July 31, 2012

TO: Erika Lacro, Chancellor  
Honolulu Community College

SUBJECT: Career & Technical Education Award

Honolulu Community College is awarded $80,199 in 2012-2013 Title I Career and Technical Education funds to support the entitled project:

College Skills Center: CTE Peer Tutoring $80,199

The award period for the project is from July 1, 2012 to June 30, 2013 and the award number for the project is: HON2012/13(1)-T1-07 and should be referenced on all future correspondence and reports. These funds must be expended and goods received by June 30, 2013. A completion report is due on October 10, 2013.

Please call Dominic (Nic) Estrella at 956-3865 if you have questions.

Sincerely,

[Signature]

Peter Quigley  
Assoc. Vice President for Academic Affairs

Cc: B. Furuto, VCAS  
R. Uyeno, CTE Dean  
K. Chock, CTE Dean  
D. Inafuku, FA  
L. Tsuhako, FA  
S. Robinson, Dir. of Academic Programs
Strategy # 7
Program Year 2012-13

1. College: Honolulu Community College

2. (Descriptive) Strategy Title: College Skills Center: CTE Peer Tutoring

3. Proposer's Name: Lianne Nagano E-Mail: liannen@hawaii.edu

   Is this proposal a part of a multiple-year strategy? Yes
   If this is a multiple-year strategy, for what year is this proposal requesting funding?
   Year 3

5. Brief Statement of identified problem area and reason for selection:

   a. Honolulu Community College's performance for 3P1: Student Retention or Transfer
      revealed that the career and technical education (CTE) programs met the State targets,
      44.50 and 45.00 respectively for AY 2010 and AY 2011. However, retention of students in
      their courses will increase standards and training of highly competent employees in the
      workforce.

   b. The Honolulu Community College's performance for 1P1 Technical Skills Attainment
      revealed that several CTE programs did not meet State targets, respectively for the past
      two reported academic years AY 2010 and AY 2011. These programs include: AEC, AERO, AJ, DISL, FT, SMP, VESL, CA, and CARP.

   c. During the past year, College Skills Center (CSC) provided tutoring for CTE students in
      various levels of math and English as well as other CTE support courses (i.e., CHEM,
      PHYS, FSHN).

   d. By providing these vital tutoring services, the strategy also has a direct impact upon
      HCC's performance with regards to UHCC strategic outcomes B1 and B3 and Achieving
      the Dream Goals 3 and 4 – all having to do with increasing success rate/completion rate
      of CTE students in math fields, Native Hawaiian, and underserved populations.

   e. Because students and faculty have requested an expansion of Perkins funded tutoring to
      higher level math and English, CSC has offered these services at different levels in these
      subjects (English 8, 9, 18, 19, 22, 60, 100, 209, 210, 250, 257, ESL 23 and MATH 9, 24,
      25, 50, 103, 115, 135, 140). Although the English and Math departments offer tutoring in
      basic English and math, some of these students sought assistance and were provided
      services in the CSC.
6. **Brief Strategy Description:** (Typically no more than one or two paragraphs)

Continuation of Peer CTE Tutoring: $30,000 is to be allocated for peer CTE tutoring at all levels of math and English, as well as other CTE support courses. To maintain quality control of tutors, they are certified through the internationally recognized College Reading and Learning Association. Perkins funding will enable CSC to continue to meet a long-standing need articulated by CTE students and faculty for peer tutoring in advanced math and English courses and other required CTE support courses such as chemistry, physics, human biology, and computer literacy. Preliminary data for AY 2012 revealed an increase in completion rates for CTE students. For Fall 2011 there was an increase in completion rates (C or better) for CTE students (unduplicated count) from 68% (89/131) in AY 2011 to 71.83% (51/71) in Fall 2011, a 3.83% increase, meeting the goal (3% increase) for the past year's grant, AY2011. Overall, 1075 contacts were made in Fall 2011 and 865 contacts were made in Spring 2012 (until March 2012). Satisfaction surveys by 220 tutored students averaged 4.93 out of 5.0 in Spring 2012, indicating a very high level of satisfaction.

Online tutoring, SMARTTHINKING, for writing papers and content-area tutoring was initiated in Fall 2011. 101 contact hours by 65 students (unduplicated count) have been documented. The use of this online tutoring for writing and subject area tutoring is expected to increase as CSC is actively publicizing this service.

One of the effective practices of student success in college (from Student Success in Community Colleges, 2010) is for students to complete the necessary developmental coursework as early as possible in the educational sequence. Students who place into the entry-level math enroll in one 5-credit 15-week semester course at the cost of $500.

One strategy implemented in Summer 2011 was offering students who place into the entry-level math course to enroll in an intensive 6-week course modeled after the Virginia Tech Emporium Model at the cost of $40. From this experimental non-credit class, of 29 students who met the exit criteria for the course and retook the placement test, 25 students advanced to the next math course or higher (Math 24 or 25), allowing them to begin classes in their chosen programs. Peer tutors will also be trained to support students registered in these brushup courses.

The APT position, 1.0 FTE, will be responsible to assist in recruitment, hiring, supervision, scheduling and evaluation of the peer CTE tutor services; support Math and English brushup classes; promote the projects online, through posters and brochures; and assist in developing online delivery of tutor services and materials. This position will work collaboratively with program faculty and CSC staff/faculty to meet CTE student tutoring needs as well as assist in collecting and compiling data related to outcomes of tutoring activities.

7. **Calendar of Planned Activities:** (add or delete rows as appropriate)
<table>
<thead>
<tr>
<th>Activity</th>
<th>Month(s) the Activity will take place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit and Train Peer Tutors</td>
<td>8/2012, 1/2013</td>
</tr>
<tr>
<td>Advertise &amp; Offer Peer Tutoring for CTE Students</td>
<td>8/2012-6/2013</td>
</tr>
<tr>
<td>Monitor Data on Peer Tutor Usage &amp; Retention</td>
<td>8/2012-5/2013</td>
</tr>
<tr>
<td>Conduct Student Satisfaction Surveys</td>
<td>12/2013 &amp; 5/2013</td>
</tr>
</tbody>
</table>

8. Effectiveness Measures:

College Skills Center success
- CTE student contacts will increase by 3% over previous year
- Tutor satisfaction survey results will average 4.5 out of 5.

Student success
- Success rates (C grade or higher) of CTE students who were tutored in courses will increase by 3% from AY 2012 to AY 2013
- 70% of students who complete the exit requirements for math brushup will place at Math 24 or higher.
- 50% of students who complete the exit requirements of the English brushup will place into English 22 or higher.

9. Budget Summary: For system projects, the budget must include a breakdown of costs by campus along with a total system budget. (Double-click to access Excel Worksheet)

Personnel:
- APT Coordinator
  - Casual hire, 2 months @ $3021/month plus fringe @ 2.17%
  - Regular hire, 10 months @ $3021/month plus fringe @ 40.25%

Student peer tutors
- Center hours of operation: Mon-Thu: 9am-8pm, Fri: 9am-1pm = 48 hrs/wk
- 10 students, 10 hrs/wk x $10/hr x 15 weeks x 2 semesters = $30,000 plus fringe @ .52%

Supplies:
- Printing and production of informational materials for posting and distribution to CTE classes to provide information on tutoring services.
- Digital media equipment to record, edit, and produce audio-visual records of tutoring experiences, tools, and outcomes.
<table>
<thead>
<tr>
<th>Personnel (List all positions separately)</th>
<th>Budget</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Specialist Band A (2 months casual hire)</td>
<td>$6,042</td>
<td>Casual Hire/Overload</td>
</tr>
<tr>
<td>Ed Specialist Band A (9 months temp appt)</td>
<td>$30,210</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>Student Peer Tutors (10 tutors x 10 hrs/wk x $10/hr x 30 wk)</td>
<td>$30,000</td>
<td>Student</td>
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<tr>
<td>Personnel Subtotal</td>
<td>$56,252</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits (List per position)</td>
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<td></td>
</tr>
<tr>
<td>Ed Specialist Band A (2 months casual hire)</td>
<td>$131</td>
<td>Casual Hire/Overload</td>
</tr>
<tr>
<td>Ed Specialist Band A (9 months temp appt)</td>
<td>$12,160</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>Student Peer Tutors</td>
<td>$156</td>
<td>Student</td>
</tr>
<tr>
<td>Fringe Total</td>
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<td></td>
</tr>
<tr>
<td>Personnel Subtotal</td>
<td>$78,699</td>
<td></td>
</tr>
</tbody>
</table>

| Services | |
| Material & Supplies | 1500 |
| Travel | |
| Rentals | |
| Other | |
| Equipment | |
| TOTAL COSTS | $80,199 |

| Fringe Benefit Rates (as of) | 7/15/11 |
| Faculty/Staff | 40.25% |
| Casual Hire/Overload | 2.17% |
| Student | 0.52% |
10. Certifications:
I certify that this proposal, budget, and certifications are accurate and complete and that this project will be conducted in accordance to Perkins policies and Federal, State, and University regulations and requirements.

I also certify that I have consulted with the appropriate Institutional Research, Business Office and Human Resources Office personnel and that they have reviewed all budgets and resource commitments and have found that they comply with Perkins, Federal, State, and University requirements and policies.

Proposer's Signature: __________________________ Date: __________________________
Print name: Click here to enter text.