

Kilo Hōkū i ola koa i kai loa

"Observe the stars in order to live long in strength on distant shores."

The Maui Community College Counseling Department provides services that assist students to realize their educational goals.

COUNSELING DEPARTMENT ANNUAL PROGRAM REVIEW 2007 - 2008

MAUI COMMUNITY COLLEGE STUDENT AFFAIRS – Counseling Department 2007-2008 PROGRAM REVIEW

MISSION STATEMENT

The mission of the Maui Community College Counseling Department is to provide services that assist students in realizing their educational goals.

FUNCTIONAL STATEMENT

The counseling department serves prospective, enrolled, and former students.

The counseling department supports students in articulating, developing, and meeting educational, career, and personal goals.

The counseling department supports the college community with recruitment and retention efforts.

The student affairs programs are committed to providing full student support services that embrace the spirit of Aloha, Collaboration and Respect.

Specific functions include:

- Provide pre-college information and orientation programs.
- Provide comprehensive academic, career, and personal counseling services.
- Build and maintain the on-line student degree audit program (STAR).
- Provide individualized and group counseling services including crisis intervention and community referral services.
- Organize and oversee college transfer services.
- Provide financial aid and scholarship support services.
- Provide peer-recruitment services.
- Provide high school outreach.
- Oversee counseling services for all outreach sites.
- Utilize current and emerging technology in providing enhanced services.
- Provide community outreach and liaison services with public and private social service agencies and educational institutions.
- Evaluate student transcripts.
- Complete advanced standings to officially transfer credits from non-MCC institutions.
- Verify student certificate and degree eligibility.
- Serve as liaison to campus academic departments.
- Serve as faculty/staff resource, including serving on college and system-wide committees.
- Teach self-development and career development courses as time permits.
- Provide academic accommodations to students with disabilities.

MAUI COMMUNITY COLLEGE STUDENT AFFAIRS – Counseling 2007-2008 PROGRAM REVIEW SUMMATIVE DATA Table 1

| Institutional | OBJECTIVES | FY07 | FY08 | FY 09 |
|-------------------|---|---|---|--|
| Goals Recruitment | Maui County high school graduates by 25%. | County high school graduates | County high school graduates | Increase number of Maui County Class of 2009 registrants by 10%. |
| | Perkins Student2Student Peer Recruiting Program – Increase enrollment of high school graduates in non- traditional programs by 10%. | N/A | 3 new high school graduates enrolled in non-traditional programs—an increase of 10.3% | Per Perkins grant, increase new high school graduates who are enrolled in CTE programs by 5%. |
| | Provide educational planning and academic advising to prospective students. | In the 2006-07 academic year, the Counseling Department served 4474 prospective and graduate/leaver students* | In the 2007-08 academic year, the Counseling Department served 5379 prospective and graduate/leaver students* | |
| | | * Number of contacts included NACAC and HACAC college fairs, along with MCC help desk inquires. | h MCC help desk | |

| Institutional Goals | OBJECTIVES | FY07 | FY08 | FY 09 |
|------------------------|---|--|--|--|
| Persistence | Provide counseling services (e.g. academic, career, and personal) to 60% of currently enrolled students. | Served 58% (1645) of enrolled students during Fall 06 semester. | (1704) of enrolled | Serve 60% of enrolled students during Fall 08 semester. |
| | | Served 70% (1810) of enrolled students during Spring 07 semester. | of enrolled students during Spring 08 | Serve 68% of enrolled students during Spring 09 semester. |
| | Of the enrolled students seduring the Fall 07 semesters Spring 08 census date. Of the 1259 enrolled stude Counseling department during were enrolled by the Spring | | | |
| | 75% of student folders will contain an educational plan. | ll 1863 out of 298 (62%) student folders containe an educational plan. | %) student folders decontained an educational plan. | an educational plan. |
| Retention | 100% of the Maui County 2008 high school graduates who apply to Maui CC will attend a New Student Orientation (NSO). | N/A | 100% (390) of incoming Maui County high school graduates who enrolled at Maui Coin Fall 2008 attended NSO. | 100% of incoming Maui County 2009 high school graduates who apply and intend to enroll at Maui CC will attend NSO. |

| Institutional | OBJECTIVES | FY07 | FY08 | FY 09 |
|--|---|------|--|--|
| Goals | Provide counseling support services to 100% of the Maui County high school students enrolled under Maui CC dual credit programs, i.e., Kamehameha Schools-Maui Campus and Department of Education (DOE) Running Start students. | | services were provided to 93 (100%) Running Start students during FY 08. | Provide counseling support services to 100% of the Maui County high school students enrolled under dual credit programs. |
| Student Graduation/ Goal Completion | | | Certified 100% (881) graduation applications. | Certify 100% graduation applications. |

COMPREHENSIVE PROGRAM REVIEW UPDATE

In reviewing the Counseling Department's Comprehensive Program Review, the following highlights provide an update of the progress or status of the findings of the self-study:

The need for more, general funded staffing to provide stability and flexibility: As a result of the 2007-08 legislative request, the Maui Community College Counseling Department received funding for three general funded, tenure track counseling positions and an Office Assistant III position.

While the Counseling Department embraced the three positions, it also experienced a reallocation of its federal funds and special funds that were used for many years for counseling positions. Challenges faced by the department included meeting the academic advising demands of all of the CTE programs and, in particular, the Automotive Technology and Culinary programs. In addition to this, workload issues still need to be addressed and although the Counseling Department appreciates the increase in the state general funds, it is evident that the Office of Student Services still remains deficient in certain areas to meet prospective, currently enrolled, and returning student needs. Furthermore, as Maui Community College continues to prepare for additional two and four year degrees, it is even more evident that the need exists for a recruiter, transcript evaluator, and Director for the Counseling Department.

■ Increase in Responsibilities for the Director of Counseling position: Each year the responsibilities assigned to the Director of Counseling increases. The department believes that a minimum of 1.0 FTE position is critical as there is a need to oversee the day-to-day operations of the department, as well as to respond to campus and system-wide requests, issues, and concerns.

In addition, although such a position may not formally exist within the system, it does warrant further examination, discussion, and support.

| | CO | | 2 - FORMATIVE DENT LEARNING OUT | | |
|--|--|---|--|--|--|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | Assessment Tool(s) & Methods of Utilization | Analyzing Results As Relates to Objectives | Plan & Implementation |
| | | | | | |
| INTELLECTUAL | ■ Produces personal | ■ Academic and | Educational Plans in | 3164 (67%) student | The department does not |
| GROWTH | | career services | | Educational Plan. | have enough expertise to develop an accurate and efficient database. Assistance is needed on an ongoing basis from |
| | | | | Goal is benchmark | someone with expertise in Access and Banner to facilitate our data collection, retrieval, and analysis and to increase departmental efficiency. |
| | | | 3.77/4.00 on "My counselor assisted me in | over 2006-07 | This is the third year that data collection has been compromised due to the lack of an effective internal data collection system, as well as a data analyst. |
| | | | Average rating of 3.82/4.00 on "My counselor was knowledgeable about the courses required to meet my academic goals" | Exceeded benchmark. Rating improved over 2006-07 academic year (3.76/4.00) | |
| | ■ Uses complex information from a variety of sources (e.g. STAR, catalog schedule of classes) to make decisions. | | MCC Counselor evaluation (N=508; rating scale 1-4 with 4= Strongly Agree) by students. | Goal is benchmark rating of 3.70/4.00 | 1 |
| | io mare decisions. | | Average rating of 3.73/4.00 on "I have learned more about courses and have a better understanding about my degree program" | Exceeded benchmark. Rating improved over 2006-07 academic year (3.70/4.00). | |
| | | | Average rating of 3.75/4.00 on "I can now apply the information learned in this session to selecting courses and determining my academic progress" | Exceeded benchmark. Rating improved over 2006-07 academic year (3.72/4.00). | |

| Table 2 - FORMATIVE COUNSELING STUDENT LEARNING OUTCOMES | | | | | | |
|---|---|---|--|--|---|--|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | | | Plan & Implementation | |
| | | | | Exceeded benchmark. Rating improved over 2006-07 academic year (3.65/4.00). | | |
| | | services | 2008 CCSSE Frequency Distribution for Maui CC: 92.5% of CCSSE participants rated the importance of academic advising as "somewhat" or "very." | The 2008 rating on importance was 1.8% higher for Maui CC as compared to the other 2008 consortium colleges benchmark. Compared to the 2006 Maui CC results in this area (93%), there was a rating decrease of .5% | Explore the difference between the "importance" rating and the "frequency" rating by conducting student focus groups. | |
| | | | 57.8% of CCSSE participants rated the frequency of academic advising as "sometimes" or "often." | The 2008 rating on frequency was 1.6% higher for Maui CC as compared to the other 2008 consortium colleges benchmark. Compared to the 2006 Maui CC results in this area (60.6%), there was a rating decrease of 5.1% | | |

| | co | | 2 - FORMATIVE ENT LEARNING OUT | | |
|---|--|--|--|--|---|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | Assessment Tool(s) & Methods of Utilization | Analyzing Results As Relates to Objectives | Plan & Implementation |
| | | audit program: 100% of Maui CC's STAR | _ | 100% of Maui CC STAR Academic Journeys for Certificates of Competence, Certificates of Completion, Certificates of Achievement, Associate Degrees, and Bachelors degrees are "live" to students. New Liberal Arts degree has been built, but is still in testing mode. Not yet "live" to students. | Counseling Department has been responsible for building and maintaining the Maui CC STAR degree audit system. Beginning FY09 this will become a shared responsibility of the Counseling Department and the Curriculum/ Banner office. |
| | ■ Employs critical thinking in problem solving | ■ Academic, career, and personal counseling services | MCC Counselor evaluation (N=508; rating scale 1-4 with 4= Strongly Agree) by students. Average rating of 3.69/4.00 on "I am now aware of informational resources (e.g. TLC, EOC, Financial Aid) that are available to me" Average rating of 3.83/4.00 on "My counselor is supportive and encourages me to make decisions that will lead to my success". Average rating of 3.79/4.00 on "My counselor suggests helpful alternative when am facing academic difficulties" | year (3.62/4.00) Exceeded benchmark. Rating improved over 2006-07 academic year (3.77/4.00). Exceeded benchmark. Rating improved | |

| | | Table 2 | FORMATIVE ENT LEARNING OUT | COMES | |
|---|--|---|---|--|---|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | Assessment Tool(s) & Methods of Utilization | Analyzing Results As Relates to Objectives | Plan & Implementation |
| | | | | | Cartinus to collect and |
| | transfer) | | MCC Admissions & Records graduation data | and Degrees certified by counselors: 468 Certificates of Competence 69 Certificates of Completion | Continue to collect and analyze, via Counseling database, front-end student data regarding educational goals (e.g. degree attainment, transfer, life-long learning) to better understand the needs of our students. |
| | | Evaluate student transcripts College transfer services, including maintaining a college transfer information center | | In Fall 2007, 176 Maui CC students transferred to UH university campuses. In Spring 2008, 100 Maui CC students transferred to UH university campuses. | Research Maui CC student transfers to non-UH system institutions vinational Clearinghouse. Explore availability of Otransfer data within UH system community colleges. |
| | | Annually update transfer information from UH system and private post-secondary institutions. | | Transfer program advising & activity station provides information on 100% of University Center on Maui baccalaureate and graduate options. | working closely with instructional faculty and university liaisons and to support counseling representation on articulation teams on |
| | | A member of the Counseling Department serve on the system-wide Academic Advising and Transfer Network | | Resources are | campus (Strategic Plan I Team on Articulation) a in the system (UH Syste Academic Advising and Transfer Network. |

| | Table 2 - FORMATIVE COUNSELING STUDENT LEARNING OUTCOMES | | | | | | |
|---|---|-----------------------------------|--|---|---|--|--|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | 201021000000000000000000000000000000000 | | Plan & Implementation | | |
| | | | | | | | |
| PERSONAL AND EDUCATIONAL GOALS | ■ Uses personal and educational goals to guide decisions | | transcripts received by Admissions & Records in FY08. Number of advanced standings entered into banner by Admissions & Records in FY 08. Number of transfer students in FY 08. Number of returning students in FY 08* *returning students may have attended another institution during their absence. 2008 CCSSE Frequency Distribution for Maui CC: 74.3% of CCSSE participants rated the importance of transfer credit assitance as "somewhat" or "very." | Admission & Records 185 Advanced Standings were awaiting input by Admissions & Records. 356 transfer students. 347 returning students. The 2008 rating on importance was 1.2% lower for Maui CC as compared to the other 2008 consortium colleges benchmark. The 2008 rating on frequency was 9.7% lower for | To promote a seamless registration, improved educational planning, and a completed educational plan during the first semester for transfer students, the need for a transcript evaluator is indicated. Hiring of a transcript evaluator would positively impact recruitment numbers and improve the persistence of transfer students. This is of particular importance if Maui CC moves to WASC Sr. commission. According to their WASC Handbook of Accreditation, "Institutions have a responsibility to make this distinction [acceptance of credit for admission purposes and the applicability of credit for degree purposes], and its implications, clear to students before they decide to enroll." Further, the Counseling Department recommends that the transcript evaluator position be housed under Admissions & Records. | | |
| | | | credit assistance as "often" or "sometimes" *40.3% chose "Do not know/not applicable." | Maui CC as compared to the other 2008 consortium colleges benchmark. | | | |

| | CO | | 2 - FORMATIVE DENT LEARNING OUT | | |
|---|---|---|---|--|-----------------------|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | Assessment Tool(s) & Methods of Utilization | Analyzing Results As Relates to Objectives | Plan & Implementation |
| | | | participants rated their satisfaction of transfer credit assistance as "somewhat" or "very" *53.2% chose "not applicable" | The 2008 rating on satisfaction was 3.4% lower for Maui CC as compared to the other 2008 consortium colleges benchmark. | |
| | | ■ Academic accommodations to students with disabilities | 2008 CCSSE Frequency Distribution for Maui CC: 68.7% of CCSSE participants rated the importance of Services to Students with Disabilities as "somewhat" or "very" 11.0%* of CCSSE participants rated the frequency of Services to Students with Disabilities as "often" or "sometimes" *53.8% chose "Do not know/not applicable." 25.2%* of CCSSE participants rated their satisfaction of Services to Students with Disabilitie as "somewhat" or "very" *65.9% chose "not applicable" | Maui CC as compared to the other 2008 consortium colleges benchmark. The 2008 rating on frequency was 3.4% higher for Maui CC as compared to the other 2008 consortium colleges benchmark. The 2008 rating on satisfaction was 7.3% higher for Maui CC as compared to the other 2008 | · |

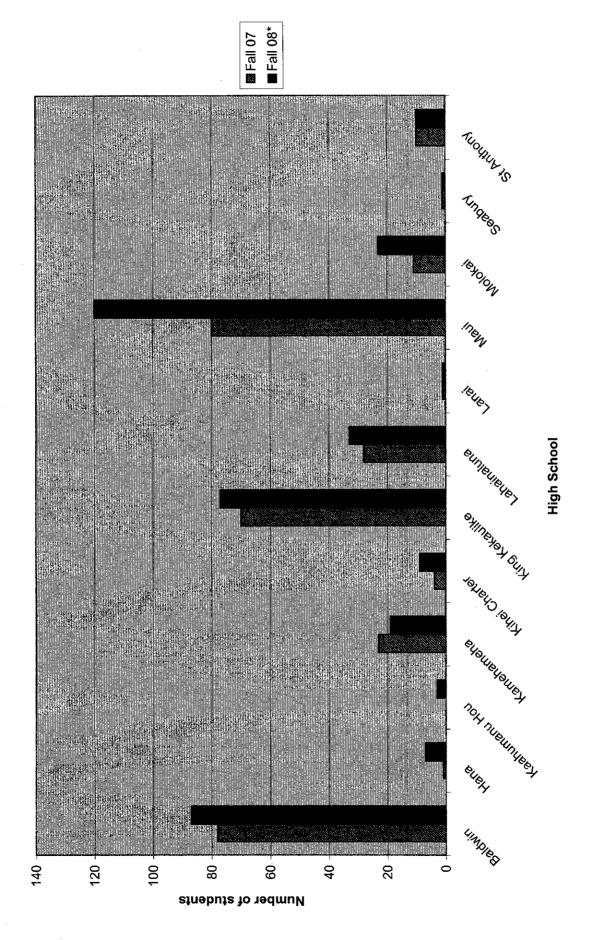
| | CO | Table 2 UNSELING STUD | -FORMATIVE ENT-LEARNING-OUT | COMES | |
|---|--|---|--|--|--|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | Assessment Tool(s) & Methods of Utilization | Analyzing Results As Relates to Objectives | Plan & Implementation |
| | | | | | |
| EQUITY AND ACCESS | provided on a fair and equitable basis. | accommodations to students with disabilities: Using Perkins funds, brochure developed and disseminated to publicize the availability of services to students with disabilities. | egistered with Disability Coordinator. | with Disabilities Coordinator increased by 22% FY 07—served 153 FY 08—served 187 | Develop a tool to assess Disability Services. |
| Contact with high school counselors to inform of current Maui CC programs, resources, and admission procedures. | | Outreach: High School | Survey Monkey to be sent out to participants following conclusion of workshop. | high school counselors attended | Develop an assessment of the high school counselors workshop with the goal of ensuring that information provided to the counselors is useful for their students. Expand participation by including Hui Malama, Maui Community School for Adults, and high school special education transition teachers. |
| Collaborative campus effort to improve recruitment of prospective students. | | ■ Provide precollege information: Provide recruitment services to Maui County high schools and other related educational organizations, and to the general public, in coordination with other Student Affairs offices and instructional programs. | | contacts from FY07 to FY 08. Increase of 27% in | visits to Maui County High Schools, and other educational organizations (e.g. Hui Malama, Maui Community School for |

| | Table 2 - FORMATIVE COUNSELING STUDENT LEARNING OUTCOMES | | | | | | | |
|--|---|---|---|--|-----------------------|--|--|--|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | Assessment Tool(s) & Methods of Utilization | | Plan & Implementation | | | |
| Program Goals | each SLO | ■ High School Outreach: National and statewide recruiting, including HACAC and NACAC fairs. | Number of prospective student contacts | There was a 17% increase in the number of overall prospective student contacts (which included high school prospects). | | | | |
| | | | | enrolled students that the Counseling Department served slightly decreased (.5% less in Fall 07 and 5% less in Spring 08). | | | | |

| COUNSELING STUDENT LEARNING OUTCOMES Student Learning | | | | | | | |
|---|---|--|--|--|--|--|--|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | Assessment Tool(s) & Methods of Utilization | As Relates to Objectives | Plan & Implementation | | |
| | | | | | | | |
| Collaborative campus effort to improve student retention and persistence. | | the lead responsibility to develop and implement New Student Orientation (NSO) due to the vacancy of the Student Life Coordinator position. NSO is a cooperative effort of all Student | responses using 5-point Likert scale – strongly agree, agree, disagree, strongly disagree, not applicable: "Based on your knowledge of the following services, which will help you succeed at Maui CC: EOC (Educational Opportunity Center) Financial Aid TLC (The Learning Center) Ka Lama Computer Center Ho'okahua Computer Center Library Clubs Ku'ina Student Support Servies Pai Ka Mana Counseling Department" Students were allowed to select multiple services. | 77% (220) of the students chose Counseling Department as a service that would help them succeed. | Student Life Coordinator will resume lead of NSO Counseling will continue to provide academic advising support. Compare the retention ar persistence rates of the 2008 Maui County high school graduates to the 2007 Maui County high school graduates (controgroup; no NSO) to assess if NSO is effective. | | |

| Table 2 - FORMATIVE COUNSELING STUDENT LEARNING OUTCOMES | | | | | |
|--|---|--|--|--|---|
| Student Learning Outcomes (SLO) And/Or Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | Assessment Tool(s) & Methods of Utilization | | Plan & Implementation |
| | | | | | ត្រូវត្រូវប៉ុន្តែក្រុម ស្រាស់ក្រុម ប្រវត្តិក្រុម ប្រវត្តិ |
| Collaborative campus wide effort to improve student persistence. | | Education Management. | Assessment of STAR faculty training. Survey Monkey sent at conclusion of workshop. Examined the following responses using 5-point Likert scale – strongly agree, agree, disagree, strongly disagree, not applicable: "I will utilize what I have | participated in the Ho'okele initiative. 20 faculty and staff attended a STAR workshop for advisors. 50% (10) of participants responded to survey. | Continue to provide training and mentoring to faculty advisors. Assess persistence rates of students who receive academic advising from Counseling Department. |
| | | Counseling Department provides training and mentoring to faculty advisors in the new Faculty Advising program. | students and support their efforts to achieve/attain/ reach their educational goals." | respondents | |

High School Enrollment

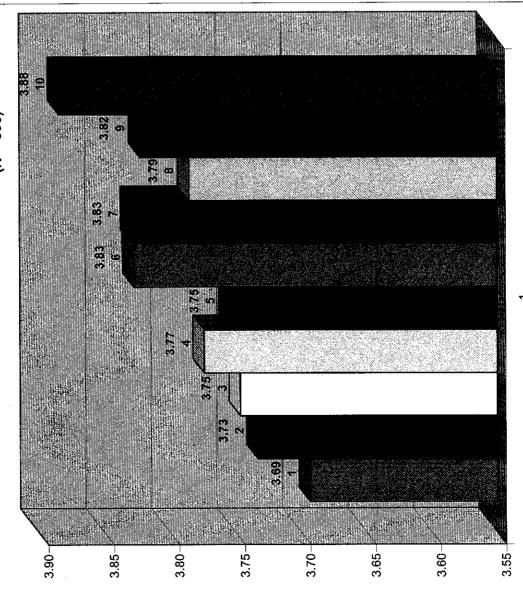


*Fall 2008 numbers are from NSO report

1 = Strongly Disagree

2 = Disagree 3 = Agree

3 = Agree 4 = Strongly Agree Combined Evaluation Response FY 2008 (N = 508)



- 1. I am now aware of informational resources (e.g. The Learning Center, Educational Opportunity Center, Financial Aid) that are available to me.
- 2. I have learned more about courses and have a better understanding about my degree program.
- □3. I can now apply the information learned in this session to selecting courses and determining my academic progress.
- A. My counselor assisted me in developing an educational plan that will help me realize career goals.
- ■5. I am more confident about deciding on the next step in my educational plan.
- 6. I was satisfied with how the advisor handled my questions.
- ■7. My counselor is supportive and encourages me to make decisions that will lead to my success.
- ■8. My counselor suggests helpful alternatives when I am facing academic difficulties.
- 9. My counselor was knowledgeable about the courses required to meet my academic goals.
- ■10. It was easy to talk with my counselor.