

ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified March 2019

Date: February 3 2023

REQUESTOR CONTACT INFORMATION

Name Faustino Dagdag Campus Leeward CC
Title Division Chair Email dagdagf@hawaii.edu
Office/Dept Business Phone 808-455-0206

PROGRAM CODE FOR **ADMISSION STOP-OUT ONLY** OR **TERMINATION** (PLEASE CHECK ONE)

Program Code BTEC Program Description Business Technology
Institution LEE - Leeward Community College Campus LEE - Leeward Community College
College Instructional Department Business
Level UG - Undergraduate

Are current students "grandfathered" under the program code? Yes No
Should the old program code be available for use in Banner? Yes No

Effective Fall 2023, this program code will no longer be available to admit or recruit students.
Term (ie. Fall 2014)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective , this program code will no longer be available to enroll or award degree to students.
Term (ie. Fall 2014)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

FOR ADMISSION STOP-OUT ONLY REQUEST

Effective Fall 2025, this program code will be reactivated and available to admit or recruit students.
Term (ie. Fall 2014)

This will turn on the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Check here to leave ONLINE APPLICATION OFF

ADDITIONAL COMMENTS

IRAO USE ONLY: DATE RECEIVED

ATTACHMENTS

Termination of an Associate, Bachelor and Graduate Degrees, and sole credential certificates.

Memo with President's Approval, with cc to Vice President for Academic Planning and Policy, regarding program action.

Admission stop-outs, termination of a Certificate (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree.

Memo from Chancellor to Vice President for Academic Planning and Policy regarding program action.

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar
(Print Name)

Grant Helgeson

Grant
Helgeson
Signature

Digitally signed by Grant
Helgeson
Date: 2023.02.09
15:39:43 -10'00'

Date

Financial Aid Officer
(Print Name)

Gregg Yoshimura

Gregg
Yoshimura
Signature

Digitally signed by Gregg
Yoshimura
Date: 2023.02.10
15:57:35 -10'00'

Date

For Community Colleges,
verification of consultation with
OVPC Academic Affairs:
Tiana Loo


Signature

2/24/23

Date

¹ "Admission stop-out" is defined as a halt to new admissions to a program. (Regent Policy 5.201)



UNIVERSITY of HAWAII*
LEeward
COMMUNITY COLLEGE


February 6, 2023

MEMORANDUM

TO: Debora J. Halbert
Vice President for Academic Strategy

VIA: Della Teraoka
Interim Associate Vice President for Academic Affairs

Keala Chock 
Vice Chancellor for Academic Affairs

FROM: Carlos Peñaloza 
Chancellor

SUBJECT: Program Approval

I have approved the Admission Stop-Out of the Associate in Science (AS) in Business Technology (BTEC) degree program for the period beginning Fall 2023 until Fall 2025.

Attachments

- c Alan Rosenfeld, Associate Vice President for Academic Programs & Policy
- Leeward CC, Deans
- Leeward CC, Division Chairs
- Lexer Scully Chou, Student Services Coordinator
- Leeward CC, Academic Advising Coordinators
- Jiajia Garcia, Curriculum Committee Chair
- Adam Halemano, Institutional Assessment Specialist
- Janel Oshiro, Banner Specialist


96-045 Ala 'Ike
Pearl City, Hawai'i 96782
Phone: (808) 455-0215
Fax: (808) 455-0471



January 23, 2023

Memorandum

To: Carlos Peñaloza
Chancellor

VIA: Keala Chock 
Vice Chancellor for Academic Affairs

FROM: Ron Umehira 
Dean of Career & Technical Education

Subject: Admission Stop-Out of Associate in Science in Business Technology

SPECIFIC ACTION REQUESTED:

It is requested that admissions of new students to the Associate in Science Business Technology (BTEC) degree program be stopped out for the period beginning Fall 2023 until Fall 2025, thereby allowing current students to complete their coursework. We plan to remove the degree from our admissions application starting Fall 2023. All Fall 2023 applicants will be contacted by the program and advised of its impending termination as well as be assisted in finding an alternative degree.

RECOMMENDED EFFECTIVE DATE:

Fall 2023 – Fall 2025

ADDITIONAL COST:

No additional costs will be incurred by this action.

PURPOSE:

The stop-out time frame is in accordance with termination process.

BACKGROUND:

In accordance with the University of Hawai'i (UH) Board of Regents Policy RP 5.201, Instructional Programs, subsection III E and III F, and the UH Executive Policy EP 5.202, Review of Established Programs, Section III F, approval is requested to stop out admission of new students to the Associate in Science (AS) in Business Technology degree program.

During the requested stop-out period, the College will prepare a termination request for approval by the President of the University of Hawai'i.

PROGRAM DATA, ANALYSIS, AND OUTCOMES:

In order to provide a broader overview of the College's decision to proceed with an admission stop-out and eventual program termination, student data has been compiled from the College's Office of Planning, Policy and Assessment as well as the UH Community College Annual Report of Program Data. The data included below focuses on the number of majors, persistence, and degrees/certificates awarded. The BTEC program has consistently had a three-year average of less than 10 Associate in Science (AS) degrees and/or Certificates of Achievements (CA) awarded.

	16-17	17-18	18-19	19-20	20-21	21-22
# of Majors	106	76	71	55	55	55
Persistence Fall to Spring	48%	53%	54%	49%	62%	54%
Persistence Fall to Fall	26%	34%	35%	29%	42%	33%
AS Awarded	10	8	10	*7	*9	*5
CA Awarded	11	13	9	*9	*6	*1
CO Awarded	44	46	93	42	66	39

*3-year average ('19-'20, '20-'21, '21-'22)

AS = 7 + 9 + 5 = 21/3 = 7

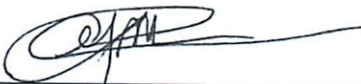
CA = 9 + 6 + 1 = 16/3 = 5.3

At the last BTEC Advisory Committee meeting on May 11, 2022 which was attended by seven industry representatives, three faculty, and three administrators, due to enrollment concerns in the declining number of majors, there was a "discussion of ending the program as an independent program and placing it under the Management program". Additionally, the Business Division Chair and BTEC Program Coordinator were consulted at the beginning of the fall 2022 semester regarding the decision to proceed with the admissions stop-out.

ACTION RECOMMENDED:

Your approval to stop-out admission of new students to the BTEC program beginning in Fall 2023 is requested.

Approved/~~Not~~ Approved



Carlos Peñaloza, Chancellor

JAN 24 2023

Date

- c: Kami Kato, Interim Dean of Student Services
- Faustino Dagdag, Division Chair – Business
- Kuipo Lum, Program Coordinator – BTEC
- Joy Lane, Program Counselor – Business Programs

AS-BTEC
Business Technology
Current | Fall 2021 – Indefinite

1) GENERAL INFORMATION

1.1) Effective Term

Fall 2021

1.2) Program Title

Business Technology

1.3) Degree Type

Associate in Science (AS)

1.4) Description

The overall objective of the Business Technology Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility. Articulation agreements have been established with the University of Hawai'i–West O'ahu. In order to obtain a Business Technology certificate or degree, students must complete all Business Technology (BUSN) courses with a grade of C or better.

1.5) Division

Business

2) PROGRAM LEARNING OUTCOMES

2.1) Outcomes

Demonstrate behaviors associated with being a responsible member of a team to meet an organization's objectives.

Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.

Create and manage documents using current and emerging technologies effectively and handle multiple priorities.

Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.

Use research and decision-making skills to make informed choices consistent with personal and organizational goals.

Apply appropriate strategies to secure employment, retain a job, and advance in a career.

3) BOR INFORMATION

3.1) Program Justification

Mission: At Leeward Community College, we work together to nurture and inspire all students. We help them attain their goals through high-quality liberal arts and career and technical education. We foster students to become responsible global citizens locally, nationally, and internationally. We advance the educational goals of all students with a special commitment to Native Hawaiians. This is an existing program. The BTEC program helps students attain their career goals through a high quality career and technical education program to obtain business technology positions. Graduates are needed to meet the demand of 320 new and replacement positions in the State of Hawaii in 2019-2020 (2020 Annual Report of Program Data - Business Technology)

3.2) Program Mission and Objectives

The overall objective of the Leeward CC Business Technology (BTEC) Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility. This is an approved Program of Study.

3.3) Program Curriculum Plan

Associate in Science Degree Total credits: 15 + 16 + 29 = 60

In order to obtain a Business Technology certificate or degree, students must pass all Business Technology (BUSN) courses with a grade of C or better.

Semester 1: Certificate of Competence First semester courses = 15 credits

BUSN 123 Word Processing for Business (3)

BUSN 164 Career Success (3)

BUSN 170 Records and Information Management (3)

BUS 101 Business Information Systems (3)

MGT 121 Customer Service (3)

Semester 2: Certificate of Achievement Second semester courses = 16 credits

BUSN 166 - Professional Employment Preparation (1)

BUSN 188 Business Calculations (3) or MATH 103 College Algebra (3) or BUS 250 Applied Math in Business (3) or (MATH115 Introduction to Statistics and Probability - See advisor), or higher

BUSN 232 Microsoft Excel for Business (3)

ENG 100 - Composition I (or equivalent) (3)

SP 151 Personal and Public Speech (3) or SP 251 Principles of Effective Public Speaking (3)

*Elective from approved list (3)

Semester 3

Elective from approved list (3)

Elective from approved list (3)

DH or DA (3)

BTEC Specialization (3)

BTEC Specialization (3)

Semester 4

BUSN 269 - Supervision (3)

BUSN 193V - Cooperative Education (2)

BTEC Specialization (3)

DB or DP (3)

DS (3) **ECON 130 (3) or ECON 131 (3) highly recommended for students transferring to a 4-year institution/bachelor's degree program.

Elective from approved list

ACC 124 Principles of Accounting I (3)

*ACC 201 Intro to Financial Accounting (3)

ACC 202 Introduction to Managerial Accounting (3)

BUS 120 Principles of Business (3)
 BUSN 158 Social Media and Collaboration Tools for Business (3)
 ENG 209 Business Writing (3)
 HIT 102 Introduction to Health Information Technology (3)
 HOST 101 Introduction to Travel Industry Management (3)
 PSY 100 Survey of Psychology
 SOC 100 Survey of Sociology
 HWST 107 Hawaii: Center of the Pacific
 Or, any Leeward CC Business Division Elective (ACC, BUS, BUSN, BLAW, ECOM, FIN, HIT, HOST, MKT, MGT, ENT) (3)

*ACC 201 highly recommended for students transferring to a 4-year institution/bachelor's degree program.

BTEC SPECIALIZATION list

BUSN 158 Social Media and Cloud-based Collaboration Tools for Business (3)
 BUSN 242 Business Presentations (3)
 BUSN 277 International Business Protocol (3)
 BUSN 279 International Business Analysis (3)
 BLAW 200 Legal Environment of Business (3)

3.4) Program Rules

Semester 1

15

Total Credits

- Complete all of the following
 - Earned a minimum grade of C in each of the following:
 - BUSN123 - Word Processing for Business (3)
 - BUSN164 - Career Success (3)
 - BUSN170 - Records and Information Management (3)
 - Completed the following:
 - BUS101 - Business Info Systems (3)
 - MGT121 - Service Excellence (3)

Semester 2

16

Total Credits

- Complete all of the following
 - Earned a minimum grade of C in each of the following:
 - BUSN166 - Professional Employment Preparation (1)
 - BUSN232 - Microsoft Excel for Business (3)
 - Complete 1 of the following
 - Completed at least 1 of the following:
 - BUSN188 - Business Calculations (3)
 - MATH103 - College Algebra (3)

- BUS250 - Applied Mathematics in Business (3)
 - Complete 1 of the following
 - Completed the following:
 - MATH115 - Introduction to Statistics and Probability (3)
 - or higher
 - Completed the following:
 - ENG100 - Composition I (3)
 - Completed at least 1 of the following:
 - SP151 - Personal and Public Speech (3)
 - SP251 - Principles of Effective Public Speaking (3)
 - Complete 1 of the following
 - Completed at least 1 of the following:
 - ACC124 - Principles of Accounting I (3)
 - BUS120 - Principles of Business (3)
 - HIT102 - Health Data, Records, and Documentation (3)
 - HOST101 - Introduction to Hospitality and Tourism (3)
 - ENG209 - Business Writing (3)
 - ACC201 - Introduction to Financial Accounting (3)
 - ACC202 - Introduction to Managerial Accounting (3)
 - PSY100 - Survey of Psychology (3)
 - SOC100 - Survey of General Sociology (3)
 - HWST107 - Hawai'i: Center of the Pacific (3)
 - Completed at least 3 credits from the following types of courses:
Leeward CC Business Division Elective (ACC, BUS, BUSN, BLAW, ECOM, ENT, FIN, HIT, HOST, MKT, MGT) (3)
 - ACC 201 is highly recommended for students transferring to a 4-year institution/bachelors degree program.

Semester 3

15

Total Credits

- Complete all of the following
 - Complete 2 of the following
 - Completed at least 1 of the following:
 - ACC124 - Principles of Accounting I (3)
 - ACC201 - Introduction to Financial Accounting (3)
 - ACC202 - Introduction to Managerial Accounting (3)
 - BUS120 - Principles of Business (3)
 - ENG209 - Business Writing (3)
 - HIT102 - Health Data, Records, and Documentation (3)
 - HOST101 - Introduction to Hospitality and Tourism (3)
 - PSY240 - Developmental Psychology (3)
 - SOC100 - Survey of General Sociology (3)
 - HWST107 - Hawai'i: Center of the Pacific (3)
 - Completed at least 1 of the following:
 - ACC124 - Principles of Accounting I (3)
 - ACC201 - Introduction to Financial Accounting (3)

- ACC202 - Introduction to Managerial Accounting (3)
 - BUS120 - Principles of Business (3)
 - ENG209 - Business Writing (3)
 - HIT102 - Health Data, Records, and Documentation (3)
 - HOST101 - Introduction to Hospitality and Tourism (3)
 - PSY240 - Developmental Psychology (3)
 - SOC100 - Survey of General Sociology (3)
 - HWST107 - Hawai'i: Center of the Pacific (3)
- Completed at least 3 credits from the following types of courses:
Leeward CC Business Division Elective (ACC, BUS, BUSN, BLAW, ECOM, ENT, FIN, HIT, HOST, MKT, MGT) (3)
- Completed at least 3 credits from the following types of courses:
Arts and Humanities Elective (DH or DA) (3)
- Completed at least 2 of the following:
 - BUSN242 - Business Presentations (3)
 - BUSN277 - International Business Protocol (3)
 - BUSN279 - International Business Analysis (3)
 - BLAW200 - Legal Environment of Business (3)
 - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)

Semester 4

14

Total Credits

- Complete all of the following
 - Completed the following:
 - BUSN269 - Supervision (3)
 - Earned at least 2 credits from the following:
 - BUSN193V - Cooperative Education (1 - 4)
 - Completed at least 1 of the following:
 - BUSN242 - Business Presentations (3)
 - BUSN277 - International Business Protocol (3)
 - BUSN279 - International Business Analysis (3)
 - BLAW200 - Legal Environment of Business (3)
 - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
 - Completed at least 3 credits from the following types of courses:
Natural Science (DB or DP) (3)
 - Completed at least 3 credits from the following types of courses:
Social Science (DS) (3) ECON 130 or ECON 131 is highly recommended for students transferring to a 4-year program/bachelors degree program.

Grand Total Credits: 60

3.5) Program Target Group

This is an existing program.

3.6) Program Resources

This is an existing program.

3.7) Program Efficiency

This is an existing program.

3.8) Program Effectiveness

This is an existing program.

4) ATTACHMENTS

- UHWO Articulation Agreement - AS in BTEC to BA in BusAd_Fall 2015 to Spring 2020(1).pdf