

UNIVERSITY OF HAWAII

Kapi'olani Community College

Substantive Change Proposal

Change in Location

**Establishing Additional Locations
Geographically Apart From Main Campus**

**ADN Nursing Program
At Leeward Community College**

**Practical Nursing Program
At Windward Community College**

Kapi'olani Community College
4303 Diamond Head Road
Honolulu, HI 96816
August 1, 2009

Robert Franco
Accreditation Liaison Officer

A. *A concise description of the proposed change and the reasons for it.*

- *A brief description of the change.*
- *Evidence of a clear relationship to the institution's stated mission.*
- *Discussion of the rationale for the change.*

Kapi'olani Community College (KCC) is submitting a Substantive Change Report as required by ACCJC's Substantive Change Policy when there is a "change in location or geographic area served". Specifically, the College plans to establish additional locations geographically apart from the main Diamond Head campus for two of its nursing programs. The Associate in Science Degree in Nursing (ADN) Program will be taught at Leeward Community College (LCC) and the Practical Nursing Program at Windward Community College (WCC). This report presents the rationale and plans for the establishment of satellite sites for ADN and Practical Nursing Program nursing courses.

The mission of the University of Hawai'i Community Colleges (UHCC) was re-emphasized in the Second Decade Report produced by the University Office of Academic Planning & Policy in April 2006. It specifically designated areas throughout the State of Hawai'i that required more assistance to improve the educational attainment of its residents. Additionally, the Report specified that more effort was required of the University of Hawai'i System to provide access and support for Native Hawaiians to continue their education at the post-secondary level. The UH and State Legislature subsequently allocated additional funding for facility renovations and nursing faculty positions to KCC so that more outreach services and educational opportunities to designated areas of need could be offered.

Wai'anae in Leeward O'ahu was one of the designated areas that required the most educational opportunities and services due to its low socioeconomic conditions and poor educational outcomes. Additionally, there are large populations of Native Hawaiians residing in the Leeward communities. Leeward Community College (LCC) is the closest community college to Wai'anae.

The Second Decade Report designated Windward O'ahu as another area that required more post-secondary educational and career advancement opportunities. Additionally, Windward Community College (WCC) has the highest percent of Native Hawaiian students (33%) amongst all of the community colleges on O'ahu.

As the only community college with programs to prepare licensed nurses on the island of O'ahu, KCC was asked by the UH Community College System and community residents to offer its various nursing programs in these designated areas of need. The population is growing significantly in these suburban and rural areas. Traveling to the main KCC nursing campus at Diamond Head is considered to be difficult and prohibitive for many Leeward and Windward residents.

B. If the substantive change involves a new educational program, a description of the program to be offered including evidence that:

- *The educational purposes of the change are clear and appropriate.*
- *All relevant Commission policies are addressed.*
- *The proposed program meets accreditation standards related to Student Learning Programs and Services and Resources.*

The KCC ADN and Practical Nursing Programs are well-established educational programs that will be taught at the respective satellite sites. The development of new educational programs or alternative delivery of the curricula will not be necessary.

C. A description of the planning process which led to the request for the change, including:

- *How the change relates to the institution's stated mission.*
- *The assessment of needs and resources which has taken place.*
- *The anticipated effect of the proposed change on the rest of the institution.*
- *A clear statement of the intended improvements that will result from the change.*
- *A description of the preparation process for the change.*

One key mission of Kapi'olani Community College is to meet the workforce needs of its community. Currently, there are shortages in various health and nursing personnel on the island of O'ahu. However, the foremost impetus for change has come from the communities themselves, who having requested workforce development programs, particularly nursing, in their geographic areas. In response to the community's strong and consistent requests and with adequate fiscal support by the State Legislature and University of Hawai'i System for Community Colleges, Kapi'olani Community College is now prepared and committed to offer nursing education island-wide. The mission of the College to provide access to various educational programs will be met by offering KCC nursing programs at LCC and WCC campuses.

While analyzing student demographic data, it was found that 36.5% and 12.7% of ADN students lived in the Leeward and Windward areas of O'ahu, respectively. This piece of information added support for the planned change. (Refer to Table 1).

Table 1: Nursing Students' Residences

ADN Cohort	No. of Students Admitted	Honolulu Area	Leeward Area	Windward Area
Fall 2004	31	11	14	6
Spring 2005	30	17	9	4
Fall 2005	30	14	10	6
Spring 2006	30	16	11	3
Fall 2006	30	20	6	4
Spring 2007	30	17	8	5
Fall 2007	62	30	26	6
Spring 2008	40	21	16	3
Fall 2008	40	18	18	4
Total	323	164	118	41
Percentages	100%	50.8%	36.5%	12.7%

Additionally, many nursing faculty live in these same suburban areas and would appreciate teaching closer to their home. Therefore, the nursing faculty and KCC administrators became convinced that satellite sites at LCC and WCC would not only provide students with convenient locations for obtaining access to UHCC resources, but also allow UHCC to make the most efficient use of its resources, e.g., faculty and staff, while providing for the needs of the communities served.

The preparation for the process of change required approval by external nursing agencies as well as memoranda of agreement between partnering institutions, all of which were completed in 2008-2009. At the national level, the College required the approval of the National League for Nursing Accrediting Commission, Inc. (NLNAC), a nationally recognized external body which accredits KCC's ADN nursing program. At the local level, the State of Hawai'i Board of Nursing and the UH Community College System approved the plan. Memoranda of agreement were signed between KCC and LCC and WCC, where the partnership and responsibilities of each College were established in order to maintain the satellite sites. Included in the attachments are the documents related to the various approvals and agreements.

Preparation for satellite sites also involved collaborating with respective administrators and managers of various student services at LCC and WCC in order to determine the actual execution of the Memoranda of Agreement between colleges. For example, the KCC Library staff will be cataloging all KCC nursing books; after which, these nursing books will be made available for nursing students to borrow at each respective library at the satellite sites.

The State of Hawai'i Legislature appropriated 10 full-time nursing faculty positions to KCC; four in 2007 and six in 2008. The Nursing Department developed the Academy for Nursing Faculty in 2007 in order to properly orient, mentor, support and retain new faculty who were primarily practicing nurses with little experience in teaching at the community-college level.

The UH System allocated sufficient funds to build physical facilities for nursing classrooms and laboratories at LCC and WCC. Facilities at both satellite sites will have capacity for classrooms and nursing laboratories nursing faculty offices and reception areas.

Specifically, facility development plans at LCC consist of the construction of one portable building and renovation of one basement. Additionally, LCC will equip a simulation laboratory in the portable building.

One large classroom will be renovated into a dual purpose classroom and nursing laboratory at WCC. Storage and faculty offices are adjacent to the classroom.

The anticipated effect of the proposed change on KCC is positive and primarily relates to institutional space and students' increased access to nursing education. The College is experiencing increasing enrollment but unable to expand or construct new facilities in a short-term time frame. LCC and WCC have larger available areas to hold nursing programs. Satellite sites will relieve KCC of having to turn away prospective nursing students due to lack of physical facilities, particularly nursing laboratories. With this proposed change an increased number of nursing students will be admitted into KCC nursing programs and to sites closer to where they reside.

D. Evidence that the institution has provided adequate human, administrative, financial, and physical resources and processes to initiate, maintain, and monitor the change and to assure that the activities undertaken are accomplished with acceptable quality, including:

- *Evidence of sufficient and qualified faculty, management, and support staffing.*
- *Evidence of appropriate equipment and facilities, including adequate control over any off-campus site.*
- *Evidence of fiscal resources including the initial and long term amount and sources of funding for the proposed change.*
- *A plan for monitoring achievement of the desired outcomes of the proposed change.*

Evidence of sufficient and qualified faculty, management, and support staffing.

The ADN and Practical Nursing Program curricula will be the same at all sites i.e., the main campus at Diamond Head, and satellite sites at LCC and WCC. The students and faculty will be KCC students and faculty. The degrees and certificates are conferred by KCC. Faculty for satellite programs are recruited and hired using the same procedures and qualifications as the faculty teaching at the main campus. Faculty are evaluated using the same college instruments and procedures. Learning outcomes and program health indicators are monitored and reviewed annually and the programs are modified to improve outcomes.

The control of the nursing programs continues to be vested in Kapi‘olani Community College (KCC). The Chancellor of KCC oversees the functioning of the entire college and gives guidance and direction to the administrators. KCC administrators include the Vice Chancellor Administrative Services, Vice Chancellor Academic Affairs, and Dean of Students Services and Kahikoluamea. In addition, there are three program Deans. Each oversees one of three separate Academic Clusters and reports to the Vice Chancellor Academic Affairs. The Program Dean of Health Education oversees the Nursing Department. The administration of the ADN Program and PN nursing programs at the satellite sites will continue to be under the direction of the KCC Program Dean of Health Education and Nursing Department Chairperson.

The Nursing Department Chairperson has the authority and responsibility to administer and deliver the nursing curriculum at the main campus and satellite sites. The Chairperson is given 12 credits of release time to serve as department chair and teaches three credits per semester. The current Nursing Department Chairperson has been a faculty member at KCC for 19 years and has experience teaching ADN and PN Programs. She has a master’s degree in nursing which includes academic credit in curriculum development, evaluation, and teaching methods. She also has academic preparation for administration through her master’s degree in public health and six years of administrative experience as the KCC Nursing Department Chairperson. Additionally, the current Department Chairperson served as the Education Director of the Wai‘anae Health Academy (WHA), the first KCC satellite site for nursing programs in 1998 - 1999. She coordinated the KCC Nurse Aide Program and taught nursing-related courses at this satellite site. She managed a contracted Practical Nursing Program for Native Hawaiian students at WHA from 2004-2005. Her background provides the Department with valuable experiences in managing satellite sites at WCC and LCC.

Nursing faculty who will be teaching the KCC ADN and PN Programs have a master's degree in nursing with one year of nursing experience in their area(s) of teaching responsibility or a BSN with 3-5 years of nursing experience. All nursing faculty have taken college courses and/or attended the Academy for Nursing Faculty, which provides seminars in curriculum development, evaluation, and teaching methods. Additionally, the eight tenured faculty have many years of experience in curriculum development, evaluation and teaching methods.

There are seven nursing faculty who have experience teaching at satellite sites and are able to provide leadership in these new endeavors. The senior Counselor also has experience in advising and recruiting for programs at satellite sites.

The organization of faculty and support staff that is presented in this section of the Substantive Change Report is being proposed specifically for the establishment of the satellite sites at LCC and WCC. One full-time nursing faculty will be temporarily reassigned to assist the Nursing Department Chairperson in the management of the main campus and establishment of satellite campuses. Each satellite site will have a coordinator to serve as liaison for faculty and students between the satellite site and main campus. Additionally, there will be an Administrative/Professional/Technical (APT) staff member who will ensure that there are adequate supplies and equipment at each site. The APT will travel between satellite sites and the main campus to deliver necessary instructional items, etc.

The ADN Director oversees all of the ADN courses to assure that the quality of the ADN Program is consistently maintained. The PN Director has similar responsibilities for the PN Program. The ADN Director and PN Director are given 6 credits of reassigned time to perform these administrative responsibilities. Nine credits are devoted to instruction.

Working with the Program Directors are Course Coordinators, who manage the day-to-day implementation of the course with a group of instructors. Thus, the Course Group consists of Course Coordinator and faculty teaching the course. They meet regularly on a weekly or bimonthly basis in order to plan, implement, and evaluate the progress of the course and the students in the course.

One experienced nursing instructor will be assigned to be the Satellite Site Coordinator. The responsibilities of Satellite Site Coordinator will include supervising student assistant(s) and serving as liaison between the satellite site and main campus. The Satellite Site Coordinator will be given 3 credits of reassigned time to perform coordinating duties and 12 credits for instruction.

Furthermore, the Program Directors will participate in team teaching at the satellite site in order to maintain close connection with the faculty and students throughout each semester. The Nursing Department Chairperson and Assistant will alternately make monthly site visits to the satellite campuses and as necessary to offer support, guidance and assistance to the faculty and students.

There are adequate numbers of qualified nursing faculty to teach at the main campus at Diamond Head and satellite sites. The Hawai'i State Legislature appropriated funds to establish four nursing faculty positions at KCC in Fall 2007 and six additional positions for Fall 2008. Table 2 displays the total number of nursing faculty positions, full-time and part-time. Table 3 shows the number of faculty assigned to each program.

Table 2: Total Number of Nursing Faculty Positions – Fall 2009

Positions	Number
Total No. of Full-time (FTE) Positions	39
Full-time	36
Part-time	6

Table 3: Number of Faculty Assigned to Each Program – Fall 2009

Program	Faculty
Departmental (Department Chairperson, ADN Director, Academy Director, PN Director, Assistant to Chairperson, 2 Counselors and 1 Lab Resource Instructor)	8 Full-time
Nurse Aide	4 Full-time
Practical Nurse	6 Full-time; 2 part-time
ADN	18 Full-time; 4 Part-time
Total	36 Full-time; 6 Part-time

All of the nursing courses in the ADN and PN Programs will be taught at the respective satellite site. Therefore, the assignment of instructors may change according to the course being taught and the faculty's expertise. For example, adult health nursing courses are taught by instructors with adult health background. Maternity, pediatric and psychiatric nursing will be taught by instructors with expertise in these specialty areas.

Three full-time faculty will be reassigned to teach nursing courses, offer services of the Learning Resource Center and coordinate activities at each satellite site each semester. One instructor will serve as the Satellite-Site Coordinator, Course Coordinator, and instructor. The second full-time faculty will be an instructional faculty. The third full-time faculty will teach 12 credits and offer services of the Nursing Laboratory Resource Center with three credits of reassigned time.

Additionally, three Administrative/Professional/Technical (APT) staff members will assist in the operational management of the main campus and satellite site. One APT will specifically work with the Department Chairperson and Assistant to establish the satellite sites. The duties include ordering supplies, medical equipment, hospital furniture; transporting supplies, exams, evaluations, and documents.

The Instructional Support APT at the main campus will continue to process all health documents for students and faculty on all campuses; maintain surveys and statistics; coordinate assessment testing. Additionally, the College is supplying temporary assistance of another APT to cover office duties at the main campus until the current state-wide freeze on filling clerical position is lifted.

Evidence of appropriate equipment and facilities, including adequate control over any off-campus site.

The KCC nursing programs have priority in the use of the nursing facilities at the off-campus sites as arranged by the Memoranda of Agreement between the colleges. During times that the classroom and laboratories are not in use by the KCC nursing programs, the respective colleges may schedule the facilities for their use.

The classroom and laboratory physical facilities at the main campus and satellite sites are comparable for the respective ADN and PN Program. Please refer to Tables 4 through 14, which describe the facilities, library, and clinical resources at the main campus and the two satellite sites.

Table 4: Space for Instructional Activities on Main Campus

Facility	Dedicated Rooms	Capacity of Dedicated Rooms	Shared Rooms	Capacity of Shared Rooms
Classrooms	3	Leahi 003 40 seats Leahi 002 16 seats Leahi 007 20 seats	2	Kōpiko 127 40 seats Kōpiko 128 40 seats
Laboratories	1 3	Leahi 005 12, 5 beds Kōpiko 240 12, 5 beds Kōpiko 241 12, 5 beds Kōpiko 242 12, 5 beds		
Simulation Laboratory	1	Lama 101 1 bed		
Conference Rooms	1	Leahi 002 16 seats	1	Kōpiko 209 20 seats
Workrooms	3	Kōpiko 122, 226, 234 110 sq. feet each	1	Kōpiko 203 1375 sq. ft.

Table 5: Summary of Facilities at Main Campus

Classrooms			
Kōpiko 126	850 sq. ft. 40 seats	Leahi 002 (conf/class)	16 seats
Kōpiko 127	850 sq. ft. 40 seats	Leahi 003	40 seats
Kōpiko 128	850 sq. ft. 40 seats		
Laboratories			
Kōpiko 240	2,160 sq. ft. 15 beds	Leahi 005	5 beds
Kōpiko 241	850 sq. ft. 40 seats	Leahi 007	4 beds
Kōpiko 242	850 sq. ft. 40 seats	Med Storage (239)	170 sq. ft.
Lama 101	132 sq. ft. 1 bed	Control Room for Simulation Laboratory	72 sq. ft.
Offices			
Department Chairperson	150 sq. ft.		
ADN Program Director	120 sq. ft.		
Faculty Offices	110 sq. ft. (22)		
Faculty Leahi	avg. 100 sq. ft. (4)		
Support Space			
Nursing Faculty Workrooms	110 sq. ft. (3)		
Kōpiko Conference Room (209)	440 sq. ft.**		
Lama Conference Room (111A)	408 sq.ft.		
Kōpiko Clerical/Workroom	1375 sq. ft.**		
Learning Centers	Science , Technology, Engineering and Math (STEM) Center Kōpiko LAC (computer room)		
Storage			
Kōpiko 129	132 sq. ft.	Kōpiko 243	132 sq. ft.
Kōpiko 244	132 sq. ft.	Kōpiko 248 (Laboratory)	462 sq. ft.

**Shared with Business Education and Legal Assistant Departments

Two new nursing laboratories, classrooms, faculty offices, and a simulation laboratory are anticipated to be completed in Fall 2009 at LCC. Medical equipment and laboratory supplies will be purchased by the Nursing Department. LCC will be responsible for all classroom furniture, audio-visual equipment, faculty office furniture and equipment.

The Nursing Resource Laboratory Center at LCC is comprised of two nursing laboratories with 10 beds each and one Simulation Laboratory. The equipment, supplies, and services of the Nursing Resource Laboratory Center at LCC will be the same as on the main campus. Refer to Table 6: Summary of Facilities at LCC Satellite Site.

Table 6: Summary of Facilities at LCC Satellite Site

Classrooms			
LCC Basement	484 sq. ft.	15 seats	
LCC Portable	990 sq. ft.	20 seats	
LCC Portable	990 sq. ft.	20 seats	
Laboratories			
LCC Basement	1,307 sq. ft. 10 beds	LCC Portable Lab 1	990 sq. ft. 10 beds
	1,307 sq. ft. 10 beds	LCC Portable Lab 2	990 sq. ft. 10 beds
Offices			
LCC Basement	592 sq. ft.		
LCC Portable Office 1	420 sq. ft.		
LCC Portable Office 2	140 sq. ft.		
Support Space			
LCC Portable Conference Room	159 sq. ft.		
LCC Portable Simulation Room	120 sq. ft.		
LCC Portable Observation Room	60 sq. ft.		
Storage			
LCC Basement Storage 1	165 sq. ft.	LCC Portable Storage 1	80 sq. ft.
LCC Basement Storage 2	165 sq. ft.	LCC Portable Storage 2	122 sq. ft.
LCC Basement Storage 3	98 sq. ft.	LCC Portable Storage 3	204 sq. ft.

There will be one nursing instructor known as the Resource Laboratory Instructor at LCC to offer assistance, support, and remediation to students. This instructor will maintain the Resource Laboratory Center and Simulation Laboratory by ensuring that sufficient equipment, supplies and resources are available for the students and faculty. Laboratory Instructors from each site will collaborate with the Satellite Site Coordinator and the Nursing Department Chairperson when deciding upon laboratory services, order equipment and supplies, etc. The satellite site APT will be responsible for purchasing all laboratory material, resources, equipment, and supplies for faculty and students on both off-campus sites. The APT will coordinate the delivery of equipment, supplies, and material between campuses with the Satellite Site Coordinator.

Students and faculty who will participate in the satellite site at LCC will be able to access the learning resources located at KCC and LCC. In addition, they will be able to utilize LCC's library, computing centers, theater, and cafeteria. Nursing faculty may order textbooks through the LCC Bookstore each semester. Students can then conveniently purchase nursing textbooks at this satellite site. Please refer to Table 7 Campus Learning Resources and Table 8 Library Services for the listing of services.

Table 7: Campus Learning Resources at KCC and LCC

Resources	Kapi'olani Community College	Leeward Community College
I. Testing and Computing Center	Located in 'Iliahi 127 with a computer laboratory for testing and open use.	Located in BE-227 with a computer laboratory for testing.
A. Hardware and Software	24 computers in testing center 34 computers in the open laboratory to perform ATI testing.	40 computers in testing center
B. Student Support	Staff provides assistance for testing and class assignments.	Staff to provide assistance for testing and class assignments.
C. Faculty Support	Test scoring and analysis, On-line testing, and consultation with the coordinator and his assistants.	Learning Resource Center
D. Staffing	Full-time laboratory coordinator and student assistants.	Full-time laboratory coordinator and student assistants
II. The Science, Technology, Engineering and Math (STEM) Center	Located in Kokio 202 to support the natural science and health education programs.	Located in BE-104 to provide computer support for students in all subject areas.
A. Hardware and Software	Houses anatomical models, computer assisted and videotape learning programs, and connections to CD-ROMS or on-line for studying microanatomy.	Open Computer Lab has 22 computers
B. Training	Zoology faculty are willing to assist nursing faculty and students in taking kinesthetic measurements or otherwise using the Center's equipment and computer programs.	Staff to provide assistance with accessing computer programs.
C. Staffing	Half-time coordinator and student assistants.	Coordinator and student assistants.
III. Learning Assistance Center.	Located in Kahikoluamea Center, 'Ilima 228. Provides assistance in developmental Math and English.	Located in L-101 (Learning Resource Center) for English tutoring and MS-204/210 (Math Resource Center) for math tutoring.
A. Hardware and Software	56 computers available for word-processing and internet usage.	20 computers available in L-101 and 19 computers available in MS-210.
B. Student Support	Students can receive tutoring for Math 100 courses and English tutoring is available to students where English is a second language.	Students can receive tutoring for English and math subject areas.
C. Staffing	Two full-time coordinators, Department Chairperson Kahikoluamea Center, two clerical staff, and part-time student helpers	Coordinator in each center with clerical staff and student helpers.

Table 8: Library Services at KCC and LCC

Services	Kapi‘olani Community College	Leeward Community College
Staffing	<p>There are 6 librarians. One of the librarians serves as the head librarian. Two librarians are specialized in technology and electronic resources. The other librarians serve as reference librarians.</p> <p>There is one administrative professional technician, who is a paraprofessional, available at the reference desk.</p>	<p>There are 5 librarians. One of the librarians serves as the head librarian. One librarian supervises the circulation department; one supervises the technical services department, which handles materials processing and cataloging; one coordinates library instruction. All librarians engage in reference and instruction activities. There is also a clerical staff of eight.</p>
Hardware and Software	<p>To assist students in literature searches the library maintains 76 computer terminals (one with handicap access) and 50 wireless laptops for catalog, internet and data base systems. KCC subscribes to the VOYAGER system, a shared database with the entire University of Hawai‘i system. The library can access EBSCO HOST (29 databases including CINAHL, MEDLINE, Health Source, & Clinical Pharmacology), Science Direct, PubMed, Lexis/Nexis and other open access medical databases from CARL or the internet. The library has created a Homepage where students can gain access to a number of search engines via the world wide web.</p>	<p>The library has 27 desktop (with 2 designated for wheelchair access) and 30 laptop computers available for students. These computers offer Internet access as well as Microsoft Office applications. The campus also offers wireless network access for personally-owned computer devices to UH-affiliated persons.</p> <p>The LCC Library uses the Hawai‘i Voyager library management system, and therefore shares both a circulation management system and an online library catalog with the other libraries of the UH system. The library subscribes to numerous online research services and databases, including the basic EBSCOhost database package subscribed to by the Hawai‘i Library Consortium, ScienceDirect, LexisNexis, and the Ebrary electronic book service. These databases and others are accessible through the library’s web site.</p> <p>The library engages in instructional activities to train students how to locate and evaluate information using its print and electronic resources.</p>
Special Facilities	<p>Lama 101 is the Library Learning Resource Center, which is managed by the Computing Center coordinator. There are 14 computers available for students. Students have internet and reference search capabilities, as well as word-processing capabilities at this facility. Make-up testing is provided here as well.</p> <p>Library orientations are available throughout the school year. The librarians have provided individual and course group orientations as needed. Five small meeting rooms with a VCR are available for students to use for group projects.</p>	<p>The library has three small group study/collaboration rooms. It also has equipment for printing from computers, for viewing and printing from microfilm, and for viewing VHS videotapes and DVDs.</p> <p>The LCC campus has several computer labs, including one that specializes in facilitating online testing. LCC also has a Learning Resource Center that provides tutoring services, and proctors written testing, and has a computer lab. Assistive technology is available through the disabilities services office.</p>

Collections	<p>The KCC nursing collection contains over 500 nursing texts and nursing journals and magazines. There are also 250 nursing references. Nursing students also have access to the entire collection of the University of Hawai'i Manoa libraries either from the campus or online (on-campus, at home, etc.) via the World Wide Web (WWW) browser. The library is presently in discussion with other medical information resources and libraries to investigate possible electronic options to expand resources for health students.</p> <p>The consortium purchase of system-wide databases has tremendously expanded access to periodicals many with full text availability. To view a list of periodical resources, choose "health sciences" from the serials solution box from the library's homepage (http://library.KCC.hawaii.edu)</p> <p>Students and faculty may request books and articles through the intra-system service online. Notification will be sent to them when the books are available for pick-up from the Libraries. The libraries at the clinical agencies, such as Kaiser Medical Center, also invite students to use their services.</p>	<p>In addition to its online databases and research tools, which provide access to articles from thousands of publications and electronic books, the library has approximately 60,000 items in its book collections, primarily selected to support the college's programs, and subscribes to approximately 200 magazines, journals, and newspapers.</p> <p>Students and faculty may request books and articles from other UH system libraries through the intra-system loan service.</p> <p>The KCC Nursing Department is working with the KCC and LCC Libraries to bring a parallel KCC nursing collection to the LCC library.</p>
-------------	---	---

Clinical facilities for the ADN students are sufficient for both campus sites as evidenced in Table 9 List of In-patient Clinical Facilities with ADN Course Assignments.

Table 9: List of In-patient Clinical Facilities with ADN Course Assignments

Course	Agency	Primary Client Populations	Accreditation	Bed Capacity	Miles from KCC	Miles from LCC
253	Castle Medical Center	Medical-Surgical Psychiatric/Mental Health	D.O.H. J.C.A.H.O.	160 Avg. 110-115	15	21
153, 156, 157, 168, 255, 256	Kaiser Medical Center	Medical-Surgical, Pediatric, Long-Term Care, Perinatal	D.O.H. J.C.A.H.O.	278 Med-Surg 195 Peds 20 Maternity 20 ICU 13 CCU 20	11	6.3
168, 255	Hawai'i Pacific Health: Kap'iolani Medical Center for Women and Children;	Perinatal, Pediatric	D.O.H. J.C.A.H.O.	197, 90 Bassinets	5	14
153, 156, 157, 256	Pali Momi;	Medical-Surgical		166	13	3.4
153, 156, 157, 256	Straub Clinic and Hospital	Medical-Surgical		159	6	12.3
153, 156, 157, 166, 256	Kuakini Medical Center	Medical-Surgical, Long-term Care	D.O.H. J.C.A.H.O.	150 Acute Care	7	10.8
153	Leahi Hospital	Long-term Care	D.O.H.	176	0	16.2
153, 156, 157, 168, 253, 256	The Queen's Medical Center	Medical-Surgical, Psychiatric/Mental Health, Perinatal	D.O.H. J.C.A.H.O.	507	5	11.5
153, 156, 157, 166, 256	Hawaii Medical Center -East	Medical-Surgical, Long-term Care	D.O.H. J.C.A.H.O.	265 Acute 213 SNF/ICF 52	5	11.2
156, 157	Hawaii Medical Center-West	Medical-Surgical	D.O.H. J.C.A.H.O.	102 Acute	25	6
168, 255, 256	Tripler Army Medical Center	Medical-Surgical, Perinatal, Pediatrics, Behavioral Health & Critical Care	J.C.A.H.O.	231 Avg. 135-140	6	8.3
153	Wahiawa General Hospital	Medical-Surgical, Long Term Care	D.O.H. J.C.A.H.O.	162 Acute 45 SNF/ICF 103	28	10.3

At the WCC satellite site, one classroom in the Non-Credit building will be converted into a dual-purpose nursing classroom and laboratory. The anticipated completion date for this classroom/laboratory is late Summer 2009. Five hospital beds with hospital furniture and equipment will occupy the perimeter of the classroom/laboratory. Twenty student desks will be placed in the center of the room. The room will be used as a Nursing Resource Laboratory Center on specific days and times when the facility is not in use by the PN program or the WCC Long Term Care Program. The equipment, supplies, and services of the Nursing Resource Laboratory Center at WCC will be the same as on the main campus. Medical equipment and laboratory supplies have been purchased by the Nursing Department and will be delivered to WCC during late Summer 2009.

One large faculty office will accommodate four desks for nursing faculty. WCC will supply audio-visual equipment for classroom; faculty office furniture, telephone, Internet access; duplicating and fax machines. KCC will be responsible to provide student desks for the classroom and computers for faculty offices. Please refer to Table 10, which describes the nursing physical facilities at the WCC satellite site.

Table 10: Summary of Facilities at WCC Campus

Hale Kuhina Classrooms & Laboratory		
576 sq. ft.	20 seats	5 beds
Faculty Offices		
209 sq. ft.		
Storage		
42 sq. ft.		

In addition, the nursing faculty and students are able to utilize WCC's library, computing centers, theater, and cafeteria. Nursing faculty may order textbooks through the WCC Bookstore each semester. Students can then conveniently purchase nursing textbooks at this satellite site. Please refer to Table 11 Campus Learning Resources and Table 12 Library Services for the listings of services.

Table 11: Campus Learning Resources at WCC

Resources	Kapi'olani Community College	Windward Community College
I. Testing and Computing Center	Located in Lama 101 with a computer laboratory for testing and open use.	Hale Alaka'i Room 106 with computer laboratory for testing.
A. Hardware and Software	24 computers in testing center 34 computers in the open laboratory for ATI testing.	10 computers in testing center
B. Student Support	Staff provides assistance for testing and class assignments.	Staff to provide assistance for testing. TRIO staff can assist students with computer skills.
C. Faculty Support	Test scoring and analysis, On-line testing, and consultation with the coordinator and his assistants.	APT will retrieve tests and bring to Computer Center for scoring and analysis.
D. Staffing	Full-time laboratory coordinator and student assistants.	Full-time testing coordinator and student assistants
II. The Science, Technology, Engineering and Math (STEM) Center	Located in Kokio 202 to support the natural science and health education programs.	Library has 27 computers; Akoakoa room 232 has 17 computers.
A. Hardware and Software	Houses anatomical models, computer assisted and videotape learning programs, and connections to CD-ROMS or on-line for studying microanatomy.	See above
B. Training	Zoology faculty are willing to assist nursing faculty and students in taking kinesthetic measurements or otherwise using the Center's equipment and computer programs.	Staff to provide assistance with accessing computer programs.
C. Staffing	Half-time coordinator and student assistants.	Coordinator and student assistants.
III. Learning Assistance Center)	Located in the Kahikoluamea Center 'Iliahi 231. Provides assistance in developmental Math and English.	Math Tutoring in room 103 in Hale Mauaopouo. Nursing Laboratory instructor will tutor students in writing.
A. Hardware and Software	56 computers available for word-processing and internet usage.	Library
B. Student Support	Students can receive tutoring for Math 100 courses and English tutoring is available to students.	Students can receive tutoring for math subject areas. Nursing Lab Resource Instructor will provide tutoring for English writing assignments.
C. Staffing	Two full-time coordinators, Department Chairperson of Kahikoluamea, two clerical staff, and part-time student helpers	Coordinator with student helpers.

Table 12: Library Services at WCC

Services	Kapi‘olani Community College	Windward Community College
Staffing	<p>There are 6 librarians. One of the librarians serves as the head librarian. Two librarians are specialized in technology and electronic resources. The other librarians serve as reference librarians.</p> <p>There is one administrative professional technician, who is a paraprofessional, available at the reference desk.</p>	<p>There are 3 librarians. One of the librarians serves as the head librarian. One supervises the technical services department, which handles materials processing; one coordinates library instruction. All librarians engage in reference and instruction activities. There is also a clerical staff of three.</p>
Hardware and Software	<p>To assist students in obtaining information, the library maintains 76 computer terminals (one with handicap access) and 50 wireless laptops for catalog, internet and data base systems. subscribes to the VOYAGER system, a shared database with the entire University of Hawai‘i system. The library can access EBSCO HOST (29 databases including CINAHL, MEDLINE, Health Source, & Clinical Pharmacology), Science Direct, PubMed, Lexis/Nexis and other open access medical databases from or the internet. The library has created a Homepage where students can gain access to a number of search engines via the internet.</p>	<p>The library has 21 desktop (with 1 designated for wheelchair access) and 6 laptop computers available for students. These computers offer Internet access as well as Microsoft Office applications. The campus also offers wireless network access for personally-owned computer devices to UH-affiliated persons.</p> <p>The WCC Library uses the Hawai‘i Voyager library management system, and therefore shares both a circulation management system and an online library catalog with the other libraries of the UH system. The library subscribes to numerous online research services and databases, including the basic EBSCOhost database package subscribed to by the Hawai‘i Library Consortium, ScienceDirect, and the Ebrary electronic book service. These databases and others are accessible through the library’s web site. The library engages in instructional activities to train students how to locate and evaluate information using its print and electronic resources.</p>
Special Facilities	<p>Lama 101 is the Library Learning Resource Center, which is managed by the Computing Center coordinator. There are 14 computers available for students. Students have internet and reference search capabilities, as well as word-processing capabilities at this facility. Make-up testing is provided here as well. Library orientations are available throughout the school year. The librarians have provided individual and course group orientations as needed. Five small meeting rooms with a VCR are available for students to use for group projects.</p>	<p>It has equipment for printing from computers, for viewing and printing from microfilm, and for viewing VHS videotapes and DVDs.</p> <p>The WCC campus has several computer labs. WCC also has a Testing Center that proctors written testing and facilitates on-line testing. Assistive technology is available through the disabilities services office.</p>

<p>Collections</p>	<p>The nursing collection contains over 500 nursing texts and nursing journals and magazines. There are also 250 nursing references. Nursing students also have access to the entire collection of the University of Hawai‘i Manoa libraries either from the campus or online (on-campus, at home, etc.) via an internet browser. The library is presently in discussion with other medical information resources and libraries to investigate possible electronic options to expand resources for health students.</p> <p>The consortium purchase of system-wide databases has tremendously expanded access to periodicals many with full text availability. To view a list of periodical resources, choose “health sciences” from the serials solution box from the library’s homepage (http://library.KCC.hawai‘i.edu)</p> <p>Students and faculty may request books and articles through the intra-system service online. Notification will be sent when the books are available for pick-up from the C Libraries.</p>	<p>In addition to its online databases and research tools, which provide access to articles from thousands of publications and electronic books, the library has approximately 49,200 items in its book collections, primarily selected to support the college’s programs, and subscribes to approximately 120 magazines, journals, and newspapers.</p> <p>Students and faculty may request books and articles from other UH system libraries through the intra-system loan service.</p>
--------------------	---	--

One full-time Counselor will provide of the following support services to nursing students and faculty at both satellite sites: recruiting prospective students, advising and counseling, managing student records, and maintaining open communication between the main campus and satellite site regarding support services. Furthermore, student support services are comparable for the cohort of nursing students at the main campus and WCC satellite site as exhibited in Table 13: Available Support Services at WCC.

Table 13: Available Support Services at WCC

Services	Kapi'olani Community College	Windward Community College
Admission, Records, Transcripts, Cashier, and Financial Aid	Kekaulike Information and Service Center (KISC) which serves as a “one stop” center for admission, records, transcript evaluation, cashier and financial aid.	Admissions and Records Office Cashier's Office Financial Aid Office
Counseling and Assisting Students in Communicating Necessary Accommodations in the classroom or clinical setting.	Disability Services Office	Disabilities Services Office
Counseling and Support for Single Parents or Displaced Homemaker Students (for female and male students).	Single Parents and Displaced Homemakers Program	Counseling and Advising Office
Assistance in Selecting Careers, Career Placement, and Transferring to UH-Mānoa for Baccalaureate Degrees	Maida Kamber Center for Career and Transfer Services	Career and Workforce Development Center. Counseling and Advising Office Job Prep Services
Counseling and Support for First Generation College Students, Low Income Students and/or Students with Disabilities	TRIO Project	Counseling and Advising Office TRIO
Support for Deaf and Hard of Hearing Students	KCC Deaf Center	Disabilities Services Office
Student Services Including Bus Passes, Health Insurance, Activities on Campus, Organizations and Clubs	Office of Student Activities	Student Activities Office
Child Care for toddler and preschool children of Students, Faculty and Staff	Day Care/Child Care Alani Child Care Center	Not available
Program to Help First Year College Students Adjust to College	Learning Communities Kahikoluamea Program, including First Year Experience	Learning Communities
Welcoming Program for New and Transferring Students	New Student Orientation	New Student Orientation
Workshops to Improve Student Success	SOS (Secrets of Success) Workshops	Success Workshops, The Learning Center
Grammar Workshops	Kahikoluamea Center (formerly Holomua Center)	KCC Nursing Laboratory Instructor will serve as math and English tutor.
Counseling, Support and Financial Aid for Students of Native Hawaiian Ancestry	Native Hawaiian Career and Technical Education Project	Counseling and Advising Center

There are adequate clinical facilities for students in both PN Programs as demonstrated in Table 14.

Table 14: List of In-patient Clinical Facilities with PN Course Assignments

Course	Agency	Primary Client Populations	Accreditation	Bed Capacity	Miles from KCC	Miles from WCC
101, 110, 120, 122, 130	Avalon Care Center	Long-Term Care	D.O.H.	108	8	7.5
101, 110, 120, 122, 130	Aloha Nursing and Rehab Centre	Long-Term Care	D.O.H.	138	16	3
101, 110, 120, 122, 130	Arcadia Retirement Residence	Long-Term Care	D.O.H.	77	4	12
101, 110, 120, 122, 130	Hale Nani Rehabilitation and Nursing Center	Long-Term Care	D.O.H.	288	5	12
101, 110, 120, 122, 130	Kahala Nui-Hi'olani Care Center	Long-Term Care	D.O.H.	65	2	16
101, 110, 120, 122, 130	Leeward Integrated Health Services-Ohana Pacific Management Co.	Long-Term Care	D.O.H.	93	40	38
101, 110, 120, 122, 130	Ann Pearl Nursing Facility-Ohana Pacific Management Co.	Long-Term Care	D.O.H.	104	16	1.4
101, 110, 120, 122, 130	Palolo Chinese Home	Long-Term Care	D.O.H.	15 ICF/SNF 30 Daycare 50 ARCH	3	16
101, 110, 120, 122, 128, 130	Castle Medical Center	Medical-Surgical, Psychiatric/Mental Health, Maternity	D.O.H. J.C.A.H.O.	160 Avg. 110-115	15	6
101, 110, 120, 122, 126, 128, 130	Kaiser Medical Center	Medical-Surgical, Pediatric, Long-Term Care, Perinatal	D.O.H. J.C.A.H.O.	278 Med-Surg 195 Peds 20 Maternity 20 ICU 13 CCU 20	11	11
101, 110, 120, 122, 130	Kuakini Medical Center	Medical-Surgical, Long-term Care	D.O.H. J.C.A.H.O.	150 Acute Care	7	11
101, 110, 120, 122, 130	Leahi Hospital	Long-term Care	D.O.H.	176	0.2	15
101, 110, 120, 122, 126, 128, 130	Tripler Army Medical Center	Medical-Surgical, Maternal-Child, Behavioral Health & Critical Care	J.C.A.H.O.	231 Avg. 135-140	6	11
101, 110, 120, 122, 130	Wahiawa General Hospital	Medical-Surgical, Long-term Care	D.O.H. J.C.A.H.O.	162 Acute care SNF1	28	24

Evidence of fiscal resources including the initial and long term amount and sources of funding for the proposed change.

Fiscal resources are sufficient to support the nursing education unit at the KCC main campus and the satellite site at LCC and WCC. The University of Hawai'i Board of Regents established a provision that allowed all nursing programs across the entire System to charge a "Professional Fee" for nursing students beginning in 2006. The Professional Fees were designated to support student learning experiences by covering such expenditures as instructional supplies, technology, audiovisual material, hospital furniture, and medical equipment. Each College within the University of Hawai'i System determined the amount of Professional Fee that it would charge its students. The nursing program of each campus has exclusive rights to its use and oversight.

Beginning in Fall 2006 all nursing students pay Professional Fees in an amount commensurate to their use of the laboratory equipment and supplies. The ADN student pays a total of \$2,000 over four semesters (\$500 per semester). PN students pay a total of \$900 over three semesters (\$300 per semesters).

Students at all sites pay tuition, student fees and Professional Fees to Kapi'olani Community College. The Nursing Department will allocate necessary funds to operate the nursing classroom and laboratory at the satellite sites.

Faculty salaries and benefits continue to be determined by the negotiated collective bargaining agreements. Full-time and part-time faculty salaries are provided by the State's General funds. This includes the four additional full-time nursing faculty positions that were allocated to the College in Fall 2007 and six full-time positions in Fall 2008. Casual hire/lecturer cost is paid by the College. Refer to Table 15 Nursing Department Budget, College Funds, 2006 – 2010.

**Table 15: Nursing Department Budget
College Funds
2006-2010**

Expenses	College Funds 2006-2007	College Funds 2007-2008	College Funds 2008-2009	College Funds 2009-2010
General Funds/ Faculty Salary	\$1,332,110	\$1,901,703	\$2,321,703	\$2,321,703
Lecturer	201,853	33,576	33,576	33,576
Student Help	9,900	10,000	15,000 (Paid by Prof. Fee)	15,000 (Paid by Prof. Fee)
Other Expenses	45,858	20,000	20,000	20,000
Total	1,589,721	1,955,279	1,967,642	1,967,642

Prof. Fee: Professional Fee

Expenditures for Diamond Head campus were higher in 2008-2009 because the Simulation Laboratory was built. In 2009 - 2010, it is anticipated that a number of faculty and students will be located at the satellite sites. Therefore, the cost to the DH campus will decrease (Table 16).

The construction of the nursing laboratories and classrooms for the ADN Program at the LCC satellite site is anticipated to be completed in late Fall 2009 or early Spring 2010. Therefore, the start date for the first cohort of ADN students to begin nursing classes at LCC may be as early as Spring 2010 or as late as Fall 2010.

Furnishing of the classrooms and laboratories will be undertaken as soon as construction is completed. The first structure will be furnished during Fall 2009 or Spring 2010. The second structure will be furnished in Summer 2010 utilizing 2010 -2011 fiscal funds. Cost to furnish one classroom/laboratory is approximately \$140,000. LCC will furnish the faculty offices and classrooms with instructional equipment and student desks.

The Windward Community College nursing satellite site consists of faculty offices and one large area that serves the dual purpose of classroom and laboratory. The cost of furnishing and operating this satellite site is approximately \$35,000 for the first year.

Projected expenditures by sites are exhibited in Table 16.

**Table 16: Nursing Department
Projected Expenditures by Sites
2007-2011**

Site	2007 – 2008	2008 – 2009	2009 – 2010	2010 - 2011
Diamond Head	71,000	159,370	65,000	65,000
Leeward Community College Satellite Site	0	0	140,000	140,000
Windward Community College Satellite Site	0	0	35,000	10,000
Total	71,000	159,370	240,000	215,000

The Nursing Department has purposefully saved Professional Fees for the establishment of satellite sites since 2006. The cumulated balance of the Professional Fee account is \$233,313 at the end of fiscal year 2008-2009 (June 30, 2009).

**Table 17: Nursing Department
Projected Professional Fees & Expenditures
2007-2011**

Fiscal Year	Revenue	Expenditures	Annual Balance	Cumulative Balance
2007 - 2008	167,125	71,000	96,125	212,583
2008 - 2009	180,100	159,370	20,730	233,313
2009 - 2010	193,000	240,000	-47,000	186,313
2010 - 2011	214,900	215,000	-100	186,213

With the expected revenue and accumulated Professional Fee balance, KCC is capable of furnishing one nursing laboratory at the WCC satellite site during Summer 2009 as well as at the Leeward Community College satellite site during 2009 - 2010. Additionally, the Nursing Department has been accumulating donated medical supplies, hospital furniture and equipment to decrease costs.

A plan for monitoring achievement of the desired outcomes of the proposed change

Nursing programs are evaluated on the student learning outcomes of the respective programs as well as the “on-time graduation rate” and licensure exam pass rate. These plans are well established and carried out annually through the College Program Review and through the external reporting system to the State Board of Nursing. The same outcomes will be evaluated for each cohort of students according to the site of instruction. Table 18 and 19 show the current outcomes of our graduates in the ADN and PN Programs, respectively.

Table 18: Associate in Science Degree in Nursing (ADN) Program

Associate in Science Degree in Nursing (ADN)	On-Time Graduation Rate	Pass Rate / Certification Exam
Spring 2005 – Fall 2006	83% (25 out of 30)	100%
Fall 2005 – Spring 2007	87% (26 out of 30)	100%
Spring 2006 – Fall 2007	80% (24 out of 30)	100%

Table 19: Practical Nursing Program

Practical Nursing (PN) (certificate of achievement)	On-Time Graduation Rate	Pass Rate / Certification Exam
Fall 2004 – Summer 2005	79% (41 out of 52)	90%
Fall 2005 – Summer 2006	79% (23 out of 29)	95%
Fall 2006 – Summer 2007	90% (18 out of 20)	90%

Adjustments may be made to nursing programs at each site according to results of on-going assessment by the faculty and students that are currently in place regarding the program and individual courses. Otherwise, all monitoring methods are the same as in past years.

E. Evidence that the institution has received all necessary internal or external approvals, including:

- *A clear statement of what faculty, administrative, governing board, or regulatory agency approvals are needed.*
- *Evidence that any legal requirements have been met.*
- *Evidence of governing board action to approve the change and any budget supporting the change.*

Approvals from the State of Hawai'i Board of Nursing and the UH Community College System were obtained for the plan to establish satellite sites at LCC for the ADN Program and at WCC for the Practical Nursing Program. NLNAC approved the establishment of a satellite site for the ADN Program at LCC. The attached documents affirm approval from these organizational bodies. Moreover, Memoranda of Agreement have been completed between KCC and LCC and WCC, where the partnership and responsibilities of each College is established in order to maintain the satellite sites (see attachments).

F. Evidence that each Eligibility Requirement will still be fulfilled after the change.

- *Any requirements that are particularly impacted by the change should be addressed in detail.*

The delivery of the nursing programs at satellite sites will not have a significant impact on the College's ability to meet Eligibility Requirements.

G. Evidence that each accreditation standard will still be fulfilled after the change and that all relevant Commission policies are addressed. Any standards that are particularly impacted by the change should be addressed in detail. Description of the process for monitoring and evaluating the effectiveness and learning outcomes expected through the proposed change.

The nursing programs are integrated into the existing offerings of College; therefore they will be subject to all applicable review and monitoring mechanisms. In addition, these programs are subject to professional accreditation standards, all of which must be met by both campus-based and off-campus sites.

H. Other information requested by Commission staff that is pertinent to the specific nature of the change.

Information will be provided upon request. Contact Salvatore Lanzilotti, Interim Dean of Health Sciences, (808) 734-9521; ssl@hawaii.edu.