

New Program Code **Replace Program Code**

Date: 11/22/2021

REQUESTOR CONTACT INFORMATION

Name Doug Choy Campus Leeward CC
 Title Management Program Coordinator Email dchoy@hawaii.edu
 Office/Dept Business Division/Management Program Phone (808) 455-0614

NEW PROGRAM CODE TO CREATE

Institution LEE-Leeward Community College Campus LEE-Leeward Community College
 Level UG-Undergraduate Effective Term Spring 2022

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STV COLL
Department	(4) <u>MGT</u>	<u>Management & Industrial Rel</u>	<input type="checkbox"/> See Banner form STV DEPT
Degree/Certificate	(6) <u>AS</u>	<u>Associate in Science</u>	<input type="checkbox"/> See Banner form STV DEGC
Major	(4) <u>MGMT/D</u>	<u>Management (Distance)</u>	<input checked="" type="checkbox"/> See Banner form STV MAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STV MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV MAJR
If a similar major/concentration code exists in Banner, please list the code:			<u>No</u>

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

To get online program code designation for the Management program.

Is this major/concentration code being used the same way at the other UH campuses? Yes No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.* Yes No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus? Yes No

Is this program/major/certificate financial aid eligible? Yes No

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

Program Length

In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.

2 years

Special Program Designations

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

A B N P T U

Required Terms of Enrollment: Fall Spring Summer Extended

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code _____	Program Description _____	
Institution _____	Campus _____	Leeward CC
College _____	Department _____	
Level _____		
Are current students "grandfathered" under the program code?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Should the old program code be available for use in Banner?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Effective , old program code will no longer be available to admit or recruit students.		
<small>Term (ie. Fall 2020)</small>		
<i>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.</i>		
Effective , old program code will no longer be available to award degree to students.		
<small>Term (ie. Fall 2020)</small>		
<i>This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.</i>		

ATTACHMENTS

BOR Approved: Sole-credential Certificate, Associate, Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents Curriculum

Chancellor Approved: Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

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

CERTIFICATES ONLY: Please check one (1) statement. This certificate is a...

BOR approved certificate. BOR Meeting/Approval Date: _____

Chancellor approved within an authorized BOR program. BOR Program: _____

Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

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

<p>Registrar (Print Name)</p> <p>Grant Helgeson</p> <hr/> <p><small>Grant Helgeson Digitally signed by Grant Helgeson Date: 2021.11.22 14:09:52 -10'00'</small></p> <p>Signature _____ Date _____</p>	<p>Financial Aid Officer (Print Name)</p> <p>Gregg Yoshimura</p> <hr/> <p><small>Gregg Yoshimura Digitally signed by Gregg Yoshimura Date: 2021.11.22 13:34:38 -10'00'</small></p> <p>Signature _____ Date _____</p>	<p>For Community Colleges, verification of consultation with OVPC Academic Affairs:</p> <p>--Tammi Oyadomari-Chun</p> <hr/> <p><i>Della Teraoka</i> 6/7/2022</p> <p>Signature _____ Date _____</p> <p>Della Teraoka, Int Dir of Acad Progs</p>
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ADDITIONAL COMMENTS

Management: Associate in Science

Description

The Associate in Science degree in Management is designed primarily to prepare students for future managerial positions and provides continuing education for current managers.

Program Learning Outcomes

Upon completion of the certificate, students will be able to:

- Apply general business operations that require basic math and computer skills.
- Communicate effectively with customers and co-workers in an organizational setting.
- Carry out basic management, accounting and marketing functions in a workplace environment.
- Demonstrate knowledge of training, motivating, and supervising employees/associates to attain the goals of a business.
- Establish and promote a collaborative work environment.
- Identify the ethical, legal, and regulatory parameters on the industry.
- Calculate, compile, and analyze financial records to make correct business decisions.
- Select, utilize and integrate appropriate current and emerging technologies to support business functions.
- Use verbal, non-verbal, and written communication skill effectively in the business context.
- Describe positive interaction strategies that effectively support the work to be accomplished and customer satisfaction with internal and external customers.
- Describe work behaviors that maximize the opportunity continued employment and growth within an organization.
- Outline key components of the design, implementation and continuous assessment of business strategies based on consumer needs and market changes.

Contact Information

Program Coordinator: **Douglas Choy**

Location: BE 201

Phone: (808) 455-0614

Email: dchoy@hawaii.edu

Program: [Management](#)

Type: Associate in Science (AS)

First Semester Requirements

Item #	Title	Credits
ENG 100	Composition I	3
MGT 121	Service Excellence	3
BUS 120	Principles of Business	3
	SP 151 or SP 251	3
	BUS 101 or ICS 101	3

Sub-Total Credits 15

Second Semester Requirements

Item #	Title	Credits
MKT 120	Marketing in a Global Economy	3
MGT 124	Human Resource Management	3
	BUS 250 or BUSN 188 or MATH 103 or MATH 115 or higher	3
	ENG 209 OR BUSN 242	3
	Special Electives (AS-MGMT-E2020)	3
	Sub-Total Credits	15

Third Semester Requirements

Item #	Title	Credits
MGT 120	Principles of Management	3
MGT 122	Human Relations in Management	3
	ACC 124, ACC 201 (Options)	3
	Special Electives (AS-MGMT-E2020)	3
	GE NS Elective (AS-MGMT-E2020)	3
	Sub-Total Credits	15

Fourth Semester Requirements

Item #	Title	Credits
	ECON 131, ECON 130, ECON 120 (Options)	3
	GE A&H Elective (AS-MGMT-E2020)	3
	Special Electives (AS-MGMT-E2020)	3
	Special Electives (AS-MGMT-E2020)	3
MGT 200	Integrated Topics in Management	3
	Sub-Total Credits	15
	Total credits:	60

Section 2. General Information-Please complete all information in this section.

Campus Information	Campus Name:	Leeward Community College
	Originating College or Department:	Business Division
Proposed Program Information	Program Title:	Management
	Name of Degree to Be Conferred Upon Completion:	Associate of Science (AS) in Management
	Award(s) (e.g., A.A., B.S., Certificate):	See attached list of certificates
	Number of Required Credits:	See attached list of certificates
Program Contact Information	Name and Title: Douglas Choy, Associate Professor CC	
	Telephone: (808) 455-0614	E-mail: dchoy@hawaii.edu

Section 3: Program Information

Proposed term start date: ~~Spring~~ **Fall** 2022
year (YYYY)

Will students in the program be part of a structured cohort? Yes No
If yes, will non-cohort students be able to register for the courses on a space available basis? Yes No

Term length (in weeks) for course for the fully online program?

Full-term 16-week 15-week (UHWO only)
Part-of-term 8-week* 5-week*

* If using parts of term courses, dates must follow the [approved calendar](#)

Describe any face-to-face requirements that are part of the program (e.g. on campus orientation or on campus residency requirement). If none, then, indicate "Not Applicable."

Not Applicable

Attach a list of proposed courses, pre-requisites, and total number of courses. Include a program map and/or advising sheet (i.e. STAR pathway); **OR** provide the URL for this information in the space below:

See list of Management Certificates

Attach copies of the approved substantive change letter or administrative approval letter from WASC or ACCJC; **OR** provide the URL for this information in the space below:

For 4-year Campuses Only:

Provide evidence that all courses in the academic program map (including any general education, electives and/or graduation requirements) have been offered in the Distance-Completely Online instructional method format during the last two years and/or evidence the campus's commitment to offer the courses in the academic program map once approved as a fully online program.

N/A

Section 4: Organizational Commitment

Describe how the department will support faculty development for teaching online, including the pedagogical and communication strategies to function effectively.

Leeward Community College allocates sufficient resources for distance learning programs by providing hardware, software, cloud-based services, and professional development to faculty.
The Information and Technology Group (ITG) maintains and manages all Apple and PC computers, institutional servers, wired and wireless networking services, and information technology security.
The Educational Media Center (EMC) maintains and supports Technology Enhanced Classrooms (TEC) so instructors can teach with a remote and in-person audience at the same time. The technology in the rooms allow instructors to actively engage with remote students.
Robust professional development and online learning resources for faculty teaching online are provided by the EMC and Innovation Center for Teaching and Learning (ICTL). The professional development includes both pedagogical strategies and application of technical skills.
University of Hawaii System provides Google Workspace and LauLima (Course Management System) for faculty to use to teach distance education courses.
Leeward Community College and the division have adopted and implemented the Distance Education Guidelines.
Department and Program: The Business Division mentorship program supports instructors to ensure effectiveness of courses delivered online. The Business Division DE Liaison serves as a connection between division faculty and campus resources for distance education courses.
ICTL supports teaching online through programs such as Online Teaching Squares, Mid-Semester Assessment, and Power Mentoring. The division supports faculty through 1-1 mentoring and sharing of course materials and resources.

Section 5: Learner Support

Do program materials clearly define how students can access support services? Yes No

Has the Director of Financial Aid updated the Eligibility and Certificate of Approval Report (ECAR) or have the letter of administrative approval on file if students in this program will be eligible for federal student aid? Yes No

What student services and resources are available for students in an online format (without visiting campus)?

Orientation to Online Learning (basics of online learning, technology, etc) Yes No

Program Orientation (specific information about being a student in your academic program) Yes No

Academic Advising/Counseling Yes No

Tutoring Yes No

Library Services Yes No

Testing Yes No

Career Services Yes No

Financial Aid Counseling Yes No

Mental Health Counseling Yes No

Other:

Section 6: Students Located Outside of Hawai'i

Where can students be located? (Check all that apply)

- Any U.S. State
- Any U.S. Territory
- Foreign Location*

*Please be aware of any international compliance regulations and tax implications that may be in effect for foreign locations. Students in [sanctioned countries](#) may not be admitted.

Section 7: State Authorization

UH System programs must comply with all "authorization to operate" regulations that are in place in other U.S. states where the institution has enrolled students or is otherwise active, based on each state's definitions.

Does your institution have NC-SARA approval providing reciprocity for state authorization? Yes No

Federal regulations require institutions delivering courses by distance education to provide students or prospective students with contact information for filing complaints with the state approval or licensing entity in the student's state of residency and any other relevant state official or agency that would appropriately handle a student's complaint. What is the URL on your institution's website where contact information for filing complaints for students in this program is posted? NOTE: Information about the Student Complaint Process is outlined by NC-SARA [here](#).

What is the URL of your institution's website where contact information for filing complaints for students in this program posted?

<http://www.leeward.hawaii.edu/files/StudentCompliantForm.pdf>

Does your program lead to professional licensure? Yes No

Institutions are required to "keep all students, applicants and potential students who have contacted the Institution about the course or program informed as to whether successful completion of such offerings would actually meet state licensing or post-licensing requirements."

If the program leads to professional licensure, has the program determined whether the course/program meets professional licensure requirement in the state where student/applicant is located and has a method to provide information in writing to the students?

Yes No

Chief Academic Officer Approval

Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. *E-signatures are acceptable.*

Name and title: Keala Chock, Vice Chancellor for Academic Affairs

Signature and date:

 12/29/21