

CAS Reference	Campus Recommendations	Progress
Part 2. Program 2.7	Work towards resolution of issues under the jurisdiction of other offices, e.g., issuance of student aid checks and return of funds from Business Office, add/drops from Registrar, tracking last date of attendance by instructors, etc.	FAO has initiated strategies to encourage communication/collaboration amongst various departments (Adm, FAO, Bus Office, Counseling) <ul style="list-style-type: none"> <li>• Complete Withdrawal Form</li> <li>• Withdrawal Chart (FA impact)</li> <li>• R2T4 Monitoring/Tracking Sheet</li> </ul> (See attachment A.1)
Part 5. Human Resources 5.1	Request inclusion in biennium budget 1.0 Financial Aid position	FAO requests the Vice Chancellor of Student Affairs' full support. Please see below*
Part 6. Financial Resources 6.1	Establish set budget within Student Services for Financial Aid Office	Request for set budget submitted and was approved by the Vice Chancellor of Student Affairs (See attachment A.2: Budget Request)
Part 7. Facilities, Technology, and Equipment 7.2	Provide formal report on nature of conditions (condition statement)	No longer needed since relocation of Financial Aid Office.
Part 11. Diversity 11.2	Provide training on SLO's and preparing Program Review	No formal training received, but guidance given via manuals and instructional CD.

\*As noted in the recommendations from the comprehensive program review, *the Financial Aid Office has successfully met the increasing demands of more students accessing financial aid services, loans, and scholarship opportunities. Updated 0708 data shows significant increases in # of students awarded and # in Pell recipients. Rigorous efforts and assessment must continue.* (See attachment: Finaid Data)

Since the program review, the department has taken on added responsibilities, outside the realm of traditional financial aid operations:

- Academic transcript review: Necessitated by new federal grant program (ACG) and new state scholarship program (Hawaii B+ Scholarship) and new institutional programs (UH Centennial and MCC Merit Schol)  
(HS Transcript Tracking Sheet can be provided)
- Recruitment/Retention: More active participation in recruitment initiatives both on and off campus  
(See attachment: Financial Aid Program Goals and SLO's)  
(Mu'o A'e data can be provided)
- Lead role in coordinating Gear Up initiatives at local Gear Up high schools and on campus  
(Gear Up Data can be provided)

**In order to continue successful administration of financial aid, while continually striving to improve/modify processes, and actively participating in campus efforts for recruitment and retention, the department needs a permanently funded full-time position. The 0708 data substantiates that well-thought-out, targeted initiatives are tied to results. This position would replace the temporary position currently funded by Gear Up.**