenarios that simulate real life clinical situations is a viable way to teach students prior to, or in addition to, placing them in clinical facilities. The purchase of a Sim Man and Sim Baby, therefore, is requested for Hilo and Kona as well as Sim Labs for each campus (*See Chart 3 – Budget Requests*).

The use of distance education to provide nursing courses between Hilo and Kona is ongoing and is an efficient way to provide island wide nursing education. Currently one classroom in Hilo is equipped for videoconferencing for meetings. Additional equipment is needed to expand it to a video-conferencing classroom (*See Chart 1 – Facilities Assigned to Program*). The nursing facilities in Kona are not set up for video-conferencing. Current HITS rooms and the Nursing Learning Resource Center in Kona are too small to accommodate more than 10 students. In order to expand the manner in which distance education is used between the two sites, a dedicated space is requested in Kona for the creation of a dedicated video conferencing classroom (*See Chart 3 –Budget Request*).

Requests for 2 additional faculty positions have been included in the current 2007-2009 Biennium Budget. Faculty requests are based on the idea that one faculty is needed for every 8 students. The 1:8 ratio is based on recommendations of the Board of Nursing. Priority will be given to admitting students every year in Kona if additional faculty positions are received. As the program continues to grow, along with increased faculty positions there will need to be more clerical and NLRC support. The program is requesting that a Clerk-Typist II in Kona be included in the 2008-2009 Supplemental Budget Request (*See Chart 3 – Budget Request*). Currently in Kona there is no clerical support.

Requests for repair and renovation of the nursing complex in Hilo are displayed in Chart 1. In addition, there is also a great need for an upgraded, reliable replacement of the Division copier and equipment in the Nursing Learning Resource Center (see Chart 2.).

CHART 1. FACILITIES ASSIGNED TO PROGRAM

List Bldg/Rm/Lab/Shop	Describe Renovation/Repair Needed	Estimated Cost
PB5/Rms 1, 2, 3 PB6/Rm 7/Nursing Lab PB7/Rms 103, 105, 106, 109, 110, 113, 114	Refurbish class/office & retrofit AC Units <i>(Includes upgrading AC to external units, electrical upgrades in classrooms, changing 20+ year old carpets to vinyl flooring.)</i>	Design: \$39,375.00 Construction: \$262,500.00 <i>(Estimated cost from VCAA)</i>
PB5, Rm 1	Upgrade classroom to video conferencing classroom	\$1500.00 <i>(Estimated cost from Media Specialist)</i>

CHART 2. INVENTORY LIST: EQUIPMENT and CONTROLLED PROPERTY

Program Assigned Equipment (E) and Controlled Property (CP) (List in order of chronological depreciation date)	Category: E =item value > than \$5K CP =item value \$1K - \$5K	Expected Depreciation Date	Estimated Replacement Cost
Beds, hospital (6 each) No longer on inventory	no inventory value		6 new hospital beds: \$2,000-\$3,000 each
Canon Copier 4050 SN 599RV	E = \$6884	6/1/2001 <i>(purchased 6/1/96 + 5 yrs)</i>	Digital copier w/ networking capabilities: \$12,500

Computer, laptop SN 487SP	CP = \$2418	3/1/2002 (purchased 3/1/99 + 3 yrs)	Dell XPS M2010 laptop: \$3500
HP Printer, Laser Jet 5M SN 434SE	CP = \$1649	8/1/2003 (purchased 8/1/97 + 6 yrs)	see copier estimate
HP Printer, Laser Jet 4500N, SN 848SQ	CP = \$2827	6/1/2005 (purchased 6/1/99 + 6 yrs)	\$1000
Computer, Dell laptop SN 116408	CP = \$2033	8/4/07 (purchased 8/4/04 + 3 yrs)	Dell Inspiron: \$1000
Projector, Epson SN 002TA	CP = \$4265	10/6/2009 (purchased 10/6/99 + 10 yrs)	\$4000
Mannequins, adult multi- sound (2 each) SN 122537 & 123279	CP = \$1972 & \$2126	10/5/2015 & 12/9/2015 (purchased 10/5/05 & 12/9/05 + 10 yrs)	Upgrade of mannequins, to Sim-man and Sim- child @ \$40,000 each x 4=\$160,000 (includes Kona)
Projectors, Boxlight 2000 Lumen (2 each) SN 124340 & 134341	CP = \$1041 ea	2/28/2016 (purchased 2/28/06 + 10 yrs)	\$2000 each

CHART 3. BUDGET REQUESTS

Supplemental Budget 2008 – 2009

Describe Item	X Amount Line Item
Clerk-typist II	\$23,736.00 (From current OHR Salary Schedule for SR08, step A)
Dedicated distance classroom in Kona	\$27,244 does not include space rental (Estimate cost is from UHSNC Strategic Business Plan)
Sim Labs in Hilo and Kona	Bldg - \$212,500. each site Equip - \$100,000. each site (includes Sim Man & Sim Child) \$312,000.00 each location TOTAL: \$625,000.00 (includes Kona) (UHSNC Strategic Business Plan.)

QUANTITATIVE TREND DATA CHART(as of 10-25-06)**Program Name: Nursing AS**

	Fall 2005	Spring 2006	AY
#1 Number of Unduplicated Majors	287	259	334
#2 Total Student Semester Hours	2122	1878	4000
#3 FTE Student Majors	141	125	133
#4 Number of Graduates	-	-	14
#5 Number of classes	6	7	13
#6 Avg Class size	24	16	20
#7 Avg Class fit	111.1 %	84.8%	96.9%
#8 FTE of BOR Appointed Program Faculty	-	-	6
#9 Number of FTE Faculty based on contact hours (FTE= 20 contact hrs/wk)	-	-	11.9*
#10 Student semester hours for all PPC class enrollments	437	460	897
#11 Student-Faculty Ratio	-	-	12.81
#12 PPC Credits Earned Ratio	.87	.92	.89
#13 Non-PPC Credits Earned Ratio	.69	.71	.70
#14 PPC Avg GPA	2.98	2.61	2.79
#15 Non-PPC Avg GPA	2.54	2.70	2.62
#16 Budget			\$10040 .03
#17 College Cost per SSH			\$81.29

*** -- Data provided by Program**

The Program Health Indicators Review provides a comprehensive, empirically based review of academic programs. Major sections of the report provide descriptive information about the development and history of a program, goals, faculty and advisory committees, admission and degree requirements, and graphic representation of the program's standing. The major clusters of program health indicators are program demand, program efficiency and program outcomes. Hawai'i Community College uses five data elements to develop these clusters: number of applicants and majors (program demand), class fit and average class size (program efficiencies) and graduates (program outcomes).

Chancellor : Rockne Freitas
Dean of Instruction: Doug Dykstra
Division Chair: Elizabeth Ojala

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PROGRAM DESCRIPTION

The Associate of Science in Nursing program is located in the Hawai'i Community College Division of Nursing and Allied Health. The Associate of Science in Nursing Program prepares students to take the state licensure examination (NCLEX-RN) for registered nursing with an option to take the licensed practical nursing examination (NCLEX-PN) if they desire. Graduates are qualified to work in acute care, long-term care facilities, and community based settings.

The Associate of Science Degree program requires four semesters of course work in nursing (42 credits) and 30 credits of non-nursing prerequisite and co requisite courses for a total of 72 credits.

PROGRAM GOALS

The purpose of the Associate of Science career program is to provide a continuous and adequate supply of nurses for employment in the health care delivery system of Hawai'i County, the State of Hawai'i, the Pacific Basin, and the nation. In order to meet the purpose the nursing program will:

- Recruit, retain and graduate individuals from the community of the County and State of Hawai'i.
- Provide a quality nursing program that prepares graduates for licensure at the registered nursing R.N. level with an option to be licensed as an L.P.N.
- Provide a nursing education that prepares graduates with the knowledge and skills needed to function effectively in the present and future health care delivery system.

PROGRAM HEALTH INDICATORS

INDICES	MINIMUM LEVEL	ACTUAL LEVEL	SATISFACTOR Y LEVEL
PROGRAM DEMAND/CENTRALITY: Fall 2006			
Number of Applicants	45	77	60
Number of Majors	60	272	80
Student Semester Hours	405	572	540
Class Credit Hours	20	23	23
Number of Classes Taught	5	6	6
PROGRAM EFFICIENCY: Fall 2006			
Average Class Size	15	25	20
Student Semester Hours per FTE Faculty	98.06	138	130.75
Equiv. Class Credit Hours per FTE Faculty	6.53	6	6.53
Percentage of Small Classes	0%	0	0%
PROGRAM OUTCOMES: Fall 2005 (See Perkins III Core Indicators on Page 5)			
Credits Earned Ratio – General Education		00%	
Credits Earned Ratio – Vocational Education		00%	
Degrees and Certificates Awarded – AY 2001-2002		00%	
Placement into Further Education, Employ, or Military		00%	
Program Retention – Fall to Spring		00%	
Retention in Employment		00%	
Non-Traditional Participation – Males		00%	
Non-Traditional Completion – AY 2001-2002		00%	
Specific Program Data			
Number of Graduates Spring 2006		22	
NCLEX-RN Pass Rate (12/14) Class 2006		85.7%	
Employment Rate Graduates Spring 2005		94%	

2005-2006 PERKINS III CORE INDICATORS

Core Indicators	# in Denominator	# in Numerator	Adjusted Level	Actual Level
Academic Achievement			81.92%%	96.30%
Vocational Skills			90.00%	96.3%
Degrees & Certificates			37.33%	44.44%
Placement/Employment			71.72%	63.64%
Retention/Employment			92.00%	100.00%
Nontraditional Participation			14.60%	11.38%
Nontraditional Completion			12.73%	7.14%

OCCUPATIONAL DEMAND
Hawai'i County - EMSI

Occupational Title	Hawaii County New 2005-2011	Hawaii County Replacements 2005-2011	
Registered Nurse (NURS)	227	95	322
			Total New Demand: 322

ANALYSIS OF THE PROGRAM

Program Demand/Centrality

The program continues to be in high demand due to the nationwide shortage of registered nurses and the publicity that has made the public aware of the need for registered nurses and the worldwide employment opportunities. According to the October 2004 report, *Hawaii's Health in the Balance: A Report on the State of the Nursing Workforce*, "Between 2000 and 2020, demand for RNs in Hawaii is expected to grow by 55 percent, while supply of RNs is expected to grow by only 13.8%." "During this period, demand for RNs is expected to increase by 4,554 new full-time (FTE) positions. At the same time, nearly 80 percent of today's nursing workforce, or 8,397, nurses are expected to retire. Thus, as demand increases dramatically, supply will remain relatively stagnant." (Executive Summary). Registered Nursing is also listed as the number one growth occupation from 2002-2012 according to the US Department of Labor's Bureau of Statistics.

Program Efficiency

Twenty students were admitted into the first year class in Hilo and 10 in Kona Fall 2005. There were 13 second year students in Hilo. Student semester hours do not take into consideration the contact hours that students and faculty have for each course. Clinical practicums require a maximum 1:10 faculty student ratio with a 1: 8 ratio recommended. Faculty promote efficiency by using HITS or the Internet to offer the theoretical component of courses, serving both Hilo and Kona students at the same time and at the same time assuring consistency. Faculty have up to 30 students in the theoretical portion of courses.

Program Outcomes

The program graduated 14 students in Spring 2006. Of fourteen graduates all have taken the NCLEX-RN and 12 have passed it for a pass rate of 85.7%. Ten are known to be employed as registered nurses. The on time graduation rate for the class graduating in 2005 was 55%.

Review of Plan of Action 2005-2006

The program was to have submitted a Program Review during Fall 2005, however it was postponed. Enrollment was not increased for Fall 2005. The Nursing Learning Resource Center in Kona was moved to a new location under the library at the UHCWH however it remains small. The classrooms in Hilo continue to exist in open air portable buildings that are hot and noisy, termite ridden, full of mildew and crowded. An unsafe environment continues to exist due to broken light fixtures, furniture in need of repair and

gutters that splash water onto the walkways. Faculty requests for upgrading of the classrooms resulted in security screens being placed on the windows of one classroom. A used external air conditioning unit has been in place but not hooked up and functioning since Summer 2005. Due to the lack of air conditioning the polycom unit has not been installed, however two televisions are sitting in the room in anticipation of the polycom unit being installed. A polycom unit has not been installed in the Kona Nursing Learning Resource Center.

The less than desirable NCLEX-RN pass rate of 2004 graduates was addressed by an NCLEX review session for Spring 2005 graduates, addressing the new type of questions introduced on the 2004 NCLEX exam, and increasing course content in specific areas such as nursing management due to the increased emphasis on the 2004 NCLEX exam. The 2005 100% pass rate reinforces the continuance of these practices.

Plan of Action 2006-2007

Physical facilities
Increased enrollment/NLRC position
New Curriculum
Continue with Meds Publishing

Responses to Plan of Action

Appendix A: History and Admission Requirements

Program History

The Associate of Science in Nursing Program was approved by the Hawai'i Board of Regents in December 1971. It was implemented and activated in fall 1974 with 24 students and two instructors. As the first class advanced to the second year, two instructors were added in 1975. A Director of Nursing Programs (including the Practical Nursing Program and Associate Degree Nursing Program) was hired in January 1977. The program was surveyed and granted accreditation by the Hawai'i Board of Nursing in 1977. The program was subsequently surveyed by the Board of Nursing in 1981, 1985 and 1989 and has maintained continuous accreditation. Reports to the Board of Nursing are submitted on an annual basis. In June 1998 the program submitted an accreditation self-study, underwent a site visit and became accredited by the National League for Nursing Accrediting Commission (NLNAC). In addition, the Associate Degree Nursing Program was given the "State Board for Vocational Education Award for Outstanding Post Secondary Vocational Education Program" for 1998. The ANURS program underwent a self-study and site visit by NLNAC in February 2003 and received accreditation for another 8 years, with no revisit or interim report, in June 2003.

Significant Milestones

As of fall 1992 Hawai'i Community College, in conjunction with the University of Hawai'i-West Hawai'i began offering the Associate of Science Degree in Nursing on an "outreach" basis. The curriculum and other program elements were closely monitored so that they were the same as those offered in Hilo. The outreach group was offered using a cohort model. Outreach classes graduated in spring 1994, spring 1996 and spring 2002. Another group will graduate in spring 2005.

Associate of Science Nursing program outreach classes continue to be offered via the University of Hawai'i Center at West Hawai'i (UHCWH). Prerequisite courses for the nursing program are offered on an ongoing basis. Nursing courses are offered via HITS, Internet and in person. All students in the program are considered to be part of an island wide HawCC Associate Degree Nursing program. All students participate in the same curriculum, have access to all program faculty and interact with each other. A group of 20 students is admitted in Hilo every year. A group of 10 students is admitted in Kona every other year.

Program Admission Requirements

- Graduation from high school or a minimum composite score of 45 on the GED test.

- Satisfactory scores on the National League for Nursing Pre-Admission Examination-RN.
- Completion of the 27 semester hours of prerequisite courses with a grade or better and a minimum cumulative GPA of 2.0 by the end of the spring semester prior to program entry.

Licensed Practical Nurses who desire an Associate Degree in Nursing may be eligible for advanced placement in the program. In order to be considered for acceptance into the ADN program on the LPN transition track, the following requirements must be met:

- Graduation from state accredited LPN program.
- Full time equivalent employment as a LPN for at least one year before entering the ADN program.
- Experience in an acute hospital setting or long-term care facility in the last five years.
- Satisfactory score on the NLN Pre-Admission Exam-RN.
- Satisfactory score on the NLN Mobility Profile I Exam.
- College cumulative GPA of 2.0 or above.
- Completion of the prerequisite support courses for the AD program with C or better in each course.

Appendix B: Degree Requirements

Year 1		AS
Biol 141	Human Anatomy/Physiology I	3
Biol 141L	Human Anatomy/Physiology I Lab	1
Psy 100	Survey of Psychology	3
Eng 100	Expository Writing	3
SpCo 151	Intro to Speech & Comm.	3
Anth 200	Cultural Anthropology	3
Biol 142	Human Anatomy/Physiology II	3
Biol 142L	Human Anatomy/Physiology II Lab	1
Micr 130	Microbiology	3
Micr 130L	Microbiology Lab	1
Famr 230	Human Development	3
Phrm 203	General Pharmacology	3
	TOTAL	30
Year 2		
Fall Semester		
Nurs 151	Mental Health Nursing	2
Nurs 153	Nursing Concepts and Skills	8
Nurs 158	Issues and Trends I	1
	TOTAL	11
Spring Semester		
Nurs 156	Adult Health Nursing	10
	TOTAL	10
Year 3		
Fall Semester		
Nurs 254	Family Health Nursing Care I	5
Nurs 255	Family Health Nursing Care II	5
	TOTAL	10
Spring Semester		
Nurs 257	Advanced Adult Health Nursing	5
Nurs 260	Nursing Management	2
Nurs 251	Mental Health and Psych. Nursing	3
Nurs 258	Issues and Trends II	1
	TOTAL	11
	TOTAL	72

Appendix C: Faculty

Regular Faculty

<u>Name</u>	<u>Tenure Status and date</u>	<u>Degrees Held</u>	<u>Rank</u>
Joyce Inaba	Tenured, 1991	BSN, BA, MS	C-3
Julia Moore	Tenured, 1998	BSN, MSN, MPH	C-4
Jane Sherwood	Tenured, 1998	BSN, MBA, MSN	
C-3			
Petri Pieron	Tenured, 1998	BSN, MPH, MSN	C-4
Kathy Kotecki	Tenured, 2002	ADN, MSN	C-3
Sharon Moran			
Elizabeth Ojala (parttime)	Tenured, 1997	BSN, MS, Ph.D.	
C-5			
(Director and Division Chair)			

Part-time Faculty

<u>Name</u>	<u>Tenure Status and date</u>	<u>Degrees Held</u>	<u>Rank</u>
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Appendix D: Advisory Committee

Allyson Andrews-Nelson, Director of Nursing, Hilo Life Care Center

Kelly Clayton, Nurse Manager, Hamakua Health Center

Diane Himwich, VP for Patient Care Services, North Hawaii Community Hospital

Phoebe Lambeth, Office Manager, Hawai'i Pacific Oncology Center

Kelly Nases, Director of Nursing, Hale Anuenue

Earleen Rapoza, Inservice Educator, Hilo Medical Center

Ana Silva, Utilization Review, Kona Hospital

Appendix E: Definitions of Data Elements (All data includes West Hawai'i)

A. Program Demand/Centrality:

1. Number of Applications: Total number of applications received complete and incomplete.
2. Number of Majors: Major declared/on file during the semester.
3. Student Semester Hours: Total number of semester hours based upon class credits and student enrollment. Sum of all class credits multiplied by the enrollment for each class. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes cancelled, 99V, 199V, 299V, and all CVE classes.
4. Class Credit Hours: Sum of credits of all classes offered within the program/with the program/major code/alpha. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes cancelled, 99V, 199V, 299V, and all CVE classes.
5. Number of Classes Taught: Total number of classes conducted/run within the program/with the program/major code/alpha. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes 99V, 1 99V, 299V, and all CVE classes.

B. Program Efficiency:

1. Average Class Size: Average class size of all classes conducted/run within the program/with the program/major code/alpha. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes 99V, 199V, 299V, and all CVE courses. Total enrollment in each class excludes students with "DR" and/or "W" grades.
2. Student Semester Hours per FTE Faculty: Total student semester hours from A.3. divided by analytical FTE Faculty.
 - a. Analytical FTE Faculty: Teaching based upon a full load (15 or 12 credits depending upon the contact hours.) Division Chairpersons are assigned an analytical FTE Faculty equivalent of 0.70 FTE.
 - b. Each full-time faculty within a program is considered to be 1 FTE. FTE based upon lecturers are calculated by the number of credits each are assigned to teach.
 - c. Assigned time is to be extracted from FTE calculations... similar to calculating the FTE for a Division Chair. For example, if a Full-time faculty received 3 credits assigned time (out of a regular 15-credit load) it would be considered a .8

- FTE rather than 1. 3. Equivalent Class Credit Hours per FTE Faculty: Total class credit hours from A.4. divided by total analytical FTE Faculty.
4. Percentage of Small Classes: Percent of classes within the program/with the program/major code/alpha that had less than 10 students. Includes practica and other classes where 5 students = 1 semester (credit) hour; however, these classes are considered to be Low-enrolled only if there are less than 5 students or between 6 and 9 students. Excludes 99V, 199V, 299V, and all CVE classes.

C. Program Outcomes:

1. Credits Earned Ratio (Remedial/Developmental): Percentage of program majors enrolled in ESL 9, ESL 13, ENG 20R, ENG 20W, ENG 51, LSK 51, MATH 22, and MATH 50 who passed with a grade of A, B, C, D or CR.
2. Credits Earned Ratio (General Education): Percentage of program majors enrolled in all LBART courses (excluding those in C.1.) who passed with a grade of A, B, C, D or CR. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes 99V, 199V, 299V, and all CVE courses.
3. Credits Earned Ratio (Vocational Education): Percentage of students enrolled in vocational courses who passed with a grade of A, B, C, D or CR. Includes practica and other classes where 5 students = 1 semester (credit) hour. Excludes 99V, 199V, 299V, and all CVE courses.
4. Credits Earned Ratio (Overall): Combination of C.1., C.2., and C.3. above.
5. Graduate Placement Rate: Students who graduated with a certificate/degree in the PAST academic year and found work in that field.
6. Degrees Awarded: The number of certificates and degrees awarded during the PAST academic year.
7. Retention Rate: New students within a program/major continuing or retained in that program/major from the past two or more terms. (Students registered in Fall 2000 who started in Spring 2000 or Fall 1999. Students registered in Fall 2001 who started in Spring 2001 or Fall 2000.)

