



2021
COMPREHENSIVE PROGRAM REVIEW

Student Life



UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE

Kaua`i Community College

Five Year Comprehensive Program Review (CPR)

Program Name: Student Life

Assessment Period: 2016-2021

Program or Unit Mission Statement (UHCCP 5.202)

Student Life fosters a collegiate community through education, empowerment, and engagement of students.

- Educating students about the campus and the University of Hawai`i at a systemic level.
- Empowering students to have a voice at all levels that require student input.
- Engaging students with activities that enhance the overall college experience.

College Mission Statement (UHCCP 5.202)

Kaua`i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.

Ke kū nei ke Kulanui Kaiāulu ma Kaua`i ma ke `ano he kahua e ho`oulu, ho`ā, a ho`oikaika `ia ai ka `ike a me ka na`auao o nā kānaka a`o aku a a`o mai no ka ho`owaiwai `ana i ke kaiāulu a me ka honua. `O ke kahua ma mua, ma hope ke kūkulu.

First comes the foundation, then comes the building.

(`Ōlelo No`eau, number 2459)

Part I. Executive Summary of Program Status

None

Describe program or unit changes made as a result of these recommendations.

None

Part II. Program Description (UHCCP 5.202)

Number of Faculty and Staff	Faculty (FT): .50, AY 16-17 to AY 20-21
	Faculty (Lecturers): 0
	Staff: .50, AY 16-17 to AY 20-21
Date Website Last Reviewed/Updated	08/01/2021 https://www.kauai.hawaii.edu/student-life
Brief History of Program	Since becoming a comprehensive community college with the University of Hawai`i System in 1965, the Kauai CC

	<p>Student Life Program continues to play a vital role in facilitating co-curricular learning experiences.</p> <p>Campus involvement enables students to gain life skills, increase their civic responsibility, and develop leadership skills that enrich their personal and professional development.</p> <p>A tenured full-time faculty housed in the Counseling and Advising department, also works in a half-time capacity managing five programs. This includes overseeing independent campus clubs and organizations; advising the Associated Students of the University of Hawai`i – Kaua`i Community College (ASUH-KCC SG) Student Government; advising the Student Activities Council and the guidance for the University of Hawai`i Student Caucus.</p> <p>The Student Life coordinator also manages the Campus Center Student Life Center, senate conference meeting room, classroom and collaboration spaces, approves bulletin board postings, provides student identification cards and the use of gaming equipment.</p> <p>The quality and excellence of the University of Hawai`i System rests on both the curricular (academic) and co-curricular (non-academic) programs that campuses offer. Just as tuition assessed by the campus is invested to enhance the educational experience for all its students through its library, labs, technology resources, and classroom facilities, so too are mandatory student fees assessed to enhance the out-of-classroom educational experience for all students through such co-curricular programs as student government, student run events, student life center, student clubs and organizations, etc. The University values the transformative potential of educational experiences and opportunities offered by the co-curriculum that is available to students.</p> <p>During this COVID-19 pandemic, most services have been moved into the online virtual world and continue to be offered. The assessment of mandatory student fees is not dependent on whether a student uses specific fee-supported activities, programs, and services. Rather, the assessment of mandatory student fees enables the college to enrich the quality of campus life for its students, maintain its reputation and accreditation, and share the costs of the co-curriculum among all students.</p>
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Non-Instructional Programs ONLY

Community Partnerships, Advisory Committees, etc.	Hawai`i Association of Student Life Advisors (HASLA); Association for the Promotion of Campus Activities (APCA); Association of College Unions International (ACUI)
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Part III. Analysis of Quantitative Indicators

Reflecting to years between 2017 to 2019, demand for student activities and participation in student government remained relatively steady. However, a significant decline in student life involvement in all areas are attributed from the pandemic forced the closure of face-to-face interaction. This systemic mandate curtailed the offering of in-person activities and events. This led to a steady withdrawal of student leaders, as campus activities were no longer viable and students transitioned into the online virtual world.

As membership dwindled in Fall 2020, both Student Government and the Student Activities Council consolidated members to work on student advocacy and representation along with providing limited activities until new members can be recruited. Most of Fall 2020 centered around working on a plan to pivot meetings, activities, and events to an on-line format. This was a very difficult transition for student leaders. They attended on-line workshops and webinars to learn about different ways to communicate with peers and best practices for on-line deliveries.

While the process was initially slow and difficult, organizations like the Hawai`i Association of Student Life Advisors (HASLA) held Zoom meetings every week since the inception of the pandemic, to work collaboratively on a series of plans geared towards sustaining students with activities that were safe, engaging, and little to no cost.

One of the outcomes of these meetings resulted in the partnership with the Association for the Promotion of Campus Activities (APCA) on a national level to offer a series of on-line pivoted programs, workshops, seminars, mini conferences, motivational and inspirational speakers, gaming events and vendors that offered innovative ways to connect with students.

While it sounded hopeful that students would at least have an opportunity to participate in on-line activities, these activities did not necessarily increase student participation as “Zoom Fatigue” infiltrated the daily lives of students.

Low participation rates did not phase the students. Instead, they used this “down time” as an opportunity to work on other projects such as improving the physical spaces of the Student Life Center, upgrading outdated computer systems, re-organizing, and repurposing spaces, installing new outdoor umbrellas, creating new banners, recruitment flyers, vlogs and working on the overall branding of Student Life.

As mentioned in the 2020 Student Life APRU, demand for RISO group registration and participation increased to its highest level in 2019, which was likely attributed to the efforts of past leaders working closely with club officers, one-on-one club appointments, hosting leadership and parliamentary workshops. In addition, RISO groups that collaborated with Student Government or Student Activities Council were awarded additional funding to implement their programs. But with the COVID 19 pandemic, all club activities disintegrated in Spring 2020. Countless efforts have been made to bring back clubs, however faculty advisors have expressed a lack of student interest coupled with the fact that face-to-face engagements are not permissible.

On-line visits to the student life website increased exponentially from 87 visit in 2017, to its highest of 2184 visits in 2019, but plunged to 873 in 2020. In Fall 2020 Student Government launched a new social media application called “Discord” This server was created to help Student Life organize its five different programs into channels thereby giving students access to all areas of interest located in one specific place. Students can access the program through a computer or phone to join clubs, gaming groups, attend student government meetings to view, collaborate, share, and link-up. While initial use of the program has not taken off as expected, other campuses such as the University of Hawai’i West Oahu and Leeward Community College are using Discord as one method to communicate its programs with students.

Participation in UH Caucus reached its highest level with perfect attendance record in 2020. The move to on-line virtual meetings, allowed student representatives to fully participate with other students within the UH system without travel fatigue or cost.

Submission of applications and reservation of student life facilities significantly dropped below 90% in Spring 2020 as the student population was instructed to stay at home.

In terms of effectiveness, number of student activities was lowered from 25 to 20 with 85% completion. Both student satisfaction of activities and facilities surveys were developed and ready to launch in March 2020, but eventually postponed until the college physically reopens and normalizes to get accurate responses and feed-back. Effectiveness training were conducted in February 2020 to assist student leaders with parliamentary procedure, facilitative leadership and proper planning for events and completion of proposal forms.

The efficiency of the program generally remained stationary. Prior to the closure of the campus in March 2020, the number of positions in ASUH-KCC Student Government and Student Activities Council gradually increased with potential prospects expressing interest in joining. With the closure of the campus, all public relations, recruitment campaigns, student government meetings, committee participation, activities, election, and appointments of student leaders were postponed until Fall 2020.

Rubrics for health calls on the # of student government positions filled and # of SAC positions filled was addressed through a general student referendum that was held in Spring 2021. With the affirmative vote, the total number of student government positions was reduced from 23 senate seats to 16 senate seats.

To improve the efficiency numbers of student in the next APRU review, regular trainings each semester and daily access to administration will be emphasized to build a strong stable foundation. In addition to offering parliamentary training each semester, workshop topics on self-care, stress and time management and leadership themes from the system level will be available. These workshops will hopefully address overall professional and mental needs for students as they participate in multiple committees and workgroups.

Student Life facilities and space are adequate and provide better services when compared to other community colleges in the system. This is a testament to the value of Student Life at the College. Weaknesses include a need to better advertise through more campus pole banners, website improvement and brochures as to how student life can benefit students. Students tend to take on too much too soon and end up failing or resigning from positions. With the continued change in board participation in August 2019 and the COVID 19 pandemic in March 2020, significant gains in the program were effectively lost. Effectiveness of the program was completed in March, however an additional survey on facilities and service could not be completed and was postponed until Spring 2021.

DEMAND	16-17	17-18	18-19	19-20	20-21	
Number of Student Activities Planned *	Not Assessed	25	25	20	15	Healthy >= 20 Cautionary <= 15 Unhealthy <= 10
Number of Active Clubs		9	11	16	3	Healthy >= 10 Cautionary <= 8 Unhealthy <= 6
Number of Student Government Members*		10	9	10	5	Healthy >= 12 Cautionary <= 9 Unhealthy <= 6
Number of Student Life Center Reservations Requested, Processed and Completed		F17-39 S18-22 61	F18-40 S19-28 68	F19-16 S20-14 30	F20-2 S21-2 2	
Number of Internal Proposals Processed and Completed		113	111	48	36	
Number of Student Activities Processed		22	24	17	12	
Number of Visits to Student Life Website		87	155	2184	873	

EFFICIENCY	16-17	17-18	18-19	19-20	20-21	
Percent of filled Student Government Positions#	Not Assessed	43% (10/23)	39% (9/23)	43% (10/23)	31% (5/16)	Healthy >= 12 Cautionary <= 9 Unhealthy <= 6
Percent of filled Student Activities Council Positions*		69% (9/13)	46% (6/13)	46% (6/13)	38% (5/13)	Healthy >= 8 Cautionary <= 6 Unhealthy <= 4
Percent of UH Meetings attended by KCC Caucus Members		78% (7/9)	90% (9/10)	70% (7/10)	100% (10/10)	
Percent of Student Activities Completed*		88% (22/25)	96% (24/25)	85% (17/20)	100% (12/12)	Healthy >= 20 Cautionary <= 15 Unhealthy <= 10

EFFECTIVENESS	16-17	17-18	18-19	19-20	20-21	
Student Government Survey (ex. Able to use Robert's Rules of Order; able to complete an internal proposal)	Not Assessed	Not Assessed	Not Assessed	10	5	
Student Life Facilities Survey	Not Assessed	Not Assessed Faculty reassigned	Not Assessed Faculty reassigned	Not Assessed due to covid	Not Assessed due to covid	
Survey on Activities (ex. Did the activity meet your expectations?)	Not Assessed	Not Assessed Faculty reassigned	Not Assessed Faculty reassigned	Not Assessed due to covid	Not Assessed due to covid	
CSSEE Student Organization Score*	n/a	n/a	n/a	n/a	n/a	Healthy >= n/a Cautionary <= n/a

						Unhealthy <= n/a
How often have you used Student Organizations the current academic year (CESSE 2018 Q12.1)**	Not Assessed	Not Assessed	0.52 (National is 0.53)	Not Assessed	Not Assessed	
How satisfied are you with the Student Organization services? (CESSE 2018 Q 12.2)***	Not Assessed	Not Assessed	1.18 (National is 1.22)	Not Assessed	Not Assessed	
How important are the Student Organization Services to you at this college? (CESSE 2018 Q 12.3)****	Not Assessed	Not Assessed	2.02 (National is 1.90)	Not Assessed	Not Assessed	

* Metrics used in Health Call Rubric

** Never = 0, 1 = 1 time, 2=2-4 times, 3 = 5+ times *** 0 = not at all, 1 = somewhat, 2 =very

**** 1 = not at all, 2 = somewhat, 3 = very

Part IV. Assessment Data (EP 5.202)

PSLO	Date Last Assessed	Findings	Improvements Implemented	Next Assessment Date
Student Government members learned to apply Parliamentary Procedures using Robert's Rules of Order	February 7 2021 and September 2020	Training sessions conducted and successfully completed. Application of program is demonstrated at every official meeting. Standardized usage of Robert's Rules	Practical application of Robert's Rules used at every official meeting. A table was developed to help students understand and apply different rules Procedures followed at all student	December 17 2021

		<p>of Order is done at every official meeting</p> <p>100% passed the post-test and continue to use Robert's Rules of Order</p>	<p>Government and Student Activities Council and registered independent campus organizations</p>	
<p>Ability to identify and complete steps to deliver an activity or function</p>	<p>September 2020</p>	<p>Training session conducted and successfully completed</p> <p>100% passed the post-test</p>	<p>Procedures followed at all Student Government and Student Activities Council events</p>	<p>December 17 2021</p>
<p>Basic knowledge of presenting proposal and funding procedures</p>	<p>September 2020</p>	<p>Training session conducted and successfully completed</p> <p>100% passed the post-test</p>	<p>Procedures followed at all Student Government and Student Activities Council meetings</p>	<p>December 17 2021</p>
<p>Ability to identify and complete steps to deliver an activity or function</p>	<p>September 2020</p>	<p>Training session conducted and successfully completed</p> <p>Usage of standardized Event Planner Checklist is used at every student activity meeting</p>	<p>Experiential learning not adequately demonstrated from lack of activity offerings due to Covid 19 gathering restrictions</p>	<p>December 17 2021</p>

		100% used the Event Planner Checklist		
Demonstrate ability to supervise a facility with professionalism	November 2019	Student Handbook training conducted and successfully completed	Guidelines used at Student Life Center until February 2020. Center currently closed due to Covid19 gathering restrictions	Spring 2021
Apply basic customer service skills	November 2019	Student Handbook training Conducted and successfully completed	Guidelines used at Student Life Center until February 2020. Center closed due to Covid 19 gathering restrictions	Spring 2021

Part V. Curriculum Revision and Review

N/A

Part VI. Survey Results

Due to personnel re-assignment of the Student Life Coordinator from 2017-2020, and the COVID 19 Pandemic from 2020 until present, a student life needs assessment survey will not be implemented until the campus returns to face-to-face interaction. However, a survey will be developed in Fall 2021 to assess general student needs in Spring 2022.

Part VII. Financials

A Student Activity fee of \$30 is collected each semester along with a \$24 bus pass fee from each student enrolled in a credit course or program with the University of Hawai`i. The student life budget is determined by the total number of students enrolled in each semester. The chart below shows the approximate student fee collection from each semester excluding the bus pass fee which is filtered to the County of Kaua`i to support complete ridership of all students.

Budgets for Fall 2020 and Spring 2021 was based on fees collected from students attending face-to-face classes. Student attending on-line virtual classes were not assessed a fee.

In FY 2021 the Student Life fee structure was modified by student leaders to implement a Student Government fee of \$27 regardless of face-to-face or on-line instruction. A \$3 Student Activities fee was waived for students attending only on-line instruction.

Per the request of university and campus administration, student leaders have refrained and limited the spending of its resources until funding streams are normalized.

Fiscal Year	Student Activities	Student Gov.	Kaulana Bus Pass	# Of Students Fall	Budget Per Semester	# Of Students Spring	Budget Per Semester
FY 17-18	\$30	\$0	\$24	1346	\$40,380	1234	\$37020
FY 18-19	\$30	\$0	\$24	1486	\$44,580	1348	\$40,440
FY 19-20	\$30	\$0	\$24	1373	\$41,190	1358	\$40,740
FY 20-21	\$30	\$0	\$24	1461	\$24,450	1336	\$24,420
FY 21-22	\$3	\$27	\$24	1343	\$28,566	1294	n/a

The faculty position is funded full time through the University of Hawai'i general funds. However, the assignment is .50 Student Life and .50 Counseling and Advising. A full-time student life coordinator is needed to implement the five programs of student life more effectively and efficiently, which includes advising Student Government; advising the Student Activities Council; coordination of Registered Independent student organizations; guidance of student representatives of the University of Hawai'i Student Caucus and management of the Student Life Center. The coordinator is also responsible for supervision of personal staff, student volunteers, reservations, requisitions for stipends, operational costs, student activities, hardware equipment and software purchases.

Category	Current Resource(s)	What is needed?	Justification
PERSONNEL			
Positions (Faculty)	.50	1.0	Full time Faculty Member to Coordinate Student Activity Programs
Positions (Staff)	.50	1.0	Assistance with Student Life Center Operations, requisitions, activity set-up and break-down, vendor orders and pick-ups, copies, answer phones, ID Machine operation, reservations,
OPERATING			
Supplies	Paper/office	0	Covered by student life fees
Equipment	Computers	0	Covered by student life fees
Space/Facilities	Meeting Spaces for clubs	0	Covered by student life fees

Student ID	Card/Ink	0	Covered by student life fees
TECHNOLOGY			
Hardware	8 Computers	0	Covered by student life fees
Software	8 software licenses	0	Covered by student life fees

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

As mentioned in Part III, Student Life limited its face-to-face activities in 2020 and focused on improving its facilities, upgrading outdated equipment, and working on a plan to improve delivery services for its programs.

- 1. Installation of new pole banners throughout the campus.**
 - a. Resources are available for the banners. However, we are currently working with the Department of Marketing & Outreach on the overall layout and design.
- 2. Update Student Life website**
 - a. Several sections are being re-vamped or overhaul to meet ADA compliance. The project is carried over into Spring 2022.
- 3. Create professional Student Life Brochure**
 - a. A temporary brochure was created and included in giveaway bags for student attending campus orientation. Currently working with the Department of Marketing & Outreach to assist with the overall Student Life theme that is consistent, professional and reflect and emulates the overall look of the University of Hawaii System. This project is carried over into Fall 2022.
- 4. Recruitment of student leaders**
 - a. It was a challenging year to conduct student recruitment. This project is carried over into Fall 2021.
- 5. Replace outdated computer equipment**
 - a. New computer desktop equipment were purchased and installed in Spring 2021. Additional desktops will be purchased for the One Stop Center and the Student Life Center to provide more options for students. This project is carried over into Fall 2022.
- 6. Install outdoor weight training center**
 - a. Funding for this project was approved and set aside through past and current student government councils. The project is slowly moving towards the building process. We are hoping that the initial construction can begin in Fall 2022.
- 7. Replace broken outdoor umbrellas at seating areas around campus**
 - a. Six new outdoor industrial umbrellas were installed in Fall 2021 at the central walkway between the One Stop Center and the Learning Resource Center. Additional umbrellas will be installed at the Social Science Building and Student Life Center.
- 8. Replace broken gaming equipment**

- a. Resources were also allocated for this project through past and current student government councils. However, we are having a difficult time finding a vendor that will provide shipping to Kauai. This project is carried over into Spring 2022.

9. Refurbishment of furniture

- a. Resources were also allocated to this project from past and current student government councils. However, we are having a difficult time finding a vendor that will provide shipping to Kauai. This project is carried over into 2022.

10. Install media board

- a. The media board serves as another avenue for information dissemination to students. The project is still in the research stage and is carried over into Spring 2022.

11. Replace outdated copy machine

- a. The current copy machine is over 15 years old and is no longer viable to upkeep or maintain. The project is still in the research stage and is carried over into Spring 2022.

12. Install Social Media Application

- a. The new media application called “Ready Education” will serve as another avenue for information dissemination to students. Price negotiations are still being discussed with the University of Hawaii system. The project is carried over into Spring 2022.

Part IX. Analysis of Program

During several student government meeting held in Fall 2021, student leaders discussed and identified eleven future Student Life goals for the next five years. Most of the future goals are carried over from previous APRU goals that could not be fully accomplished due to the COVID-19 pandemic.

A new goal expressed by student leaders involves having a campus event that would help students filter back from the online virtual world into a face-to-face environment, they felt that it is necessary to plan and organize a “Campus Resource Day” that includes all support services (ex. tutoring, veteran services, Hale Malama, Wellness Center). This will give departments a chance to show case specific services and allows students to gain a full picture what is being offered on campus.

Goal	Strategic Goal/Priority (List number) *	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
STUDENT GOVERNMENT Grow student government membership capacity	10	N=5 students in 20-21	N = 16	Number of current members SG/maximum allowed on board	1, 2, 3, 4, 5
STUDENT GOVERNMENT Leadership Training and Development	16	N=5 Students in 20-21	N=16	Number of students completed training/ currently enrolled members	1, 2, 3, 4, 5
STUDENT GOVERNMENT Renew Kaulana Bus Pass Contract To address transportation needs	5	Current Bus Pass Agreement with County of Kauai to expire in 2022	New Contract Agreement with County of Kauai established for next 5 years	Number of students that receive bus pass/total enrollment	1
STUDENT ACTIVITIES COUNCIL Grow Student Activities Council	10	N=5 students in 20-21	N=13	Number of members on SAC/ maximum allowed on board	1, 2, 3, 4, 5
STUDENT ACTIVITIES COUNCIL Increase Participation in Student Life	10	Thirty students, staff, and faculty participation in event	Fifty students, staff, and faculty participation in event	Number of students that participated in activity/ Total enrollment	2, 3, 4, 5

Activities (Resource Day)					
STUDENT CLUBS Increased participation in Club Day	10	Thirty students, staff, and faculty participation in event	Fifty Students, staff, and faculty participation in event	Number of students that participated in Club Day/ Total enrollment	1, 2, 3, 4, 5
STUDENT CLUBS Increase registration of RISO club	10	N=03 Number of active clubs In 20-21	N=16	Number of registered active clubs/ Total number of clubs	1, 2, 3, 4, 5
STUDENT CLUBS Increase leadership training in workshops (Parliamentary procedures)	16	N=03 Number of active clubs in 20-21	N=16	Number of active clubs completed training/ Total number of active clubs	1, 2, 3, 4, 5
STUDENT LIFE CENTER Install new Computer Stations for research and completion of assignments	13	N=02 Number of computer stations in 20-21	N=08 Number of new computer stations installed	Total number of new computers stations installed	2, 3
STUDENT LIFE CENTER	13	N=02 Number of available	N=08 Number of new charging stations	Total number of charging stations installed	3

Charging stations for electronic devices		power outlets			
STUDENT LIFE CENTER Student Life Survey to assess needs	16	N=25 students surveyed in 2016	N=40 Number of students surveyed	Number of students completed survey / Total enrollment	1, 2, 3, 4, 5

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

Part X. Resource Request(s) for next year (Year 1 of the 5-year Plan for your unit or program).

XX I am NOT requesting additional resources for my program/unit.