

**Kaua`i Community College  
Annual Program Review for  
OFFICE OF CONTINUING EDUCATION AND TRAINING  
2015**

**Program Description**

The Office of Continuing Education and Training (OCET) is committed to providing effective customized training that responds to the professional and personal development needs of our community's lifelong learners.

Non-credit course offerings are available through the Office of Continuing Education and Training (OCET) to meet the needs of local businesses, the visitor industry, the farming and agricultural industry, those needing vocational upgrading, retraining for dislocated and incumbent workers along with professional development and job enhancement. The hallmark of Kauai Community College's non-credit program is OCET's ability to offer flexible and timely response to needs beyond the traditional college system.

Other Programs that fall under OCET's oversight are the following: The Performing Arts Center, International Education, Ho'ouluwehi, the Ho'owaiwai Project (OHA), CTAHR's GoFarm, activities of the College Grant Writer, and the iCan/ETC Lab (iCan program funding ended with the C3T grant 9/30/2015).

The Performing Arts Center (PAC) at Kauai Community College is available for performing arts and instructional programs of the University of Hawaii, and non-profit organizations involved in culture and the arts projects.

International Education at Kauai Community College overarches credit programs as well as non-credit programs offered through OCET. International Education consist of four major pillars: 1) short-term international programs offered through OCET; 2) recruitment and support of credit side international students; 3) promoting study abroad; and 4) advancing international education at the college.

Go Farm's mission is to enhance Hawaii's food security and economy by increasing the number of local agricultural producers by offering those with an interest in agriculture a combination of knowledge, experience, and support designed to assist them in becoming viable production growers, and accomplish this in a manner that encourages sustainability.

Kaua'i Community College's Office of Continuing Education and Training (OCET) was awarded a grant from the Office of Hawaiian Affairs (OHA) in 2013 and created the Ho'owaiwai Project to provide free education, training and career readiness support to people of Native Hawaiian ancestry (and who meet the income eligibility). OCET is committed to helping eligible students with the tools to find a career path and find a meaningful, well-paying job. Each student accepted into Ho'owaiwai works directly with a coordinator at OCET. Milestones are designated in the grant, which are reported to OHA and then paid to OCET.

The Education & Training Center Lab (ETC Lab) is the continuation of the iCAN program that was developed under the C3T grant from 2012 – 2015. The ETC LAB allows students to receive individualized learning plans and establish a learning goal for specific purposes: preparing

for College level English and math ( and the COMPASS placement test); also provide community members to prepare for the GED; police exam; firefighters exam; the ASVAB military exam; and trades exams such as the ASE. In addition, English Language Learners are supported in the English labs. Each student is pre- and post-tested to measure student mastery. A certificate of competency is awarded at 3 milestones for math and English. Students purchase 20-hour blocks to attend the lab. The lab is open enrollment and allows students to work with instructors either individually or in small groups. The curriculum is individualized and includes both online learning and hands-on practice. There is no charge for learning materials or online programs.

**Part I. Quantitative Indicators**

	<b>FISCAL YEAR</b>				
	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>	<b>13-14</b>	<b>14-15</b>
<b>Demand</b>					
Total Number of Working Adults	32,000	31,850	33,700	33,850*	32,950*
Average Number of KCC Full-Time Faculty and Staff	145	175	175	202	175
<b>Efficiency, Non-Credit Programs</b>					
Total Enrollment	1,687	1,609	1,599	2076	2157
Total Number of In-Service Training for KCC Faculty & Staff	17	37	12	42	9
Average Enrollment Per Class	11	12	12	11	12
Passports Processed	0	0	0	0	78
Revenue Generated from Passports	0	0	0	0	\$1800
Total Revenue Generated	\$112,174	\$185,656	\$279,040	\$311,077	\$279,328
Customized Classes or Contracts	23	15	20	18	13
Evening/Weekend Classes	70	79	81	78	96
Distance Learning	3	9	88	68	53
<b>Efficiency, International Education (non-credit)</b>					
Number of Groups Served	3	3	3	5	6

Total Enrollment	31	60	61	69	80
Revenues Generated	\$21,460	\$29,291	\$29,580	\$43,955	\$54,821
<b>Efficiency, Performing Arts Center</b>	2009	2010	2011	2013**	2014**
Total Events	139	92	75	100	113
Total Attendance	25,996	21,053	16,117	20,946	22,195
Total Gross Revenues	\$89,355	\$73,733	\$57,887	\$92,730	\$64,525

\*Source: Hawaii Workforce Informer <https://www.hiwi.org/gsipub/index.asp?docid=417>

\*\*Figures reported are based on calendar year January-December (not fiscal year reporting)

## Part II. Analysis of the Program

Total non-credit enrollment increased in 2014-15 by 3.75% or by 81 students. Revenue decreased by 7.58% or by \$31,7494 (2013-2014 revenue reported included the addition of milestones earned through the Office of Hawaiian Affairs' grant and C3T/iCan tuition which had been reported prior to actual receipt of the revenue earned. The OHA grant has still not ended; therefore, OCET cannot report on the actual balance of revenue earned from this grant). Additionally, the decrease in PAC revenues generated negatively affects gross revenue figures.

OCET staff provided support for 1402 hours of facility use, 85 hours for community organizations in which OCET partnered, 1509 hours for union apprentice programs, 371 hours for KCC facility use, 618 hours for International Education, 80 hours for professional development and 1817 hours for OCET classes.

### Performing Arts Center (PAC)

The Performing Arts Center (PAC) events increased by 13 events, and attendance was up by 1249 individuals, however PAC revenue was down by \$28,205 or 30%, compared to the previous year (2013-14 showed an unexpected increase in revenue due to the booking of Miss Saigon).

## **Short-Term International Groups - OCET**

International Education's enrollment increased by 13.75% and 7.9% in revenue with 11 more students and a \$10,866 increase in gross revenue.

In review of the data collected, it shows that there has been steady growth in short-term international programs spurred by signing of new agreements between 2010-12. In particular, the partnership with five national maritime colleges in Japan initiated in 2010 has resulted in four on-going programs and one new program this fiscal year.

In FY 2015, we delivered 6 short-term (2-3 week) programs, four of which took place in August and September. The concentration of short-term programs in the month of August and September is due to the academic calendar of Japanese higher education system, in which August and September are their summer break season. Though we welcome growth in short-term international programs, having four concurrent programs put a strain on OCET staff and resources, especially on the coordinator. Though we were able to deliver four concurrent programs by hiring a student worker who helped with the logistics and orientation, we need to look at ways to continue to deliver quality program without taking a toll on OCET staff and the coordinator. As we expect more growth in the area of short-term contract training groups, we should look into increasing our capacity, for example, by hiring a part-time coordinator during the busy season.

Our college-wide Grant Officer provided information on grant planning and strategies and continued to working to make the grant application and administration procedures conform to UH guidelines and standards.

### ***Specifics from our Grants Officer***

In the category of Institutional Effectiveness, in FY 2015, KCC submitted new grants to support Workforce Development, Education and Student Services, Agriculture, Veterans' Educational Services, Apiary Science and Distance Learning. The FY 2016 Title III submission was not successful, but KCC received approval for continuation of Department of Education grant Title III Part F, "Crossing Cultures" for FY 2015 at \$915,298, and also received a Supplemental Award of \$165,964. This funding supports student services, development of a Hawaiian Language Lab, the Pre-Engineering Program, advanced mathematics on campus and within local High Schools, the Cognition Bus, renovation of the Hawaiian Studies Hale and the Canoe Hale for the voyaging canoe to be acquired in FY 2106, and development of new Academic Subject Certificates in Hawaiian Studies.

In agriculture, KCC participated successfully in three grants. One is a consortium grant with UH Manoa in partnership with the College of Tropical Agriculture and Human Resources (CTAHR) to support the Ulutopia program and related courses receiving \$42,850. The second grant is with the State Department of Agriculture to establish an apiary program and a honeybee stock improvement education and research program on the island of Kauai, receiving \$44,944. In the coming FY, KCC plans to build on these grants and programs to increase funding to related agricultural programs on campus.

KCC also received an award from the US Department of Agriculture as part of a consortium grant with CTAHR at UH Manoa to participate in the "GoFarm Hawaii: A regional new farmer development initiative". GoFarm Hawaii's (GFH) goal is to capitalize on the current interest in farming to develop new, viable, commercial farmers for Hawaii. KCC received \$22,000 in FY2015.

As part of the UH Space Grant Program, KCC received funding for the "Pathways to Science Competence through Advanced Interactive Learning in Integrated Earth Science, Planetary Science, Helio- and Astrophysics" Program with UH Manoa and the National Aeronautics and Space Administration (NASA), receiving \$56,207. As part of this program, KCC students participate in Project Imua, and will visit Wallops Space Flight Center.

The Ho'ouluwehi Sustainability Institute at KCC entered into a partnership with the Grand Hyatt Kaua'i Resort and Spa and CTAHR to implement a hydroponics unit at the Grand Hyatt Kaua'i location. Two interns from KCC will be paid a stipend to work and learn about the hydroponics unit and project. Funds received were \$4,600.

KCC will conclude participation in the Community College Career and Technical Training Grant (C3T), receiving FY 2015 funding to support Veterans' Educational Services, Health Training and Computer Technology education. Funding for FY2015 was \$379,011.

In the Office of Continuing Education and Training (OCET), the State Department of Labor and Industrial Relations (DLIR), Employment and Training Fund (ETF) Program approved KCC to continue to provide classes under specific program areas, such as, general office skills, business and managerial, computer literacy, language, health industry, travel industry, soft skills training, construction industry, maintenance and repair, transportation, agriculture, human services, food industry, sustainability, energy and renewable energy. Classes will be offered via traditional classroom learning, distance learning, online education, hybrid (online and traditional) and self-paced training. Funding is based on performance.

The Office of Hawaiian Affairs (OHA) approved a no-cost extension of the Ho'owaiwai Program for FY2015-16. This program will sunset June 30, 2016. The Ho'owaiwai Project provides tuition, material support, developmental math/English brush up (ETC Lab), and job preparation workshops for Native Hawaiian students to succeed in education programs; and to help them qualify for and obtain employment. Milestones are earned based on The number of students who are recruited, retained and supported by the project staff.

Other grants were received by individual departments with Nursing renewing funding for Nursing Education and Family Health Services with the State Division of Health and Human Services.

In Grant Development and Planning, KCC is working with community groups to provide support for KCC initiatives including K-12 transitions with Keiki to Career, and community planning to support programs such as GoFarm, the Veterans' Educational Resource Center, Ulutopia, and place-based learning within the KCC ahupua'a community in Huleia and Niumalu.

### iCan (C3T) ETC Lab, Ho'owaiwai Programs and Participants 2014 - 2015

9 Programs	Dates	Enrollment (144)	Students Data
(iCAN) iCareer Skills EDU 8000	May - Aug 2014	10	10 participants 4 completed the program; 2 newly enrolled in credit programs; 2 acquired employment
(iCAN) COMPASS Prep EDU 8010	May - Aug 2014	29	29 participants 15 completed the program
Intro to Solar Photovoltaic SUS 8110	July - Aug 2014	8	8 participants 8 completed the program; 4 employed
(iCAN-GED prep) iCareer Skills EDU 8000	Nov 2014 - March 2015	12	12 participants 3 completed (passed) one or more GED tests; *1 student re-enrolled in ETC Lab (2015)
(iCAN) COMPASS Prep EDU 8010	Oct 2014 - April 2015	8	8 participants 4 new credit program enrollments; 6 re-enrolled in ETC Lab (May 2015)
Electrical Technology Program EDU 8102	Feb - Apr 2015	12	12 participants (*iCAN Math Brush up) 12 completed the program
GoFarm AGR4007	Feb - July 2015	13	13 participants *iCAN curriculum/student support
ETC Lab (iCAN) EDU 4200	May 2015 - Sept 2015	47	47 participants 21 new credit program enrollments; (5) Ho'owaiwai students 28 College Prep; 7 GED; 7 ELL (2 international students; 4 Police Exam Prep; 1 Trades
GoFarm AGR 4007	Aug 2015 - March 2016	5	5 participants 2 Dual enrollment (ETC Lab)

## Ho‘owaiwai Project Program Participants 2013 – June 30, 2015

As of June 30, 2015: 75 candidates have been interviewed – 32 have been supported; 14 students have been accepted into the program in the past year. 14 students have left the program. There are 4 continuing students.

\*As of this report (October 28), 23 new students have been accepted between July 1 – Oct 10, 2015; in addition, 2 of 4 continuing students are active and receiving support. The Ho‘owaiwai Project has now surpassed the intake target of 41 students; more students may be supported through the remaining no-cost extension period. 13 Ho‘owaiwai students are enrolled in the ETC Lab: 9 College Prep; 4 GED Prep

### Part III. Action Plan

Goal Alignment UH System Goals, Kaua‘i Community College Goals, and Strategic Goals	Program Goals
<p><b>UH Goal 1: Educational Effectiveness and Student Success</b></p> <p><b>KCC Goal 1: Access &amp;</b> <b>KCC Goal 2: Learning and Teaching</b></p> <p>Strategic Goals: Student Recruitment, Retention and Success of All Students and Particularly</p> <ul style="list-style-type: none"> <li>● Increase success of Remedial/Developmental Students</li> <li>● Non-traditional Students in Career and Technical Programs</li> <li>● Increased Completion of Degrees, Certificates, and Licensure</li> <li>● Improve partnerships with K-12 to improve college preparation and to ensure that students are aware of specific opportunities that KCC provides</li> </ul> <p>Relevant Curriculum Development</p> <ul style="list-style-type: none"> <li>● Sustainability/Green Jobs</li> <li>● Health</li> <li>● DOE-KCC English Alignment</li> <li>● Increase and improve design and delivery of distance education offerings</li> <li>● Increase transfer rates by strengthening four-year pathways, particularly in STEM fields</li> </ul>	<p><b>KCC Goal 1: Access</b></p> <ul style="list-style-type: none"> <li>● OCET is open to all ages to attend classes as appropriate for their learning goals (and with parent/guardian approval).</li> </ul> <p><b>KCC Goal 2: Learning and Teaching</b></p> <ul style="list-style-type: none"> <li>● OCET will continue to offer and expand course offerings in renewable energy and sustainable agriculture.</li> </ul> <p>Strategic Goals: Student Recruitment, Retention and Success of All Students and Particularly:</p> <ul style="list-style-type: none"> <li>● OCET, through the College Grant Officer, participates in the Chancellor's Campus Effectiveness Committee, and works directly with faculty to provide student stipends, mentoring services, a First Year transition program, and embedded tutors in mathematics.</li> <li>● OCET, through the College Grant Officer, participates in several campus committees and works directly with faculty and staff to research and identify promising grant funding opportunities; pursues external grant opportunities with local, national, federal and foundation funding sources that support programmatic and college strategic and long-range directions; and works with all academic programs, student services, and administrative and educational support units to promote successful grant identification submission.</li> </ul>

Completion of:

- Course Student Learning Outcomes (CLOs)
- Program Learning Outcomes (PLOs)
- Institutional Learning Outcomes (ILOs)
- Course Action Forms (CAFs)

Assessment Activities and Analysis

- OCET, through the Grant Officer, has been successful in obtaining new funding for academic and professional classes, student services and internships and workforce development
- The Grant Officer works with KCC Administrative and Financial Officers to initiate, develop, coordinate, facilitate, and maintain effective and timely communication on grant submissions and progress. The Grant Officer keeps abreast of changes and developments and collects and disseminates information relative to available grants.
- After the grant award, the Grant Officer assists administrators and principal investigators in monitoring and providing oversight on setting up grants and identifies resource development for effective grant administration. OCET also works with the Institutional Researcher to identify student needs, and to develop, implement and improve evaluation plans, and to provide background statistics and analysis for grant preparation.

Increase success of Remedial /Developmental Students

- The OCET ETC Lab (formerly “iCAN”) will seek funding through grants to continue to provide low-cost access to the program, continue to develop innovative instructional tools, and support adequate staffing and administrative support.
- The OCET ETC Lab will continue to offer basic math and English in conjunction with credit-bearing degrees to increase student success & persistence in credit programs; to expand non-credit credential programs for professional certification as well as GED/High School equivalency and a more robust ELL program.
- OCET, also through the ETC Lab (iCAN) program, develops and provides embedded math, science and English instruction as part of non-credit customized workforce-training programs such as Electrical Technology and GoFarm.
- The ETC Lab will also pilot and support basic computer literacy testing and training for community-based students.

#### Non-traditional Students in Career and Technical Programs

- OCET reaches out to non-traditional students through its course offerings.
- OCET works to create and offer new technical workforce development programs to meet eligibility for WIOA and ETF funding.

#### Increased Completion of Degrees, Certificates, and Licensure

- OCET, also through the iCan program has worked to provide contextualized remedial help to students pursuing eligible credit and non-credit certificate programs
- OCET, through the Grant Office has investigated distance learning opportunities in technology and health education, including on-site testing for certification.

#### Relevant Curriculum Development:

Sustainability/Green Jobs, Health, DOE-KCC English Alignment, Increase and improve design and delivery of distance education offerings and increase transfer rates by strengthening four-year pathways, particularly in STEM fields

- OCET partners with Ho‘ouluwehi and other sustainability programs on campus and across the community college system to develop new curriculum related to renewable energy and sustainability.
- OCET has developed a new Petals of Wellness: Kupuna Care program for personal assistants for home care providers.
- OCET has added and updated Kids College classes to support and strengthen students experience as they explore the STEM related subjects.

#### Completion of: Course Student Learning Outcomes (CLOs), Program Learning Outcomes (PLOs), Institutional Learning Outcomes (ILOs), Course Action Forms (CAFs)

- OCET requires instructors to state the CLO's for each non-credit class.
- All CLOs that are submitted are reviewed by Training Coordinators to ensure that outcomes are measurable
- Post course evaluations are then reviewed for improvements to the course material.

#### Assessment Activities and Analysis

	<ul style="list-style-type: none"> <li>● OCET Training Coordinator is active on the Assessment Committee to identify the information needs of campus, foster the efficient collection and subsequent dissemination of information, and facilitate appropriate interpretation, understanding, and subsequent use of information in College decisions</li> </ul>
<p><b>UH Goal 2: A Learning, Research and Service Network</b></p> <p><b>KCC Goal 3: Workforce Development &amp; KCC Goal 5: Community Development</b></p> <p>Strategic Goals: Increased Job Placement and/or Performance through</p> <ul style="list-style-type: none"> <li>● Revised or New Curriculum</li> <li>● Better Coordination with Business and Industry</li> </ul>	<p><b>KCC Goal 3: Workforce Development</b></p> <p><b>KCC Goal 5: Community Development</b></p> <p>Strategic Goals: Increased Job Placement and/or Performance through Revised or New Curriculum and Better Coordination with Business and Industry</p> <ul style="list-style-type: none"> <li>● OCET Director and Coordinators are active and involved in a number of community organizations and initiatives including the State’s Employee Training Fund, Kauai Workforce Innovations and Opportunity Act Board meetings, partners and non-profit agencies aligning workforce training needs with class offerings as needs are identified.</li> <li>● OCET, through the ETC Lab/iCan program, collaborates with Workwise Kaua’i and the Department of Education’s McKinley Community School for Adults to streamline and enhance education and training opportunities for unemployed and underemployed adults.</li> <li>● OCET's Ho'owaiwai Project provides 15 hours of job readiness training to its participants. In addition, supports individual job searches and post-employment support for 3 months.</li> <li>● OCET Director and Coordinators are active on the Workforce Innovation and Opportunity Act Board aligning workforce needs with training opportunities, along with other business and community organizations such as SHRM and Chamber of Commerce.</li> <li>● OCET Training Coordinators continue to sit on the Board of the Chamber of Commerce with meetings that include marketing and funding concerns common to all the participants.</li> <li>● OCET Training Coordinators continue to be an active member of SHRM to determine training needs and to market to human resource professionals.</li> </ul>
<p><b>UH Goal 3: A Model Local, Regional and Global University</b></p> <p><b>KCC Goal 6 Diversity</b></p>	<p><b>KCC Goal 6 Diversity</b></p> <p>Strategic Goals: Fostering Global Understanding and Intercultural Competence</p>

<p>Strategic Goals:</p> <ul style="list-style-type: none"> <li>● Fostering Global Understanding and Intercultural Competence</li> <li>● Increased Enrollment and Success of International Students</li> </ul>	<ul style="list-style-type: none"> <li>● OCET's Ho‘owaiwai project provides education &amp; training funds to eligible (needs-based) Native Hawaiians for non-credit and credit programs through an OHA grant.</li> <li>● OCET has partnerships with the Native Hawaiian community and business organizations;</li> <li>● OCET provides outreach to Hawaiian Immersion Programs and Charter Schools; and incorporates Hawaiian epistemology into education and training;</li> <li>● The ETC Lab will continue to recruit English for Speakers of Other Languages and also provide non-credit English communication training to international students</li> <li>● The OCET Grant Officer attends community meetings of civic and educational organizations such as the Garden Island Arts Council, the County of Kauai Economic Development Boards for Arts and Culture and Agriculture, the Lihue and Wailua Business Associations, Kauai Planning and Action Alliance, and the Aha Moku O Kauai Council.</li> <li>● OCET facilitates meetings and forums on topics of community interest.</li> <li>● The OCET Grant Officer attends all meetings of the CEDS Agriculture Committee, the Lihue and Wailua Business Associations and Kauai Planning and Action Alliance meetings and facilitates community meetings at KCC, such as the Aha Moku Council and the Ocean Users Working Group.</li> <li>● KCC OCET also is in alignment with the statewide Directors of Continuing Education (DOCETs) with a goal to increase Native Hawaiian Enrollment by 3% through recruitment and outreach efforts to stakeholders serving Native Hawaiians and other underserved communities.</li> <li>● OCET offers ASL classes to increase community awareness and knowledge of communication with the deaf population.</li> </ul> <p>Increased Enrollment and Success of International Students</p> <ul style="list-style-type: none"> <li>● OCET’s International Studies program continues to form new agreements with global markets, such as: Yunnan Agricultural University MOA was signed 7/21/2014 and Northern Ireland (Toyama National College partner) is in the works.</li> </ul>
<p><b>UH Goal 4: Investment in Faculty, Staff, Students and Their Environment</b></p> <p><b>KCC Goal 4: Personal Development</b></p> <p>Strategic Goals:</p>	<p><b>KCC Goal 4: Personal Development</b></p> <p>Strategic Goals:</p> <p>Professional Development Directed to Any of the Above Goals</p> <ul style="list-style-type: none"> <li>● OCET Director and Coordinators continue to participate in workshops and webinars regarding in Marketing, Business Operations, etc.</li> </ul>

- Professional Development Directed to Any of the Above Goals
- Enriching Student Experience, Particularly Directed to Any of the Above Goals
- Increasing the Efficiency, Effectiveness and Sustainability of the KCC Environment

- OCET staff continue to attend on-campus workshops in the use of UH Google and other information management systems.
- OCET staff continues to attend work related retreats and trainings as approved by the Director of OCET ( Clerical retreat, LERN, NCCET, HSI, Destiny users conferences, etc)
- OCET continues to be active on PAU Violence Committee to help with outreach and education on prevention, awareness and understanding of violence.

Enriching Student Experience, Particularly Directed to Any of the Above Goals

- OCET continues to accept KCC Ed White Scholarship students into its classes.
- OCET targets small businesses with workshops, online courses and conferences is a recurring theme.
- OCET continues to foster relationships with community organizations who can offer education and training in areas of mental health and working with students who identify themselves and needing mental health services.

Increasing the Efficiency, Effectiveness and Sustainability of the KCC Environment

- OCET continues to offer courses to upgrade faculty and staff skills.
- OCET has offered a Civility in the Workplace class to the KCC cabinet and Division Chairs and offers the class on an on-going basis as a part of our course catalog.
- OCET continues to add classes for ETF approval to meet the demands of the business community (both classroom and online).
- The OCET Grant Officer attends and facilitates training sessions and webinars using ORS training, the Grant Professional Association, Grant watch, The Foundation Center, The Hawaii Alliance of Non-Profit Organizations (HANO), The Administration for Native Americans (ANA), The Hawaii Community Foundation, The National Oceanic and Atmospheric Administration (NOAA), The Government Services Administration (GSA), the new Asian American Pacific Islander (AAPI) information and data website, and the National Science Foundation.
- In alignment with the DOCET strategic plan, KCC OCET will continue work with other UH Campuses to participate in collaborative training and education activities.

**UH Goal 5: Resources and Stewardship**

**KCC Goal 5 Community Development**

Strategic Goals:

- Reduce Deferred Maintenance
- Address Health and Safety Issues
- Promote Sustainability

**KCC Goal 5 Community Development**

Strategic Goals:

Reduce Deferred Maintenance

- OCET will continue to offer and expand its course offerings in renewable energy and sustainable agriculture.
- OCET works with College-Wide Grants Officer to identify new resources to improve and upgrade offerings and to engage the community directly in KCC activities.
- KCC OCET will continue to work with other UH Campuses regarding implementation and utilization of the Destiny Solutions electronic registration system as a seamless state system.

Address Health and Safety Issues

- KCC OCET has developed a new Institute for Environmental Health and Safety, sending KCC's own instructor for training in HAZMAT/HAZCOM and OSHA classes.
- OCET Training Coordinator continues to be active in the newly formed Behavioral Intervention Team (BIT) to discuss health and safety issues as they affect our students.
- OCET Training Coordinator continues to be an active member o PAU Violence Committee to promote prevention awareness and understanding of violence to all KCC community members (students, faculty, staff and surrounding community members).

Promote Sustainability

- New course areas include identifying certificate programs leading to employment or job advancement; identifying CEUs for clients; recruiting GED prep, ELL and other students as potential college students; engaging advisory groups to review and assess the viability of proposed courses; continue to nurture DOL and other sustainable partnerships.
- KCC OCET has been offering classes on the North and South shore of Kauai to promote community development and the sustainability of KCC's presence in the community. KCC OCET has offered and ran contract classes for the County of Kauai. to promote community partnerships with businesses and community agencies.

## ACTION PLAN

### Action Plan(s) Office of Continuing Education

Program Goal & Campus Strategic Priority	Action Item	Resources Needed	Person(s) Responsible	Timeline	Indicator of Improvement	PLO impacted	Status
Re-establish gross revenues equal to the average of the previous three calendar years (\$324,000)	<p>Increase radio advertising</p> <p>Provide wider variety of classes</p> <p>Secure training contracts with public and private sector clients</p> <p>Continue to provide passport processing as a community service</p> <p>Continue to research workforce development grants and</p>	<p>PAC radio advertising spots</p> <p>External marketing</p> <p>Coordinator's recording of radio spots</p> <p>KCC Webpage</p> <p>KCC Facebook</p> <p>Flyers</p> <p>On-line registration</p>	<p>OCET Director</p> <p>PAC Manager</p> <p>Coordinators</p> <p>Secretary</p> <p>Office Staff</p> <p>Partner with Director of Enrollment Management and College's Graphic Artist</p> <p>College Grant Officer</p>	On-going	<p>Increased revenues from classes, events, workshops by 15%</p> <p>Increase revenue from passport processing by 10%</p> <p>Revised and tailored grant strategies, and additional grant submissions for approved projects.</p>	N/A	<p>Coordinator continues to record monthly radio shows on 3 local stations</p> <p>Public service announcements will continue through 2015-16</p> <p>Community service announcements also have been provided to KKCR by Grants Officer</p> <p>Expanded webpage, facebook and community calendar outreach postings with regular updates by coordinators</p> <p>Flyers distributed to Chamber, Economic Development Board, Lihue Business Association and at various community and business meetings</p>

	<p>scholarships</p> <p>Increase the number of contract classes Consider offering larger conferences. (Oklahoma Nursing Group?)</p> <p>Bundle courses to encourage better attendance on multiple classes</p>	<p>management system</p> <p>Purchase CD of chamber members contacts</p>				<p>Grant Officer prepares and disseminates email announcements of new funding opportunities to potential PIs.</p> <p>Grant Officer helps PIs prepare documents and grants, and also research statistics on enrollment and workforce potential.</p> <p>OCET gained a 23% increase above the stated goal.</p> <p>OCET held 5 classes in outlying communities (north and south shore)</p> <p>OCET did outreach with Ho`owaiwai Coordinator</p> <p>OCET partnered with the County of Kauai and the KCC to market credit and non-credit course offerings</p> <p>OCET and Student Services held a Job Fair in the OSC with 44 employers and 364 attendees</p> <p>OCET participated in County of Kauai's Job Fair and Small Business Fair and several resources fairs</p>
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							OCET hosted the Buzz on Biz in partnership with the County of Kauai
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**Action Plan(s) Office of Continuing Education**

<b>Program Goal &amp; Campus Strategic Priority</b>	<b>Action Item</b>	<b>Resources Needed</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Indicator of Improvement</b>	<b>PLO impacted</b>	<b>Status</b>
Increase number of custom classes for FY2015-16	Provide wider variety of classes  Continue to work with the State of Hawaii, Kauai Landscape Industry Council - KLIC, Kauai Island Utility Cooperative - KIUC, private business and, etc. on future training classes,	PAC radio advertising spots  External marketing  Student Stipends and/or internships with employers  Need instructors with specific knowledge and expertise	OCET Director  Coordinators  Secretary  Office Staff	On-going	OCET did not show an improvement in this area. As OCET showed a 27% decrease in the number of custom classes that were scheduled.  OCET showed a 22% increase in tuition support provided to Native Hawaiian students through the OHA grant when reviewing numbers year over year.	Provide teacher education classes main focus STEM with KEDB  Provide industry recognized certification class for businesses/industry	Research on the specific needs of various business and industry groups  Utilize informational sessions including inviting OCET alums, as catalyst for enrollments for new classes  Coordinators meet with County and other agencies to customize training for specific needs  For KIUC, conducted MS Excel and Word classes  Conducted a custom forklift certification class for employees at Pohaku Fabrication

							<p>Conducted a custom ladder safety class for the County of Kauai</p> <p>Ran chainsaw safety and tree felling classes</p>
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Increase number of classes to businesses and/or industry through target	<p>Meet with business/industry organization to identify areas of need</p> <p>Offer classes during</p>	<p>Marketing</p> <p>Topic expertise</p> <p>HIWI online reports</p>	<p>OCET Director</p> <p>Coordinators</p> <p>Office Staff</p> <p>Grant Officer</p>	On-going	Increased enrollment and increased number of different businesses & industries registering employees	Increasing employability of unemployed and underemployed population.	<p>OCET created the Institute for Environmental Health and Safety to provide training that meets compliance requirements for business safety and health – OSHA, etc.</p> <p>OCET has sent one of KCC's instructors for training in</p>

<p>topics to benefit many businesses and learners</p>	<p>non-working hours to encourage more enrollment</p> <p>Increase and market online Ed2Go classes</p>	<p>Utilize EMSI data analysis tool</p> <p>Access to online workforce analyses; some require a fee for downloading.</p>			<p>Alignment of courses with new, or changing industry needs and objectives</p>	<p>Increase capacity building of business workers</p> <p>Ensuring that courses meet industry-recognized certification standards.</p>	<p>HAZWOPER and HAZMAT to be able to offer OSHA related training</p> <p>OCET purchased OSHA related training from JJ Keller</p> <p>CDL training and refreshers are still a need.</p> <p>Met goals for classes in social media, developing dynamic customer service and ed2go online classes</p> <p>OCET is considering new and or expanded online options to offer to the business community</p> <p>Purchased online marketing tool and have been utilizing since October 2014</p> <p>OCET has successfully offered and run classes in GIS and GPS</p> <p>OCET has offered and will continue to offer more soft skill training.</p>
<p>Increase the number</p>	<p>Increase radio advertising</p>	<p>PAC radio advertising spots</p>	<p>OCET Director Coordinator</p>	<p>On-going</p>	<p>Increased night classes</p>	<p>Increasing employability</p>	<p>Increased by the number of night/evening and weekend classes by 18</p>

of night classes for FY2015-16	Provide wider variety of classes  Secure training contracts with public and private sector clients	External marketing	rs  Secretary  Office Staff			of unemployed and underemployed population  Increase capacity building of business workers	classes (23% year over year)  Added Electrical Journey Worker to the list of evening classes.  OCET has successfully offered and run classes in GIS and GPS during evening hours  OCET needs to continue to explore new courses in technology resulting from increased capability campus-wide, e.g. IT and Cybersecurity.
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### Action Plan(s) Office of Continuing Education

Program Goal & Campus Strategic Priority	Action Item	Resources Needed	Person(s) Responsible	Timeline	Indicator of Improvement	PLO impacted	Status
Identify and develop offerings in sustainability  Target non-cre	Consult with internal and external personnel (ie Ho`oluwehi and KEDB)  Continue consultation with KWIB,	Utilize funds through grants and partnerships  Curriculum and	Chancellor  Vice Chancellor  Chairs  Campus and Community	On-going 2014-15	Course offerings on sustainable topics increases		OCET continues to offer and expand its course offerings in renewable energy and sustainable agriculture. Offered Agriculture classes through Go Farm, USDA, CTAHR and Department of Agriculture, Department of Health.

<p>dit as classes</p>	<p>emerging renewable energy and agriculture entities</p>	<p>instructional expertise</p> <p>Access to online analyses; some require a fee for downloading.</p> <p>Topic specific analyses in sustainability as related to Hawaii.</p>	<p>Sustainability Committees</p> <p>OCET Director</p> <p>OCET Coordinators</p> <p>RDP Staff</p> <p>RCUH Staff</p> <p>Community Partners</p> <p>Director of Ho‘ouluwehi</p> <p>Professor of Agriculture</p>			<p>OCET will continue to develop new offerings and expand partnerships with Ho‘ouluwehi, renewable energy and skilled trades, along with AG programs and credit courses.</p> <p>OCET will monitor AG product sales at the Saturday KCC/Farm Bureau markets</p> <p>COET will explore more coordinated classes in partnership with UH-CTAHR.</p> <p>Explore partnerships with Sea Grant Extension agents on Kauai.</p> <p>OCET will continue to partner more with credit classes and programs in increasing sustainability classes .</p>
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## Action Plan(s) Performing Arts Center

Program Goal & Campus Strategic Priority	Action Item	Resources Needed	Person(s) Responsible	Timeline	Indicator of Improvement	PLO impacted	Status
Maintain Increased energy efficiency	Purchase new stage lights as needed	Color Kinetics 1 Led Array supplies/equipment as needed	PAC Manager PAC Technician	on-going	Lower electric bill		Since the purchase and implementation, From a 32,000 watt total at full show usage, PAC down to 1,680 watts. PAC has also dropped use of consumables, like light bulbs and color gels,
Add to the PAC art collection	Purchase 1 new over size photo	a new timeless art piece	PAC Manager PAC Technician	January 2015 to December 2015	Increased ambiance of facility		The PAC art collection acquisition has been successfully acquired. However, PAC Manager will be purchasing another piece of art this year
Increase business	Increase video conferencing and legal depositions in PAC Multi Media Room	Marketing efforts and maintenance of equipment	PAC Manager PAC Technician	January 2015 to December 2015	Increased room room and increase revenue from this line of business		This business has been increasing over the past year. PAC Manager would like to see additional Multi Media Room use to generate revenue.