MEMORANDUM

To: Doug Dykstra
    Chancellor, Windward Community College

From: Ardis Eschenberg
    Vice Chancellor, Student Affairs

Ellen Ishida-Babineau
Interim Vice Chancellor, Academic Affairs

ACTION REQUESTED:

That the college implement a mandatory cohort system for first-time, full-time freshmen in the College’s Associate in Arts degrees for the Fall 2013 semester.

ADDITIONAL COST:

No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE:

Fall, 2013.

PURPOSE:

The positive impact of placing freshmen into cohorts is indicated by national studies and by Windward CC’s own implementation of voluntary freshmen cohorts beginning in 2009. Studies likewise suggest that making cohorts mandatory will further increase student success.

This memo authorizes the implementation of a mandatory cohort system for the Fall 2013 semester.

IMPLEMENTATION PLAN:

The mandatory cohort system will be jointly implemented by the Office of Academic Affairs, which will handle the scheduling of classes connected to cohorts, and the Office of Student Affairs, which will handle the placing of students into those cohorts.
The cohort system will only be required for first-time, full-time students who have declared their major as either the Associate in Arts in Liberal Arts or the Associate in Arts in Hawaiian Studies.

The cohort schedule will combine an IS 103 (Introduction to College) class with a thematic class (Psychology, Hawaiian Studies, etc.) that fulfill degree requirements and are appropriate for incoming freshmen. Students will be enrolled in both sections. Students will also be enrolled into appropriate Math and English sections. If they wish to take 15 credits, students may also choose an elective course.

The students will be enrolled into their classes by their counselors.

The students who will **not** be required to join a cohort include the following:

- returning students
- transfer students
- any student who has completed at least one college course
- students with ACE credits
- part-time students
- students majoring in the Veterinary Assisting or Veterinary Technology programs

Students may opt out if they place into transfer-level Math and English. Exceptions may also be granted by the Vice Chancellor of Students Affairs on a case-by-case basis.

The program will be assessed in Spring 2014 to determine if student success has improved. The assessment will consider such things as enrollment rates, student retention (Fall to Spring), student course completion rates, student GPA rates, and implementation considerations such as the use of space, the impact on the college budget, and the impact on other campus resources.

**ACTION RECOMMENDED:**

It is recommended that the Chancellor authorize the creation of mandatory cohorts for first-time, full-time freshman, for Fall 2013.

[Signature]

Doug Dijkstra
Chancellor, Windward Community College

May 21, 2013