

**Kaua`i Community College
Annual Program Review Update (APRU) for
Admissions and Records Office**

Unit Mission Statement

The Admissions and Records Office is committed to recruit, admit and enroll students of various backgrounds and diverse populations. Our commitment supports the college mission statement by providing quality serves to past, current and potential students. We strive to ensure data processing and procedures are conducted in a timely manner to effectively retain and increase our student population.

Part I. Program Description

Date of Last Comprehensive Review	February 2017
Date Website Last Reviewed/Updated	November 2018
Target Student Population	ALL Students, including current and potential students
External Factor(s) that Affected the Program or Unit	N/A

The Admissions and Records Office maintains, preserves and disseminates student academic records and provides services to students, faculty and staff at Kauai Community College.

Productivity includes the following:

- processes admission applications
- collects and distributes transcripts
- processes enrollment and degree verifications
- petitions and awards applications for graduation

In addition, the Admissions and Records Office provides the following services:

- maintains and updates the Academic Calendar
- certifies and monitors students receiving Veteran's Administration educational benefits
- monitors the status and registration of international students
- manages the transcript evaluation process

- reports enrollment to the National Student Clearinghouse
- provides outreach services to high school counselors and students

The service outcome for the Admissions and Records Office is to provide a clear, systematic process by which students may apply for admissions, receive transfer credits and register for Kauai Community College courses. We strive for efficient and timely processes related to academic records, registration, transcript evaluations, enrollment data and graduation.

Goal 1: Apply for Admissions

- The Admissions and Records Office will provide step-by-step assistance for students completing the online application on the computers available in the office space.
- The Office will perform frequent communication with students whose applications are incomplete and pending.
- The Office staff will collaborate with the Enrollment Management and Marketing Specialist and academic advisors to support outreach efforts at the high schools to assist students in applying to college.

Goal 2: Receive Transfer Credits

- Upon request, students will have their official transcripts reviewed and evaluated following acceptance to Kauai Community College. The final evaluation will be reflected on the student's Star report.

Goal 3: Register for Classes

- The Admissions and Records Office will maintain effective communication with the other units comprising Student Affairs, including Counseling and Advising, Financial Aid, First Year Experience, Library Services and the Office of the Vice Chancellor of Student Affairs.
- The Admissions and Records Office will collaborate and consult with academic advisors to ensure program and course accessibility.
- The Admissions and Records Office will provide registration services to all high school students participating in the Dual Credit programs, including Early College and the Running Start program.

Goal 4: Increase Certificates & Degrees Awarded

- UHCCP #5.205 Notation of Academic Credentials - Upon students' successful completion of program requirements, the Admissions and Records Office will continue to ensure the notation of academic credentials (certificates and degrees).

- The Admissions and Records Office will continue to implement the Reverse Transfer and Automatic Conferral initiatives.

Part II. Analysis of Quantitative Indicators

Demand Indicators		Academic Year		
		15-16	16-17	17-18
1	Annual Headcount ALL Students	1,683	1,724	1,752
2	Online Applications Received	1,676	1,863	1,554
3	Applicants Accepted	1,498	1,612	1,735
4	Accepted and Enrolled	932	1,097	1,164
5	Yield Rate	62%	68%	67%

Data collection has found that the yield rate for enrollment was consistent throughout the years ranging in the 60 percentile. Historically, the "no show" rate has been roughly 30% supporting the estimated yield rate. During the 2017 - 2018 Academic Year, the Admissions and Records Office received 1,554 online applications approximately 300 less than the previous academic year. Although there is no definite explanation for the decrease, the assumption is that the implementation of the “rollover” admissions practice played a major role.

The rollover admissions practice allows eligible students to reapply to Kauai Community College without submitting a new online application. Students deemed eligible are as follows:

- Stopped out students who are returning within one year of the last term attended

OR

- Students who were accepted but never attended and want to register within one year of the admitted term

The difference between the number of applicants accepted and the number of online applications received is 181 applicants. These students were considered eligible and accepted through the rollover admissions practice. In the near future, the University of Hawaii Community Colleges will adopt and implement a policy to align with the rollover admissions practice. The goals are to eliminate potential barriers for students who may find the application process difficult and for those that do not have computer access readily available.

Outreach

In an effort to provide high school students with the opportunity to enroll in college-level classes and earn credit toward high school graduation and a college degree, Kauai Community College began to participate in the Early College High School Program. Partnership between the public

high schools and Kauai Community College has provided high school-based early college courses, including accounting, English, health, hospitality, mathematics and speech.

The Admissions and Records Office operates as the primary contact for high school counselors, coordinators, instructors and students. The office staff frequently visits the high school campuses to assist students with the UH System online application and the Dual Credit Application. All required documents are submitted and collected by the Admissions and Records Office and closely monitored by the Registrar. The following table displays the Early College enrollment during the 2016-2018 academic years.

Early College Enrollment		
Term	No. of Classes	No. of Students
Fall 2016	9	183
Spring 2017	10	159
Fall 2017	12	210
Spring 2018	18	326

Multiple outreach efforts have been conducted at the high schools to provide information and hands-on services to students and high school counselors. During these application sessions, the staff of the Admissions & Records Office provide step-by-step instructions to assist students in completing the online UH system application and the Dual Credit application. Collaboration and consistent communication with the high school counselors and Early College coordinators have been the primary means to collecting documents and, as a result, timely registration.

In August 2017, the Admissions & Records Office organized the very first Early College Parent Night. The night served two purposes: 1) provide parents and students with information about Early College and its benefits; 2) collect any outstanding documents and complete the registration process. Instructors teaching Early College classes also presented on their experience teaching a college course to high school students and their expectations in the classroom.

The Admissions & Records Office will coordinate and execute more application sessions and parent nights at the high schools. In addition, the goal is to provide the same type of outreach efforts to distant locations where accessibility to the college is limited. The Admissions & Records Office is committed to providing efficient and accessible services.

Graduation/Success Rates

In accordance with the Executive Policy 5.205 Academic Minors and Certificate Credentials and in support of the KCC Strategic Goal 1 *Increase the number of graduates*, the Admissions & Records Office will verify that students have successfully met or will meet program requirements and will award certificates and degrees appropriately. This initiative includes the

Auto Certificate and Reverse Transfer processes. Auto Certificate is the process in which current students in a declared program (major and degree objective) have completed the requirements for lower level certificates within the program. Reverse Transfer is a process in which academic credits for course work completed at one of the University of Hawaii four-year campuses transfer back to the community college to satisfy associate degree requirements.

The Admissions and Records Office is dedicated to increase the awarding of certificates and degrees. During the academic years 2015 - 2018, the number of certificates and degrees awarded remained at a consistent quantity with the exception of the drastic increase in Certificate of Achievements in 2016-2017. The following table displays the number of degrees and certificates awarded:

Degrees & Certificates Awarded		Academic Year		
		15-16	16-17	17-18
1	Associate Degrees	167	123	135
	- AA	- 93	- 47	- 67
	- AS	- 31	- 39	- 30
	- AAS	- 43	- 37	- 38
2	Certificates of Achievement	81	135	76
3	Certificates (CO, ASC)	292	309	219

Certificates Awarded	Auto Conferral		Reverse Transfer	
	Fall 2017	Spring 2018	Fall 2017	Spring 2018
Associate Degrees	---	---	---	5
Certificate of Achievement	5	19	---	---
Certificates (CO, ASC)	97	41	---	---

The Overall Program Health is Healthy.

Part III. Assessment Data (EP 5.202)

Assessment results for Program Student Learning Outcomes (PSLOs).

Report on PSLO assessment for the prior year.

1. List of the PSLOs.
2. Indicate PLSOs that were assessed in the year of this APRU.
3. Assessment findings.

4. Changes that have been made as a result of the assessment findings.
5. Next planned assessment date.

PSLO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
Increase enrollment for recent high school (hs) graduates, pacific islanders, hs non-completers, GED recipients, working adults and international students.	Y	According to MAPS report, the number of hs graduates entering KCC was the lowest over of 5 year span in Fall 2017 with 180 students	Increase visits to the high school campuses	2018-2019

Part IV. Results of Prior Year Action Plans (UHCCP 5.202)

Action Plan	Anticipated Outcome	Actual Outcome
Hire FTE APT to support Admissions and Financial Aid	To increase enrollment by providing outreach assistance and services to incoming students	Not approved

List any additional significant actions that impacted your program (e.g., new certificate, loss or gain of faculty or staff, stop outs, etc.).

Part V. Analysis of Alignment with CPR

List the goals that were identified to be initiated, continued, or completed during this APRU cycle, in your last CPR, and if they were achieved. Be sure to include the benchmark, desired outcome, actual outcome, and unit of measure. If you completed your last CPR prior to 2018, please refer to * in this section.

Goal/Strategic Goal or Priority**	Achieved (Y or N)?	Benchmark	Desired Outcome	Actual Outcome	Unit of Measure
ENROLLMENT Goal 17-21	N	N/A	Increase recent high school graduates enrollment	Fall 2017 – 180 students (lowest in 5 years)	Headcount
HAWAII GRADUATION INITIATIVE Goal 1	Y	N/A	Increase annual graduates with an Associate degree and Certificate of Achievement	Consistent with previous years	Number of degrees and certificates awarded

**All Strategic Goals and Priorities are Aligned to the College Mission.

Describe any impacts these goals had on your health indicator(s).

*Based on findings in Parts I – IV, develop an action plan for your program or unit from now until your next CPR date. This should include goals that align with the College Mission, measurable outcomes, benchmarks, and alignment to the College’s Strategic Priorities, and/or Strategic Goals. Be sure to focus on weaknesses identified in ARPD data, PSLO outcomes, results of survey data, and other data used to assess your unit or program. This plan should guide your program and subsequent APRUs, but may be amended based on new initiatives, updated data, or unforeseen external factors.

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
Increase enrollment for recent high school (hs) graduates, pacific islanders, hs non-	Goal 17, 18, 19, 20, 21		Increase by 10%	Headcount	2018-2019

completers, GED recipients, working adults and international students.					
Increase annual graduates with an Associate degree and Certificate of Achievement	Goal 1, 2, 3	N/A	Increase by 10%	Number of degrees and certificates awarded	2018-2019

Part VI. Resource Request(s) for next year (from CPR Plan for your program or unit, or one(s) developed in Part V above if CPR was completed prior to 2018).

If no resources are being requested, place an “X” here. _____

Program Goal	ENROLLMENT: Goals 17-21
Resource Requested*	Annual Salary – FTE APT Position or Enrollment Management Dean Position
Cost and Vendor	
Annual Recurring Cost	
Useful Life of Resource	

Person(s) Responsible and Collaborators	Admissions and Records, Financial Aid, VCSA
Timeline	Hire in 6-8 months to start Fall 2019

***An approved ITAC Request Form must be attached for all technology requests**