UHCC December 2008 Coversheet –
Annual Instructional Program Review

College: Hawai'i Community College

Program: AA Degree Program

Check All Credentials Offered	AA	AS	ATS	AAS	CA	CC	COM	ASC	
	X								

College Mission Statement (or provide link)

Hawai'i Community College promotes student learning by embracing our unique Hawai'i Island culture and inspiring growth in the spirit of "E `Imi Pono." Aligned with the UH Community College system's mission, we are committed to serving all segments of our Hawai'i Island community.

Imperatives

Dedicated to student learning, Hawai`i Community College commits to the following imperatives:

- **Community Development**
  The College will provide students with opportunities to serve their community.
- **Workforce Development**
  The College will teach the skills needed to succeed in the workforce.
- **Cultural Competency**
  The College will respect and learn from all its students.
- **Environment**
  The College will build an awareness, appreciation, and sense of personal responsibility for the natural, social, and economic environments.
- **Hawaiian Culture and Values**
  The College will be the center for the study of Native Hawaiian cultural knowledge.
- **Healthy Communities**
  The College will work with students to build healthy communities.
- **Technology**
  The College will provide access to current technology that supports student learning.

Program Mission Statement (or provide link)

The Associate in Arts degree Program is designed for students who are preparing themselves to transfer to a four-year college or university and prepares students for roles as continuing students, family members, employers, employees, and citizens of local and global communities. We envision that our graduates will be able to achieve the following Student Learning Outcomes:

1. **CRITICAL AND CREATIVE THINKING**
   Think and act with intellectual insight and integrity. Gather, analyze, and evaluate information. Pose questions, synthesize ideas, solve problems, and reach logical conclusions. Create new ideas and works that express individuality.

2. **COMMUNICATION**
   Discover, construct and communicate meaning through observing, listening, speaking, reading, writing, and interacting.

3. **MATHEMATICAL AND SCIENTIFIC REASONING**
   Apply mathematical reasoning and scientific methods to solve problems.

4. **HISTORICAL PERSPECTIVE**
   Evaluate historical perspectives to inform present thought and influence future action.

5. **INTEGRATION AND APPLICATION OF KNOWLEDGE**
   Use information ideas, and methods from diverse disciplines to enhance intellectual, aesthetic, professional, and community life.

6. **LEADERSHIP**
   Engage persons across the whole community in working collaboratively to advance shared goals.

7. **VALUES AND ETHICS**
   Make informed and principled decisions with respect to individual conduct, the community, and the environment. Respect, promote and support Hawaiian and Local cultures and social diversity.

8. **LIFE SYSTEMS**
   Demonstrate commitment to social and natural systems in ways that honor and sustain the integrity of life.

Adopted September 9, 2005

OVERALL PROGRAM HEALTH (Check one)		
Healthy	*Cautionary*	*Unhealthy*

Part II. Analysis of the Program (strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the data)

Strengths:
- LBRT supports all other instructional programs. Student Semester Hours (SSH) offered to non-program majors increased from 44% in 2006 to 52% in 2007.
- Liberal Arts Division provides all remedial/developmental (math, reading, writing) course offerings. 75.6% of math classes, 24.6% of reading classes, and 24.6% of writing classes in offerings below the 100-level
- Demand indicators demonstrate increases as follows: number of majors (9%), SSH in all program classes (9%), FTE enrollment in program classes (9%), and number of sections taught (7%)
- Additional funding received due to enrollment growth
- Average class size (21students), fill rate (90%), student to faculty ratio (27to 1), and program budget allocation increase (75%) demonstrate program Efficiency.
- Item #16 – cost per student demonstrates that LBRT is cost-effective and a great value for the College
- Increased retention rate of 3% (#19)
- Continued increase in distance learning offerings to entire Big Island with growing numbers of satellite instructional sites
- Results of the 2008 CCSSE survey indicate high level of student engagement and satisfaction
- High quality of instruction
- Ongoing discussions with the Dept. of Education and College personnel to assist students with transition from high school through post-secondary education

Weaknesses:
- Continued high lecturer dependence
- No improvements to *i*nadequate, dilapidated, and insufficient classrooms, offices, & parking
- Externally required reports continue to consume excessive amounts of time and energy
- East HI campus separated into 2 locations
- Anticipated high number of vacancies due to retirements
- Lack of resources for Professional Development
- Significant amount of resources are expended upon remedial/developmental education.
- Rising demand for distance learning courses with the lack of resources for distance learning: course development, technical support, troubleshooting, travel, student support, etc
- Lack of classrooms for distance learning delivery for EH & WH

Significant Program Actions (new certificates, stop-out; gain/loss of positions, results of prior year's action plan)

- Identify assessment strategies for the selected AA Degree PLO
  - ✓ Finalized the assessment plan and are implementing assessment of PLO 1
- Complete the hiring of 6 LBRT positions
  - ✓ Filled 3 vacant positions in 2007-2008; initiated recruitment for remaining positions
- Piloting new flexible course schedule
  - ✓ Continue to offer flexible course scheduling
- Equip the new Science lab scheduled for opening in Fall 2008
  - ✓ Completed
- Continue articulation efforts
  - ✓ OSU-Financial Aid Consortium Agreement signed by HawCC Chancellor
  - ✓ UHH Degree Partnership Program signed by Chancellors
  - ✓ UHH COBE articulation agreement signed by Chancellors
  - ✓ Waikato University articulation agreement signed by UH Chancellors
- Complete development of course SLOs
  - ✓ 83% have developed course SLOs
- Identify assessment strategies for course SLOs
  - ✓ ongoing
- Continue with the 20% course reviews
  - ✓ Each LBRT Department completed the first round of course review
- Curriculum development in response to student and program needs
  - ✓ ongoing
- White Paper Report provided campuses with recommendations for remedial/developmental education
  - ✓ Recommendations are currently being implemented through a system-wide Committee on Remedial/Developmental (R/D) Education to implement R/D and AtD initiatives. Two coordinators have been appointed to represent the College and to initiate a R/D program review.
- Analyzed the demand/need for full-time and part-time faculty in the LBRT & Public Services Division by calculating data for FTE BOR appointed faculty by disciplines and/or Departments and requested 8.5 FTE LBRT faculty
- Completed the first Comprehensive Program Review for the AA Degree, resulting in acquisition of additional funding to supply and equip the new science laboratory

Part III. Action Plan
- Plan and develop evening/weekend AA Degree course offerings
- Continue 20% course review
- Implement the assessment of PLO 1
- Develop an assessment rubric for PLO 2
- Initiate a program review for remedial/developmental education
- Expand distance learning course offerings
- Fill vacant and new positions for EH and WH
- Continue to identify assessment strategies for course SLOs
- Continue with curriculum development in response to student and program needs

Part IV. Resource Implications (physical, human, financial)
- Increase number of office and classroom space
- Office furniture and computers for additional new hires
- Purchase 15 passenger 4wd van
- Back-up inventory for classroom equipment: Elmo, computer projector, laptop, bulbs, DVD/VCR players, TV monitors, overhead projector
- Support staff for DL and Laulima (Sakai) course development
- Technical support staff for course delivery
- Funding and resources for professional development
- Funding for distance learning course delivery

Posted to College website at:
AY 2008 Completed Annual Program-Unit Reviews