August 13, 2013

TO: Douglas Dykstra, Chancellor  
Windward Community College

SUBJECT: Career & Technical Education Award

Windward Community College is awarded $41,000 in 2013-2014 Title I Career and Technical Education funds to support the titled project:

Veterinary Technology Accreditation Resources $41,000

The award period for the project is from July 1, 2013 to June 30, 2014 and the award number for the project is: WIN2013/14(1)-T1-04 and should be referenced on all future correspondence and reports. These funds must be expended and goods received by June 30, 2014. A completion report is due on October 10, 2014.

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

Sincerely,

Peter Quigley
Assoc. Vice President for Academic Affairs

Cc: E. Ishida-Babineau, VCAA
    K. Ishida, VCAS
    M. Moser, CTE Dean
    S. Nakagawa, FA
    L. Tshuhiko, FA
    S. Robinson, Dir. of Academic Programs
1. College: Windward Community College

2. (Descriptive) Strategy Title: Veterinary Technology Accreditation Resources

3. Proposer’s Name: John Kaya  E-Mail: johnkaya@hawaii.edu

4. Proposal Period: July 1, 2013 through June 30, 2014
   Is this proposal a part of a multiple-year strategy? No
   If this is a multiple-year strategy, for what year is this proposal requesting funding?
   Choose an item.

5. Brief Statement of identified problem area and reason for selection:
   a) Provide relevant program and/or college data to support the need to address this problem.
   b) Describe alignment of problem to one or more Perkins Core Indicators, and as appropriate, goals from the UHCC Strategic Plan, Achieving the Dream, and/or other UHCC projects. (See pages 2 - 4 of UHCC College Plan Guidelines for FY 2013-14)
   c) Include narrative that is supported by data. Be brief and succinct.

Veterinary technology is among the five fastest-growing occupations nationwide, with employment in the field expected to grow 41% in the next eight years (BLS Data). There are currently 90 veterinary clinics and shelters in the state of Hawaii, 9 of which opened within the past 5 years. The 220 active veterinarians require multiple veterinary technicians and veterinary assistants to operate a veterinary hospital. A recent article in Veterinary Economics recommended 3 certified technicians for every veterinarian to facilitate an efficient facility. To help meet the need for training Hawaii’s veterinary paraprofessionals, WCC created the Certificate of Achievement in Veterinary Assisting. Students demand for the certificate remains high: since its first offering (Fall 2009) over 150 students have enrolled in the core ANSC classes. Fall of 2012 saw a jump in enrollment to 56 students declaring their major in veterinary assisting.

This program has received considerable support from the local veterinary industry. As a result, over 70% of its graduates have obtained gainful employment in a veterinary practice. Owing to the success of the program and continued workforce demand, WCC recently expanded its Certificate of Achievement into a 2-year degree. The Associates in Science in Veterinary Technology gets its accreditation from the American Veterinary Medical Association (AVMA). A recent site visit by the AVMA identified key equipment and supplies needed by the Veterinary Technology program to increase instructional efficiency and meet accreditation standards.
The proposed strategy addresses the following Perkins Core indicators and elements of the Strategic Plan:

- Technical Skill Obtainment (1P1)
- Student Job Placement (4P1)
- Credential, Degree or Certificate (2P1)
- Expand STEM Programs (UH Strategic Plan)

6. **Strategy Description:**
   
   - Answer the question: What do you want to do based on information provided in item #5 above?
   - If this strategy is a continuation of a current strategy, indicate rationale for continuance. **Strategies will not be considered for continued funding unless supporting data and rationale demonstrate impact effectiveness.**
   - Include supporting data i.e. effectiveness measures. Data on student needs, student impact (number served last year and anticipated number to be served in current year), and effectiveness must be provided below.
   - Evidence of industry support.
   - Include a short description on all proposed personnel to be paid for by these funds. The description should include:
     - the position(s) FTE,
     - if the hire will be regular or casual,
     - the position’s/positions’ classification(s) (e.g., counselor, lecturer, APT, etc.),
     - the position’s/positions’ job duties and how the duties will benefit the project,
     - the intended number of months of funding for each position. Please take into consideration the recruitment time for new hires.
   - Itemize supplies valued at more than $500 and have a shelf life of 1 year or longer.
   - Itemize equipment, whose description is an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds $5,000.
   - For travel, provide a breakdown the **estimated** cost including airfare, lodging, per diem, conference fees, and ground transportation. Include the conference name, description, location, and dates. If possible, include the conference flyer and/or agenda.
   - For services, if the name of the specific vendor is known, please include that information. Also include a breakdown of service cost (cost per day, hour, etc.)
   - For software, include the type of software package, the estimated costs and how the software will enhance the project.

The strategies for the program are as follows:

1. **Purchase equipment needed to meet accreditation standards:** Through previous Perkins funding, the veterinary technology program has been able to acquire >95% of the required supplies and equipment needed for AVMA accreditation. As we continue to complete our inventory we will need to purchase an animal transfer station and ventilated rack system to be used in our laboratory animal course. This equipment will help with the training of the WCC Veterinary Technology students by allowing them to utilize the biosecurity systems that are discussed within the class setting. It puts theory into practice, allowing a student to manipulate the caging and compare it to older types of caging systems (i.e. static caging). The equipment will also allow a
student the ability to train under an animal transfer station. These stations which create an air curtain for maintaining a clean environment require hands on training to learn how to not break “containment,” similar to utilizing a biosafety cabinet.

2. **Purchase additional “high-use” equipment and supplies in order to increase instructional efficiency and capacity:** Although the program already owns the majority of equipment and supplies needed for AVMA accreditation, our inventory is insufficient to support efficient instruction for a “typical” laboratory class (20 students). For example, we only have 12 functional microscopes with the oculars necessary for evaluation of microorganisms and parasites. This limits the student’s ability to maximize laboratory activities as sharing microscopes is a constant reality. At present, we also only have one hematology analyzer for our anesthesia, dentistry, surgery, and clinical laboratory techniques classes. We plan to purchase a second hematology analyzer from a different manufacturer than our current model. This second machine would allow for an increase in lab experience for each student as well as skills and practice with a different type of machine represented in the veterinary community. Purchasing duplicate equipment for clinical laboratory classes will facilitate greater participation by students. By doing so, we will be able to increase instructional efficiency and student skills practice by 200%.

7. **Calendar of Planned Activities:** (add or delete rows as appropriate)
   In chronological order, briefly describe the procedures/activities planned to achieve stated goal(s) or outcome(s)

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<thead>
<tr>
<th>Activity</th>
<th>Month(s) the Activity will take place</th>
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<tbody>
<tr>
<td>Purchase supplies and equipment</td>
<td>July-October</td>
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<td>Install equipment</td>
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<td>Implement equipment into courses</td>
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8. **Effectiveness Measures:** (Refer to the identified problem – item #5, and describe the anticipated quantitative outcomes expected from the implementation of the strategy. Where appropriate, indicate the effectiveness measures that will be reported after year one, year two, etc.) **State the effectiveness measures clearly and in assessable terms.** The outcomes stated here must be addressed later in the completion report. Confer with your IR office to ensure the appropriateness of the measurement of outcomes.
By purchasing duplicates of essential lab equipment for anesthesia, dentistry, surgery, and clinical laboratory techniques classes we will:

- Increase instructional efficiency and student skills “practice” time by 200%
- Increase student skills proficiency by >50%
- Increase job placement of graduates by 10% (80% overall)
- Increase satisfaction of employers and veterinary preceptors by >10%

By purchasing the animal transfer station and Techniplast rack we will:

- Secure off-site clinical facilities agreement with a laboratory animal biosecurity complex
- Increase student competency in AVMA-mandated skills in laboratory animal medicine

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 (List all positions separately)

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Personnel Subtotal $\text{-}$

### Fringe Benefits (List per position)

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Fringe Total $\text{-}$

Personnel Subtotal $\text{-}$

### Services

**Material & Supplies**

**Supplies:** Nikon E200 Microscopes (quantity 10) 19319

**Equipment:** Heska Hematology Machine 9668

**Equipment:** Animal Transfer Station 12013

**TOTAL COSTS** $41,000

### Fringe Benefit Rates (as of 7/20/12)

- Faculty/Staff 44.21%
- Casual Hire/Overload 2.06%
- Student 0.46%

10. Indicate which Perkins requirements are covered by this proposal? (Check no more than three categories that best describe your proposal):

- **X** 1. Building of the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards,
including preparation for high skill, high wage, or high demand occupations in current or emerging professions

2. Promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instructions, and that link secondary education and postsecondary education for participating career and technical education students

3. Increasing State and local flexibility in providing services and activities designed to develop, implement and improve career and technical education, including tech prep education

4. Conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs, services, and activities

5. Providing technical assistance that –
   (a) Promotes leadership initial preparation, and professional development at the State and local levels; and
   (b) Improves the quality of career and technical education teachers, faculty, administrators and counselors

6. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries

7. Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive
11. **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: [Signature]  
Date: 7/1/2013

Print name: Michael Moser  
Director, CCE