

UH MAUI COLLEGE
STUDENT AFFAIRS – Student Life
Fall 2010/Spring 2011 - PROGRAM REVIEW

MISSION STATEMENT:

Student Life creates learning opportunities by providing co-curricular programs to foster student education and enhance the overall educational experience of students. It is learning that happens outside of the classroom. Involvement in programs and activities from Student Life develops student's leadership skills, team-work abilities, and time management skills.

STUDENT LIFE VISION:

THE VISION OF Student Life is to create opportunities on campus through our programming, boards, events, and partnerships that will develop student's leadership, personal, and professional abilities.

Student Life Office Specific Functions include:

- Develops, plans, implements, evaluates comprehensive co-curricular student life program including educational, social, cultural & recreational components and student government, activities, organizations, publications, and other special interest groups,
- Provide high quality services, including promoting student involvement on campus and assisting students with the proper resources,
- Over see the Student2Student Program
- Coordinate New Student Orientation,
- Coordinate Frosh Camp,
- Coordinate General Student Orientation,
- Advise Student Government,
- Advise Board of Student Publications – process all stipend awards, casual/overload forms, requisitions, super quotes, etc.,
- Advise Campus Clubs,
- Coordinate, manage, implement new ideas, and budget for the Wellness Center,
- Coordinate Commencement Ceremony,
- Over see the Academic Probation Policy.
- Coordinate Ask Me Tables,
- Coordinate Campus Tours,
- Create, order, distribute student planners to all enrolled students,
- Distribute support services and program information to all students in an equitable manner that compliments institutional priorities,
- Provide stewardship over Federal, State, institutional and external funds in compliance with regulations.

- Maintain accurate records necessary to meet federal, state, and institutional reporting requirements.
- Develop and implement policies and procedures for student assistants, student ambassadors, and peer mentors.
- Oversee Perkins funded staff, student assistants, student ambassadors, and peer mentors, including maintaining accurate records for the Federal, State, and institutional programs and /or grants,
- Pursue continued professional development opportunities to ensure staff knowledge of current student leadership initiatives,
- Utilize technological initiatives to simplify and streamline the delivery of information to students,
- Serves on campus-wide task forces, committees, and groups to represent the interests of Student Life,
- Prepare requisitions to business office to process payment of all student activity sponsored events,
- Informs the campus community of all student activity, events and functions,
- Provide advice and assistance to any student/staff in planning a campus activity,
- Recruit students to participate in co-curricular activities to complement their education,
- Collaborate with other student life professionals, as well as faculty/staff of UHMC to strengthen the Student Life Department,

Student Life manages 11 programs and 6 budgets which fall under 3 categories:

1. Category 1 – First Year Experience

- A. Student2Student Program (S2S)
- B. New Student Orientation (NSO)
- C. Frosh Camp
- D. General Student Orientation (GSO)
- E. Campus Tours

2. Category 2 - Retention

- A. Associated Students of the University of Hawai'i Maui College (ASUHMC)
- B. Campus Clubs
- C. Wellness Center
- D. Board of Student Publications (BOSP)
- E. Additional Student Life Activities

3. Category 3 – Completion

- A. Academic Probation Policy (APP)
- B. Commencement

Below please find the report for all 3 categories:

Category 1 – First Year Experience

A. Student2Student Program:

Academic Year Presentations	Total # of S2S Participants	Total # of Seniors Attending S2S	Total # of Seniors Applying to UHMC	Total # of Seniors Attending an NSO Session	Total # of S2S seniors attending NSO	Total # of S2S Students Registered in Fall	Total # of S2S students registered in CTE majors in Fall
2010-2011	1031	455 (44.1%)	63 (for fall 2011)				

*Data is still being collected for AY2011

B. New Student Orientation (NSO):

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	F08/S09/F09/S10/F10
NSO 2008 (Total of 420 students attended NSO)	376 registered (81/376 or 22% are NH)	329 registered (75/329 or 24% are NH)	267 registered (69/267 or 26% are NH)	232 registered (70/232 or 30% are NH)	203 registered (53/203 or 26% are NH)	183 persisted (52/183 or 28% are NH)

	Fall 2009	Spring 2010	Fall 2010	F09/S10/F10
NSO 2009 (Total of 454 students attended NSO)	420 registered (172/420 or 41% are NH)	350 registered (139/350 or 40% are NH)	263 registered (102/263 or 39% are NH)	270 persisted (102/270 or 38% are NH)

	Fall 2010
NSO 2010 (Total of 451 students attended NSO)	400 registered (137/400 or 34% are NH)

C. Frosh Camp:

Over view of Frosh Camp at UHMC:

- Took Place on August 10, 2010 and August 11, 2010

- 85 out of 85 students attended on day 1, and 83 out of 85 on day 2 (open to 50 Mu'o A'e students and 50 NSO students)
- 5 committee members comprised of faculty and staff
- 10 Peer Mentors
- 4 Faculty/Lectures participated in campus connections
- StrengthsQuest overall top 5 Themes
- 1 Credit earned by completing IS 103S, *Building College Strengths*
- Frosh Camp 2011 will be held on August 9, 2011 & August 10, 2011
- All NSO students will be invited to Frosh Camp (approximately 500 students)

D. General Student Orientation:

- A. August 8, 2010 – 139 students attended; August 18, 2010 – 157 students attended
- B. January 5, 2011 – 61 students attended; January 8, 2011 – 77 students attended

E. Campus Tours:

- Amount of Campus Tours: 12
- Number of Campus Tour Participants: 68
- Amount of College Fairs/Family Nights: 10
- Number of College Fair/Family Night Participants: 425

Category 2: Retention

F. Associated Students of the University of Hawai'i Maui College (ASUHMC):

- a. Campus Activities (15 total for fall 2010)
 - General Student Orientation
 - All Clubs Day
 - Club Orientation
 - Welcome Back Dance
 - Kiku No Kai (Japanese Club) Kure Event
 - Movie Nite
 - Fall Fair Festival
 - Talent Show
 - Halloween Dance
 - Thanksgiving Luncheon
 - 2011 Miss Maui and the 1st Mr. Maui Scholarship Program
 - Winter Dance
 - Cookie Decorating and Christmas Ornament Contest
 - End of the Semester Event

b. Campus Activities (18 total for spring 2011)

- General Student Orientation
- All Clubs Day
- Club Orientation
- Welcome Back Dance
- Chinese New Year Celebration
- UHMC Volleyball Tournament
- I Scream for Ice Cream Event
- Valentine's Day Dance
- Student Appreciation Luncheon
- Talent Show
- Open Mic Nite
- Hana Hou Talent Show
- Faculty/Staff Appreciation Luncheon
- UHMC Canoe Regatta
- Celebrate Reading
- Fashion Show
- ASUHMC Student Body Elections
- Aloha Bash Concert
- Kabatak Club Finals Stress Care Snack Pack Event

c. **Other ASUHMC activities:**

- Board of Regents Breakfast
- Caucus meetings
- Executive Committee meetings
- Student Conduct hearings

G. Campus Clubs: (15 total clubs for fall & spring)

- Active Minds
- Rotaract Club of UHMC
- Peace Club
- Kiku No Kai
- Health Occupations Students of America (HOSA)
- The Couture Club
- Gay Straight Alliance Club (GSA)
- Polynesian Club
- Go Green Club
- Hui Ho'okipa Club
- International Club

- Phi Theta Kappa Club
- Kabatak Club
- Hui Lei Ola Club
- UHMC Canoe Club
- Campus Clubs: (15 total clubs for fall & spring)

H. Wellness Center:

- Fall 2010 – 36 members
- January 5, 2011 – Wellness Center Open House approximately 200 people attended, Instructor demo's, Culinary Chef's and student(s) demo's, Blood pressure checks by the Nursing students, Oral hygiene awareness by the Dental students. This event was sponsored by ASUHMC
- Spring 2011 – 106 members
- Generated approximately \$ 12,000.00 in the spring semester
- Summer 2011 will be launched at the Health Fair sponsored by the Nursing students.
- Fall 2011 – the 2nd Annual Open House is being planned for August 18, 2011

I. Board of Student Publication (Ho'oulu)

Staff Members Present: Gavin Azevedo, Editor; Emilie Howlett, Staff Writer; Sarah Ruppenthal, Faculty Advisor, Rod Antone, Co – Advisor (not present)

Guests: Amber Kiep, Katrina Schenk, Dwight Baldwin, Warren Higuchi, Brenda Starcher, Ryan Buckley, Joann Grand

MEETING HIGHLIGHTS:

I. Website

- Joann Grand (website developer) presented template website, provided tutorial to staff members;
- Website has placeholders for "ready to go" stories and columns;
- Staff members approved all column headers (i.e., "News," "Marketplace," "About Us");
- "Ho'oulu Herald" is placeholder until name is finalized;
- All completed stories and columns (with accompanying photos) will be uploaded onto the site once we gain approval of name change and name contest (Sarah will write/upload contest information and guidelines)
- Template website is online: www.uhmcnews.wordpress.com;
- Ryan Buckley approved of initial website design, requested link to site when it is ready to launch.

[Note: Last month, the students unanimously voted to replace the name "Ho'oulu" (via a campus-wide "Give us a Name" contest) as this will not only reflect the school's transition (from MCC to UHMC), but also encourage students to participate in (and identify with) the creation of *their* school newspaper. Further, the students acknowledged the potential conflict and/or confusion that

may arise with existing sites and materials that carry the “Ho’oulu” name (I discovered several “active” online sites). In my opinion, I think this would be a great way to “market” the newspaper, and connect with the UHMC student body—I hope you agree. ☺]

II. Timeline

- Anticipated launch date: Wednesday, April 27, 2011; however, we hope to launch it sooner—contingent on approval by UHMC administration;
- Upon approval, “Give us a Name” contest announcement/guidelines will be publicized;
- Frequency of submissions: stories and columns will be uploaded biweekly, or as news and events occur; newsletter subscribers will receive notification of posted stories;
- All stories and columns must be submitted to Gavin (for editing) and Sarah (for content approval);
- All photos must be high-resolution;
- Anticipated (inaugural) printing date: first week of Fall 2011 semester.

III. Completed Stories (or, “Ready To Go”)

- News: Kulanaa’o/UHMC student housing (Gavin)
- Features: Profile of ASUHMC (Emilie)
- A&E: Student talent show (Amber)
- Faces and Places: Espresso Bar (Amber)
- Faces and Places: Student Lounge (Emilie)
- Dining: Review of Moneypod Kitchen (Katrina)

IV. Stories in Progress

- General: Staff member bios (All)
- News: Name contest announcement and guidelines (Sarah)
- News: Editor’s welcome (Gavin)
- Feature: Non-traditional students (Gavin)
- News: UHMC cable channel (Emilie)
- Feature: UHMC Community Garden (J205 Submission)
- Feature: UHMC Go Green/Sustainability Club (J205 Submission)
- A&E: Live Music on Maui (J205 Submission)

V. Marketing Activities

- “Give us a Name” contest;
- Joann has set up Facebook and Twitter accounts under “UHMC News” (however, they are not active at this time);
- “Campus Spotlight” columns in the *Maui Weekly*, *Lahaina News* and *Maui Time Weekly*, in exchange for advertising spots on website (Sarah);
- Biweekly campus news reports on KAOI and Mana’o Radio (Sarah).

VI. Staff Issues

- Katrina Schenk to apply for open staff writer position;
- Sarah to write job description for remaining staff writer position (1), to be announced Fall 2011;
- Students unanimously decided to discontinue Webmaster position, as training for site maintenance has been provided;
- Joann agreed to remain available for troubleshooting, if necessary.

VII. Freelancers (Unpaid Positions)

- Freelance writers: Arjuna Collier, Dwight Baldwin and Amber Kiep;
- Freelance photographer: Warren Higuchi;
- Brenda Starcher expressed interest in writing a column on behalf of SLIM;
- Staff will assign stories, upon approval by faculty advisor.

Board of Student Publication (Maui Review Literary Journal) – No report was ever submitted by the Advisors: Elisabeth Armstrong and Michele Domenech. The journals were ordered and printed but I am not sure if they were distributed

J. Student Life Activities:

- Weekly Eblast's to students informing them of upcoming events
- BK's Show: promoting Student Life and all programs under Student Life
- Ask Me Tables
 - A. August 23 & 24, 2010 – no data
 - B. January 10, 2011 – assisted with 227 students, January 11, 2011 – assisted with 237 students
 - C. Planners: fall 2010/spring 2011 – 3000 were ordered and distributed

Category 3: Completion

K. Academic Probation Policy:

- Received first list of students (867) on January 11th
- Worked with Tressy in A+R to get students with repeat courses manually updated as soon as possible
- Letter sent to 867 students; e-mails sent to 867
- Interventions: signage around campus and to faculty, e-blasts, sitting outside Pa'ina, update e-mails
- Got updated list (491) on February 28th
- E-mailed all program coordinators their corresponding lists, spoke with coordinators
- Spoke to student services and disseminated list to them as well
- E-mailed student services the list of students on academic warning
- Received updates from program coordinators and student services on which students they have already contacted
- Placed AC holds on 256 students who had not already spoken with staff/faculty member and/or had not completed their Life Skills assessments. Holds read: "Ac Warning-Call Haley 984-3539"

- As of April 19th - 7 of the 256 students places on hold have made contact with Haley or Melissa over the phone or in person
- As of April 19th - 53 students have completed their requirements and have had the hold lifted from their records
- USA Funds Life Skills will send updated reports during the registration period (Haley will receive reports on Monday, Wednesday, and Friday between April 11th and April 29th), and holds will be lifted as it is confirmed that a student has completed his/her requirements (if a student wants to complete Life Skills that day to ensure placement in a class, he/she can bring Melissa a print out of their Life Skills and she will remove the hold immediately).

Student Requirements:

- Complete at least three Life Skills assessments
- Meet with someone to discuss academic status

Next Steps:

- Most CTE Program Coordinators are fine to meet with the students on their list, but we need to find out how to address the *Liberal Arts* population (157 of 256).
- Plan or next semester: as the list will grow each semester. Is this sustainable and how can the University support the Academic Probation Policy?

L. Commencement:

- Will be held on Sunday, May 15, 2011 at 1:00 p.m.
- Maui Arts and Cultural Center, Castle Theatre
- 184 graduates participated in the commencement ceremony

Strengths:

What advantages do you have?

What do you do well?

What relevant resources do you have access to?

What do other people see as your strengths?

Describe any particularly successful aspects of the Area as well as any honors, awards, or achievements.

What's the best "selling point"

What competitive advantages does your Area have?

Strengths

Advantages:

- The Student Life Staff has been a team for approximately 2 years with the Student Life Coordinator in a Casual Hire Position, 2 – Perkins funded APT Band A positions (temporary hire) and 12 student ambassadors/student assistants. The staff is dedicated to providing excellent customer service and to be an office that is student friendly. Campus departments refer students to the Student Life Office for many different reasons

and the student staff needs to be trained to answer the questions or refer them to the appropriate office.

- The Student Life Coordinator (Casual Hire) manages an office staff that includes: 2 Perkins funded APT Band A position, The Recruitment Coordinator and the Retention Coordinator (both are temporary hire positions), 12 student ambassadors/student assistants, and 12 Wellness Center Instructors.

Do well:

- Recruiting student leadership involvement and training them to be efficient, understanding, and transformational student leaders.
- Coordinating well attended events and partnering with campus divisions and student organizations.
- The Student Life Office engages students on campus and provides students with an opportunity to be involved and to build their own community on campus.
- Utilize students and their strengths to maximize efficiency and engagement on campus
- Communicating with the campus via email blasts and personal communication

Strengths from others:

- Budget
- Trained student leaders
- Event planning skills and workshop presentations
- Eagerness to assist with campus events
- Team oriented staff that is always open to assisting with events
- General campus information
- Weekly email updates to students about campus announcements

Successful aspects:

- Successful aspect would be the branding of Student Life. After 2 years students recognize the Student Life image, they attend the events, and come to the office and utilize the office as a resource.
- Consistently maintaining a full membership in all leadership areas: Student Government , SG, (9), New Student Orientation/Frosh Camp (12)
- The awareness within the campus and the community has grown which has lead to the increase in memberships for the Wellness Center.
- The revitalization of Ho'oulu to Student Life has engaged more students on campus who have different skills and talents.

Selling point and advantages: active student leaders who can help in every aspect, a non restrictive budget, event planning knowledge and experience, positive energy with great passion for the students.

Weaknesses:

What could you improve?

Where does your Area lack resources?

Where are we losing money?

Where are we vulnerable?

Weaknesses

Improve:

- All staff is in a casual and/or temporary position and offers little or no benefits. It is difficult to keep these positions filled as they are not secure and are low paying.
- Student Government and other student leaders are constantly asked to staff events, participate in committees, and volunteer for various activities: often times they do get stretched thin. Student Life is looking into engaging more volunteers on campus to alleviate that concern.
- Lack of IT support: Student Life is constantly in need of IT support for programming needs for all 11 programs. It is difficult to promote, manage, and run an efficient office without the proper IT support. Our information is outdated and needs prompt attention.
- Improvements to the Student Lounge to create a safer space for students and to move towards the Student Lounge being a full event facility (specific hours, sign in/out of equipment, students managing the facility, rules to enforce). In the past year the furniture has broken down and not being viewed as a welcoming place for students. Adequate upkeep is necessary especially with furniture as this poses a huge liability issue. There is a very strong odor (similar to bad foot odor) that needs to be addressed.
- The membership is continuing to grow in the Wellness Center and there is no adequate staffing for this program. It takes hours to manage from schedule planning, to facility upkeep (cleanliness, equipment, and safety), updating certificate records of all instructors, updating the website and face book page, creating timesheets for all instructors every 2 – weeks, and dealing with complaints from members. It is also not equipped with an AED to assist in the event of an emergency.
- New Student Orientation and Frosh Camp are programs that the Administration includes as an activity each year. Since fall 2010 this position was filled twice. The Student Life Coordinator needs to fill the position while continue with the necessary duties of the vacant position. These programs need to become institutionalized and budgets allocated to support it.
- The Academic Probation Policy is a new campus policy and was implemented in fall 2010. This policy is managed by a Perkins funded APT Band A position and we have had difficulty keeping this position filled. This position needs to be evaluated by the Administration and structured more to meet the demands and needs of the policy. The Academic Probation Policy is not a program in any of the other UHCC Student Life Offices.
- The Student Life Office would improve its efficiency in overall purchasing and customer service if we had a full time (40 hour/week) Student Life Clerk. This position would help in the overall management for all 11 programs that fall under Student Life.

Lack of resources:

- Programs such as the Student2Student program, New Student Orientation, Frosh Camp, and the Academic Probation Policy are all funded by Federal funded grants.

These grants are funded year to year and are not a guarantee each year. It is difficult to plan, hire, and carry out these programs of funding is not secured however they are all crucial to a student's First Year Experience.

- Funding for the Student Lounge: The Lounge is used by students as a safe space to hang out and stay engaged on campus. The campus utilizes the Lounge for large events such as NSO, support services and program events, community events, and more. The furniture needs to be portable, health and safety regulated, and visually appealing to standardize with the new campus look. Research with vendors has indicated that the Lounge furniture will range from \$50,000 - \$90,000.
- Commencement: Student Life has no funds for commencement. In the past all programs, invitations, and facility rental fees have come out of the marketing budget. There needs to be an account specifically for commencement costs and funds allocated each year for this event.

Losing money:

- Purchasing cheaper items to resolve an issue temporarily wastes money because they need to be constantly replaced.
- Continuing to train staff for temporary positions takes away from daily office work and the focus on our existing programs.
- Without adequate staffing we are not able to monitor each class and check membership payments.

Vulnerable:

- Student Life is stretched thin occasionally because we are asked to volunteer for many campus events (Student Government and Student Life staff).
- Lack of people in positions affects the programs that fall under those positions, which could result in the lack of Federal Grants to support those programs in the future.
- Student Life Coordinator is stretched thin by the 11 programs and 6 budgets that need to be managed.