

Rural Hawaii
Hawai'i Community College Quarterly Report

A. Summary of your project's activities for the prior quarter:

Outreach: Contacted community stakeholders with the purpose of recruiting new ambassadors who will continue to share information and recruit students. Obtained list of current and former non-completer students and contacted via phone and email to share information on new accelerated certificates. Participated in community and business events to distribute information, solicit validation for offerings, and promote Hawai'i Community College fast-track certificates.

B. List of classes launched to date, including class dates and enrollment

Class: MKT 151
of Students Enrolled: 3
Class Dates: 8/25/14 - 10/25/14

Class: BUSN 121
of Students Enrolled: 11
Class Dates: 8/25/14 - 10/25/14

Class: Portfolio Development Workshop Series
of Students Enrolled: 8
Class Dates: 8/25/14 - 11/30/2014

	LAB 133	LAB 134	LAB 135	
CLASS DATES: 8/25/14 – 12/18/14				
CLASS	BUSN 121L	BUSN 164L	ACC 193L	
# STUDENTS	18	19	11	
CLASS	BUSN 89L	BUSN 123L	ACC 132L	
# STUDENTS	16	10	14	
CLASS	BUSN 166L	BUSN 151L	ACC 120L	
# STUDENTS	11	13	11	
CLASS	BUSN 150L	BUSN 170L	ACC 210L	
# STUDENTS	17	9	15	
CLASS	BUSN 121L	BUSN 292L	BUSN 189L	
# STUDENTS	19	15	17	
CLASS	BUSNL 89	BUSN 182L	ACC 120L	
# STUDENTS	15	17	21	
CLASS		MKT 157L	BUSN 189L	
# STUDENTS		15	17	

CLASS			ACC 124L	
# STUDENTS			13	
CLASS			ACC 150L	
# STUDENTS			5	
TOTAL STUDENTS	96	98	124	
NON-DUPLICATES/ UNIQUE STUDENTS	70	70	94	165

NOTE: 12/18/14/END OF FALL 2014 165 students will have completed a Lab Course and 27 students will have completed an accelerated course. Total of 187 non-duplicative/unique students.

c. List of classes planned for the current quarter, including class dates:

Class: BUSN 164
of Students Enrolled: 16
Class Dates: 10/22/14 - 12/18/14

Class: MGT 124
of Students Enrolled: 6
Class Dates: 10/22/14 - 12/18/14

Upcoming Spring 2015 Courses:

Session 1

MKT 151
MKT 130
BUSN 150
ENT 120

Session 2

BUSN 164
BUSN 189
MKT 120
BUSN 151

D. Describe the status of any industry-recognized certificates, employer/ stakeholder assessments of curriculum, and online/technology-enabled components:

Expected completion 12/18/14 – Fall 2014

Certificate of Competence	# Completers
Business Foundations	2
Retail Foundations	2
Business Essentials	2
TOTAL	6

The Sustainable Lot Design and Sustainable Construction Technologies certificates have been approved. Online Class Request Forms submitted and codes have been assigned. Courses for Certificate start Spring 2015.

E. External organizations that have contributed resources and ways resources were used:

- Kona Kohala Chamber of Commerce: Media, promotions to members, assisted with setting up additional presentations for RH outreach
- Tutu's House: Media, promotions to community, setting up additional presentations for RH outreach
- WM Keck Observatory: Provide free use of facility for community informational meetings, promote HawCC and programs, and advocacy to other businesses
- The following organizations have provided use of their facilities: North Hawaii Education and Research Center, Kohala High School, Ainaloa Community Center, and West Hawaii Civic Center
- PACBLU, a business that specializes in workers compensation, disability claims, medical case management and vocational rehabilitation is a primary referral source. Ambassador for both accelerated business certificates and internship opportunities.
- Department of Veterans Affairs now provides staff to attend monthly student veteran talk-story sessions held on HawCC campus; Provides information to veterans about benefits.
- iCan Classes: C3T1 continually refers completers to transition to education and/or continues to serve as a internship referral source.
- Hawaii Island Realtors: Provides free booths at community events.
- Hawaii Island Tobacco Free Coalition- Providing internship opportunities for a position in marketing and possible brief intervention trainings in the future.
- NELHA- Natural Energy Labs of Hawaii- Interested in becoming a placement site.
- Ocean Eco Tours- Would like to explore options for internship placement.
- The Scuba Shack- Currently offers internships and would like to integrate our program.
- Kona Diving Company- Has parts of an internship program but would like to reformat to meet goals of our program.

- Kamehameha Schools- Would like to meet to explore possible internship opportunities at their Keauhou site.
- Hamakua Mushrooms- Contacted them for possible ag related internships. Spoke with in person and would like to meet to get more info and start internship positions
- Hawaii Wildlife Fund- Currently has intern program on Maui and interested in starting one here.

New Internship Sites

- Hilo Habitat for Humanity
- American Water Company
- Palani Makai
- Sandaltree
- Waikoloa King's Shops
- Three Fat Pigs
- Bezona Botanicals
- Ginger Sandell, CPA
- Allstate Insurance
- Ka'u Rural Health Communities

F. Your success stories:

An underemployed student took GIS 150 on Hawaii Island and sought additional job skills and knowledge. Student successfully went through the interview process with the Planning Department on the Island of Kauai and was offered a permanent Planner/GIS position that begins November 1st. She will continue with GIS 180 and obtain a Certificate thanks to consortium partnership with Kauai.

A second student taking GIS 150 was denied an interview with Hawaii County Planning Department for a CAD/GIS position. Student requested that interview committee/HR review his coursework in GIS 150 and was then granted an interview. We will report on student next quarter.

Several meetings were held with military representatives from the Department of Defense, Army, and Army National Guard to discuss a long-term partnership. The partnership would allow for the delivery of exclusive courses and customized educational delivery for active members, veterans and their families. Initial discussion took place throughout the quarter and we are looking to hold classes at the Army/National Guard complex in Hilo and the Kealakekua Armory in Kona beginning Spring 2015. Meeting scheduled for next quarter to discuss MOU. Future discussions also include providing

In lieu of a permanent space for Veteran Center on campus, regular monthly talk-story sessions for active military and veteran students are being held on

campus. The Department of Veterans Affairs has agreed to provide staff and attend sessions.

Community and Business partnerships have boosted outreach for the upcoming Quarter. RH team has planned around-the-island informational sessions focused on increasing college enrollment into our fast-track certificate programs. Sessions will be held during the early evenings in each major district on our island: Waimea, Kohala, Honokaa, Hilo, Pahoa, Ocean View, Keaau and Kona. Several press releases have been published in a variety of media outlets and community newsletters.

* See attached outreach plan for events this quarter.

G. Employer engagement:

a. List the employers who were involved in your project in the prior quarter (or provide a report from the Employer Engagement Database):

Hawaii Water Service Company
DroneFlow
Solar Innovations
Build It Green
Hoku Kai Biofuels
ProVision Solar
Big Island EV Association
Hawaii Wildfire Management Organization
ApTech Engineering
Island Planning
Chung Kim Farm and Trust
Kennedy Wilson

b. Describe how they were involved.

i. Any consultation or advisory meetings?

Yes, all the employers were presented RH program material, solicit for validations, and approached about internship opportunities.

ii. Did any of these employer partners:

1. Hire students who completed your classes?

- 1 student hired by Planning Department; See success story

2. Post an internship or cooperative education opportunity? (see above)

iii. Other involvement:

See Above

c. Describe specific roles and contributions:

N/A

d. What challenges did you encounter or resolve in the development and management of employer involvement?

On-going relationship management is necessary; Outreach efforts focus on attracting students to Hawaii Community College and engaging businesses in participation with college. Currently staff is in the process of creating a tool to re-engage businesses by collecting information and updating them on certificate progress.

e. Which employers and commitments were new?

Total Employer Contact for Quarter	17
Total Employer Contact	300

TRANSCRIPT EVALUATION

Transcript Policy (7.208/7.209) modified to allow for a more efficient and effective student friendly transfer evaluation process. Policy reviewed and approved by Academic Senate. Effective date of new policy: 4/30/14.

Total Evaluations completed	740
Total Students Serviced	508
Total Credits Awarded:	11655.43
Number of Articulations created	1211
Total Evaluations for VETs	66
Total Credits earned from Military transcripts:	337
Total credits VETs earned from Military and Non-Military schools:	493
Average Processing time (Calendar days) October 2014:	14.5
# of TCE Completed in 10/14:	8
Average Processing time (Calendar days) September 2014:	16.09
# of TCE Completed in 9/14:	56
Average Processing time (Calendar days) August 2014:	18.54
# of TCE Completed in 8/14:	51
Average Processing time (Calendar days) July 2014:	20.81
# of TCE Completed in 7/14:	73

PRIOR LEARNING ASSESSMENT (PLA)

- 8 students enrolled to request credit via Portfolio Assessment (Fall 2014)
- 2 students completed and submitted portfolios
- 10 Hospitality courses added to list of courses available through Portfolio Assessment (see attachments)
- Registrars throughout system will recode credit for Portfolio Assessment as an institutional credit (9/17/14): Recommending new grading mode: PBA (Portfolio Based Assessment), with new grade code: PBA (Portfolio Based Assessment). Legend on transcript will be changed to indicate and identify the new grade mode/code.
- **Credit by Exams** (Course Challenge): 4 Credit by Exams created in BEaT Division (ACC 120: College Accounting, BUSN 121: Introduction to Word Processing, BUSN 182: Machine Transcription, ENT 120: Starting a Small Business)
- **Equivalency Exams**: 14 exams submitted for faculty review and approval from Academic Senate.
- **Non-Collegiate Sponsored Education/ Articulation Agreements**: Articulation of NFPA training with Fire Science Program pending. Approval will result in credits earned for the following 11 courses: Fire 101: Essentials of Fire Suppression, Fire 101L: Essentials of Fire Suppression Laboratory, Fire 151: Introduction to Wild land Fire Control, Fire 153: Advanced Wild land Firefighting, Fire 156: Incident Command System, Fire 157: Intermediate Wild land Fire Behavior, Fire 202: Fire Hydraulics, Fire 207: Hazardous Materials Awareness and Operations, Fire 210: Fire Administration, Fire 212: Firefighting Strategies and Tactics, Fire 217: Firefighter Life Safety

CAREER COUNSELING

- 72 participants signed up Career Services.
- 9 students received resume assistance
- 5 attended interview workshop
- 9 received career counseling
- 4 Class presentations were conducted

INTERNSHIP

- 2 completed Internship

CONFERENCE

National Association of Community College Entrepreneurship (NACCE)

Date: October 12 – 15

Place: Phoenix Arizona

Attendees: Robert Yamane, Anne Chung, Deborah Shigehara, Jessica Yamamoto, William Tehero

Next Steps: Group met to debrief to discuss how to integrate entrepreneurship into course/s and culture.

- Speakers Bureau – invite business/es (local entrepreneurs) to share about their experiences to all of our HawCC students.
- Partner with a group of businesses and have students assist them with a marketing project

Connected with County of Hawaii Research & Development to see if there were funding opportunities that would support a student project that was tied to businesses

Called Downtown Improvement Association (DIA) to see if they were willing to partner with our instructors and work with students and businesses in region to create learning opportunities for our students

Meeting scheduled Nov. 20: DIA will join our NACCE group to see if they can help facilitate a partnership and start a Speakers Bureau at HawCC

Rural Hawaii Forum:

Date: Before/After Summer Break

Purpose: To share the accomplishments of Rural Hawaii project with the campus.

Summary: Invite all Hawaii Community College Faculty and staff to attend a “Rural Hawaii Teach-Back” session that would summarize grant objectives, outcomes and lessons learned. Each RH staff would have the opportunity to elaborate on their specific targeted goals, challenges and successes.

Customer Relationship Management (CRM):

Continuing to develop a Customer Relationship Management (CRM) tool that records all staff contact with community and business leaders. We record information about contact and data that can be used to make informed decisions. Our hope is to pass on the to faculty and staff that want to maintain meaningful relationships with our public. For example, the information in each individual record contains a needs assessment that captures what knowledge, skills and or abilities that are needed in the workforce. Using this data to then create targeted courses that support the community will allow for more efficient and cost effective education.