



UNIVERSITY *of* HAWAII®
MAUI COLLEGE

ANNUAL PROGRAM REVIEW

LĀNA'I EDUCATION CENTER

2018-2019

by

Pamela Alconcel, Coordinator

University of Hawai‘i Maui College Mission:

The University of Hawai‘i Maui College (UHMC) inspires students to develop knowledge and skills in pursuit of academic, career, and personal goals in a supportive educational environment that emphasizes community engagement, lifelong learning, sustainable living, Native Hawaiian culture, and global understanding.

University of Hawai‘i Maui College Vision:

The University of Hawai‘i Maui College will prepare students to respond to emerging challenges in their lives, communities, and the world through compassion, leadership, problem-solving, and innovation.

University of Hawai‘i Maui College, Lāna‘i Education Center(LEC):

Lāna‘i Education Center (LEC) strives to provide the same quality educational experiences provided at the main UHMC campus to the Lāna‘i students. LEC is the only post-secondary educational institute on the island, serving the community for the past 30 plus years, and acting as liaison for the University of Hawai‘i System. The facility houses two distance classrooms, a computer lab for students and community, and staff offices. The students in our community will receive the instruction and support they need to be successful in college and beyond. LEC will continue to provide high quality credit and non-credit education opportunities to a diverse cultural, social, and economic community.

In the past years, majority of LEC student learners were the adult learners. But in the last four years we have seen an increase in high school dual enrollment students. LEC partnership with Lana‘i High and Elementary School (LHES), has the highest percentage of dual enrollment student participants in the state.

In partnership with the Maui Adult HiSet program, LEC has provided computers for instructors and students. Since the beginning of this partnership in 2015, there has been over 20 students that have received their HiSet certificate, making it possible for them to enroll into UHMC courses.

LEC is able to provide students with access to certificates and/or degrees that they would not otherwise have. LEC offer these programs through various technologies; online, interactive video, face-to-face, hybrid (internet and face-to-face combination), Zoom and sometimes Google Hangout.

This annual program review begins from the Fall 2018 through Summer 2019. In gathering the data, I have seen an increase in the services that the LEC has provided to the

students offering “wrap around” services, and to the community offering services as a “one-stop” center.

LEC is benefiting the Lana‘i community by providing;

- Access to the computer lab and internet services.
- Access to interactive learning throughout the UH System.
- Assistance to current and emerging post-secondary educational needs.
- Provides academic and institutional support that increases the sustainability of the community.
- Supports workforce development.
- A venue and facility for small community meetings.
- Provides a safe environment where learning can occur.
- Offers test proctoring that are monitored for students taking classes or industries giving employment exams.
- Offer meetings via polycom/zoom.
- Assist in college enrollment, class registration, and help in finding financial aid and scholarships.
- One-on-one tutoring.
- Serve as community liaison.

There are many services and partnerships that are formed to help sustain LEC and the community.

ANNUAL INSTRUCTIONAL PROGRAM REVIEW

UH Maui College, Lānaʻi 2014-2019

TAB: ANALYSIS

- I. Quantitative Indicators – **Table 1** – Provided is data that recaps the LEC progress in the last five years.

Demand Indicators	AY 14-15	AY 15-16	AY 16-17	AY 17-18	AY 18-19
<i>Unduplicated Student Enrollment</i>					
Fall	31	56	68	61	78
Spring	37	59	51	62	69
Summer	16	23	15	22	24
<i>Full-time Equivalent (FTE) Enrollment</i>					
Fall	12.6	22.13	21.8	19.2	21.7
Spring	12.3	20.6	14.2	16.86	20.26
Summer	4.4	4.4	3.0	3.0	4.06
<i>Student Semester Hours (SSH)</i>					
Fall	189	332	327	288	302
Spring	185	309	213	253	304
Summer	66	66	45	47	61
<i>Total Number of Classes Taught – Live</i>					
Fall	1	0	1	0	1
Spring	0	1	0	0	1
Summer - Hybrid	2	1	1	1	1
<i>Total Number of Students taking Distance-Internet Classes</i>					
Fall	19	29	32	23	18
Spring	26	46	36	47	22
Summer		6	0	5	10
<i>Total Number of Students taking Distance-HITS classes</i>					
Fall	19	38	32	42	53
Spring	11	9	22	24	45
Summer-Hybrid	16	14	15	17	14
<i>Total Number of Student taking LIVE Classes</i>					
Fall	3	0	9	0	20
Spring	0	8	0	0	9
Summer	16	0	0	0	0
<i>Total Number of Running Start/Early Admits-Dual Credits</i>					
Fall	4	29	37	37	48
Spring	3	27	38	42	47
Summer	16	17	15	21	14

<i>Total Number of Computer lab users</i>	754	523	620	583	547
<i>Total Number of Placement/Accuplacer test takers</i>	135	81	87	96	48
<i>Total Number of Proctored test takers from other agencies</i>	113	162	31	84	99
<i>Total Number of Academic Advising with Counselor</i>	53	19	23	23	36
<i>Total Number of Financial Aid Assistance sessions with students</i>	31	44	16	14	*NA
<i>Total Number of Assistance with Admissions and Registration</i>	83	100	21	39	*NA
<i>Total Number of Accommodation with UH and Community Meetings</i>	150	82	54	250	156
<i>Total Number of Students Needing Tutoring</i>	62	93	9	6	*NA

- *NA – Data not available.

Effectiveness Indicators	AY 13-14	AY 14-15	AY 15-16	AY16-17	AY17-18	AY18-19
<i>Successful Completion (C or Higher)</i>						
Fall	38	30	43	62	57	77
Spring	30	36	48	12	59	68
Summer	23	16	22	15	20	13
<i>Persistence (Fall to Spring)</i>	23	23	48	49	48	65

# OF MAJORS	FALL 2014	SPR 2015	SUM 2015	FALL 2015	SPR 2016	SUM 2016	FALL 2016	SPR 2017	SUM 2017	FALL 2017	SPR 2018	FALL 2018	SPR 2019	SUM 2019
ACC	3	0	0	1	4	1	2	3	0	1	1	2	2	0
AJ	0	0	0	0	0	0	0	0	0	0	0	1	1	0
BUSCA	2	4	0	1	2	1	3	2	0	2	2	2	1	1
BUSTEC	1	1	0	2	2	0	1	1	0	1	1	1	1	0
ECED	1	1	0	2	1	0	1	1	0	1	1	2	2	0
HOST	2	3	0	1	1	0	1	1	0	1	1	0	0	0
HSER	0	2	0	1	0	0	3	2	1	3	2	5	5	0
HWST	1	1	0	1	4	0	3	2	0	3	0	6	1	0
LBRT	31	31	0	15	22	0	13	13	2	17	3	12	9	2
MAINT	0	0	11	0	0	0	0	0	0	0	0	0	0	0
EARLY ADMIT	9	0	14	4	2	16	29	27	15	37	38	48	47	21

DEGREES FROM UHMC	AY 14-15	AY 15-16	AY 16-17	AY 17-18	AY 18-19
Unduplicated Associated Degrees Awarded	3	3	1	1	0
Unduplicated Certificates Awarded	2	11	10	5	0

DEGREES FROM UNIVERSITY CENTER	
FY 2014-2015	0
FY 2015-2016	Master in Bus. Admin – 1 Master in Ed, Curriculum – 1 Bachelor Interdis Studies – 1 Post Bac Secondary Ed – 2
FY 2016-2017	Bachelor in Ethnic Studies – 1 Master of Education - 1
FY 2017-2018	Bachelor of Education, Elem Ed - 1 Post Baccalaureate, Special Ed – 1
FY 2018-2019	Bachelor Business Admin - 1

From the overall data, LEC continues to be steady and growing in enrollment. Enrollment has increased due to the dual enrollment programs. LEC was able to offer a live Hawaiian Language class in 2018-2019. Started with 19 students in Hawn 101 and ended with 9 in Hawn 102.

LEC participated in the Outreach Centers Distance Learning Needs Assessment, 2019. 60% of the students completed the survey. The highlights of the survey were:

55% stated that distance education courses are necessary for them to earn their degree.

46% said UHMC provides adequate support (training, IT support, tutoring, etc.)

Challenges with online courses:

Internet goes down

Availability of tutors

Instructor takes a long time to get back to me.

Preferred method of instruction was; 50 % face-to-face, 25% internet, 25% other methods.

DUAL ENROLLMENT DATA REPORT: The Dual Enrollment Project that started in 2015 is currently continuing with a high percentage success rate per class. The below chart shows the stability of the program.

Results of the project showed that:

- 64% of the class of 2016 participated and earned college credits from 3 credit to 34 credits
- 64% of the class of 2017 participated and earned college credits from 3 credit to 21 credits
- 59% of the class of 2018 participated and earned college credits from 3 credit to 18 credits.

- 62% of the class of 2019 participated and earned college credits from 3 credit to 18 credits.
- 55% of the class of 2020 are participating in the project. Thus far with the potential to earn 3-21 credits.
- 60% of the class of 2021 are participating in the project. 3 will earn their AA degree by Spring 2020.

With funding from various sources, we are able to align with the state DOE P-20 plan.

The program is facilitated by Lānaʻi Education Center Coordinator, Office Staff, Instructors, Counselors, Tutors and Mentors. Through the wrap around services that were provided, students were able to pass their classes and earn the dual credits.

Between 2016-2019, this program has had the highest percentage of students participating in dual enrollment in the state of Hawaiʻi. With 50% or more students from each class participating, this has met the program goals of:

1. Each class will have 50% participating in the dual enrollment program.
2. Each student will graduate with 3 to 15 college credits by the time they graduate from high school.

COLLEGE AND COMMUNITY ACTIVITIES: The employees at LEC are very involved in the college and community activities. The activities tend to intertwine with each other. These are just a few of the activities that LEC were involved in directly or indirectly:

Join Our 'Ohana, 2018-2019 – In partnership with Four Season, LEC and UHMC, worked to establish internships for Four Season Hawaiian Culture division. Part of the process was to establish a job description and internship objectives, relative to student learning outcomes. Recruitment efforts included sending flyers to all college campuses and attending job fairs. Four Season was able to recruit one intern from UH Hilo who is a Lānaʻi former student, studying Hawaiian Language. This student will have the opportunity to work everyone break and summer with Four Season until she graduates from UH Hilo.

Volunteers for Polynesian Voyaging Society, 2019 – When Hōkūleʻa came to Lānaʻi in May, 2019, the dual enrollment students and LEC staff volunteered to assist PVS with meals and setting up camp. Students also attended several workshops on mapping, using the compass, and star gazing.

OHA Strategic Plan Community Meeting, 2019 – OHA conducted a strategic community plan meeting to get input on what are the priorities for the Lānaʻi community. The main priorities were; senior kupuna housing, expansion of the college programs, mainly vocational programs, and scholarships, and travel improvement accommodations.

Financial Planning, Resume Building and Career Planning – Partnered with Career Link to host a two-day workshop with student. There were about 37 students grades 9-12 that participated.

New Faculty Orientation, 2018 – LEC staff did a presentation at the Lahaina Ed Center. New instructors to UHMC were able to meet the Lahaina and Lānaʻi staff. LEC presented information about the outreach centers and what we offer to our students and community.

College and Career Day, 2018- Partnership with Lānaʻi High and Elementary School (LHES) Pūlama Lānaʻi, and LHES Foundation to host College and Career Day for the elementary through high school students. (650 participants and 100 presenters)

Scholarship ʻAha, 2018-2019- Partnership with Native Hawaiian Education Association, LHES, LHES Foundation, and Pūlama Lānaʻi. (100 participants and 12 presenters.)

DOE Statewide Facility Master Plan, 2018-2019– The Master Plan includes the possibility of housing UHMC on the campus. This has been an ongoing conversation for several years. This meeting constituted prioritizing the buildings that is currently necessary for the school, college, and community. The next steps are to present this priority list to the legislative.

Kamehameha Schools Early College Scholarship, 2019 – Assisted with recruitment for program. Although 8 applied only 2 got into the program.

Aholoa Lānaʻi, 2019 – LEC co-sponsored a health fair on asthma. Partnered with Kapiʻolani Community College, and UH Mānoa Office of Student Equity, Excellence and Diversity. The dual enrollment students did the set-up and breakdown of the event, attended to the registration sign in table, and did a Wheel of Fortune Game on asthma trivia. There was well over 200 people in attendance for the 2-day fair.

Kahua Waiwai, 2018 – Staff attended financial literacy training. Staff is able to provide workshops for students and community.

UHMC Firefighter Exam Prep Training, 2019 – With EdVenture from UHMC, there were 7 participants for the exam prep training. Out of the 7, only 3 took the fire exam. Out the 3 only 2 passed.

UHMS Apprenticeship Program, 2018-2019- Assist EdVenture with the registration of participants in the Apprentice Program.

UH Manoa Shidler College of Business, Master of Human Resources – Assisted Manoa program in advertising and recruitment for the program. There was one participant.

UHMC Transfer and College Fair – Assisting students with transferring to the university.

UH HSSI – 3 employees participated at Kapiolani Community College and Honolulu Community College.

Maui EMT – Assist with passing the word and recruitment efforts, job outlook and program requirements.

Participated in DPC and TPRC.

As part of the community, the staff at LEC continues to participate also in community professional development that helps to promote the LEC. Staff participated in community volunteer programs and training. This helps the staff to stay involved in what is happening in the community and see how LEC can partner and provide assistance. Some of the following events staff participated in is as follow:

MEO Business Development Center – Partnership in offering Core Four Business Planning Course and business plan counseling

E 'Ike Hou iā Lāna'i Summer Program, 2019– Teacher and mentor for summer program with Lanai Culture & Heritage Center.

Native Hawaiian Education Association- annual conference at UHMC. Part of planning committee.

Workplace and Societal Violence Insight into an Active Shooter – Roger Strecker, How to recognize a potential shooter, what to do when a shooter is in the area.

Respectful Workplace for Supervisors, 2018 – Makana Chai. What is Equal Employment Opportunity, wrongful action, harassment, and legitimate business reason.

Preventing Harassment and Upholding Workplace Values, 2018. Makana Chai. Learning the laws of harassment, policies and upholding workplace values.

Managing Disruptive Students, 2018 – How to assess student behavior and protocol to follow if this happens.

Archiving Workshop, 2018-2019 – With the assistance of a state archivist, staff was able to learn the fundamentals of working with archival collections and how to preserve family history.

Preservation Essentials, 2018 – Session involved learning how to save and preserve historic properties and cultural sites.

Genealogical Research for Hawaii Families, 2018 – Learn about the resources available to research family genealogy.

Puke Kamali'i, 2019 – Collaboration with Lanai Culture & Heritage Center in writing a story book about places of Lanai.

Pūlama Lāna'i introduction Watershed and Reef Restoration, 2019. Collaboration sought to rebuild the island ecosystems and well as protecting and restoring the endangered plant and animal species.

BUDGET:

LEC is in the process of renewing the LEC lease with Pūlama Lāna'i. The facility is in need of repairs. Some of the repairs needed is termite and rodent control, to avoid damage to equipment and building. These repairs will help to insure the safety of the students and also the staff. Recently Pūlama stated that they are not able to consider a new facility. With current budget cuts, at UHMC, the LEC facility has not had any repairs done.

STAFF NEEDS:

OPERATIONAL – .5 APT – With increase in enrollment, especially with the dual enrollment increase, a .5 APT is necessary so we can continue to offer the wrap around services to all the students.

.5 JANITORIAL – Without regular janitorial service, cleanliness is an issue. With the termites and rodents, it is a constant battle to keep the facility clean and germ free.

Increase in landscaping hours – Contract for landscaping is only 4 hours a month. This is not enough to maintain the area. Need to increase hours to at least 8 hours a month.

RECOMMENDATIONS:

---Consider short-term training.

Outcome: Collaborated with EdVenture to do Fire Exam Training with 7 participants. Tried to do an Automotive class in summer, but didn't have enough enrollment.

---Need to grow the LEC program. Staffing is an issue, with only two permanent staff members. When one employee is out, the other pulls a double shift.

Outcome: With consistent outside funding we have been able to hire a .5 APT through a grant. This has helped to stabilize/increase enrollment and offer wrap around services to the students. If this position could become a permanent position it would help in growing the LEC programs.

----Plan and schedule "live" classes. (Lāna'i has a very small pool of instructors on-island that meet the MQ or DQ.)

Outcome: Fall 2018 we have a live Hawaiian Language class with 20 students.

---Create and increase recruitment strategies to assist enrollment growth. (To increase enrollment we have recruited high school students to be part of the dual enrollment project.)

Outcome: We have increased the dual enrollment by 8% from last year.

---Increase new student orientation. (We have implemented a NSO with all new students every semester, to assist them in navigating the UH system, STAR and Laulima.)

Outcome: Students have been able to navigate the UH system and websites comfortably.

GOALS SET IN 2017-2018 for 2018-2019:

1. Continue to increase the dual enrollment project. Implement a tracking system for the seniors that graduated and see where they are at and gauge if the dual enrollment project is helping students persist in college.

Dual enrollment has increased each year by 2-4 students. Not a large increase, but the students are persisting year by year. Graduating students are also staying in college through their first year.

2. LEC will offer workshops in SAT Prep and Financial Literacy to the dual enrollment students, and others that wish to participate.

Each semester Financial Literacy is being offered to the students to attend. LEC is also offering it to 9 and 10 graders. SAT prep was offered in the beginning of the school year and we see students studying for the exam more frequently.

3. Explore OCET EdVenture non-credit classes. Work with the community and advisor board on what courses they need and how we can get funding to assist the students.

When offering the Fire Exam course, funding was available through Alu Like and Kamehameha Schools for the students.

4. LEC will work on a game plan to market classes, and UH system offerings.

LEC has been doing more news articles about its programs in the community newspaper Lanai Today and UH Foundation newsletter.

5. Staff will continue to attend training sessions from the UH System to stay informed of policies and procedure changes.

Staff had attended 5 training sessions this year.

6. Start to look at what a new or remodeled facility would look like.

LEC still need to look at possible models.

7. Reestablish Advisory Board.

LEC still needs to reestablish board.

GOALS 2019-2020

1. LEC will work to accomplish # 4, #6, and #7 from previous year.
2. Formulate College and Career Prep into dual enrollment program.
3. Plan and execute DOE 'Olelo Hawai'i into the DOE school and community.
4. Plan and execute courses for Early College program with UH/DOE.