

Date: 2/8/18

REQUESTOR CONTACT INFORMATION

Name Ross Higa Campus Leeward CC
 Title Assistant Professor/Mgt Program Coordinator Email higaross@hawaii.edu
 Office/Dept Business Division Phone 455-0284

NEW PROGRAM CODE TO CREATE

Institution LEE - Leeward CC Campus LEE - Leeward CC
 Level UG - Undergraduate Effective Term Fall 2015

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>MGT</u>	<u>Management & Industrial Rel</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>CA</u>	<u>Certificate of Achievement</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>MGT</u>	<u>Management</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: n/a

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

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.

1.0

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

IRAO USE ONLY: DATE RECEIVED

EXISTING PROGRAM CODE TO REPLACE

Program Code	<u>CA-MGT-RETM</u>	Program Description	<u>Retail Management</u>
Institution	<u>Leeward CC</u>	Campus	<u>Leeward CC</u>
College	<u>Instructional</u>	Department	<u>Management & Industrial Rel</u>
Level	<u>Undergraduate</u>		

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 2015, old 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 Spring 2019, old program code will no longer be available to 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.

ADDITIONAL COMMENTS

spring 2019 for old program code not being available to award degree to students is being requested due to delay in submission of code request.

ATTACHMENTS

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

- BOR Meeting Minutes & Supporting Documents OR Memo with President's Approval, with cc to Vice President for Academic Planning and Policy.
- Curriculum

Chancellor Approved: Certificates (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.
- Curriculum

VERIFICATIONS

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

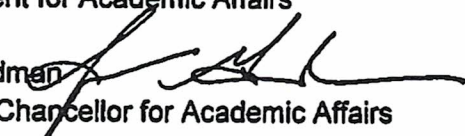
<p>Registrar (Print Name)</p> <p><u>Grant Helgeson</u></p> <p>Signature <u>2/16/18</u> Date</p>	<p>Financial Aid Officer (Print Name)</p> <p><u>Gregg Yoshimura</u></p> <p>Signature <u>2/26/18</u> Date</p>	<p>For Community Colleges, verification of consultation with OVPCC Academic Affairs: <u>Suzette Robinson</u></p> <p>Signature <u>5/11/18</u> Date</p>
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February 23, 2015

MEMORANDUM

TO: Risa Dickson
Vice President for Academic Affairs

VIA: James Goodman 
Acting Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral 
Chancellor

SUBJECT: Curriculum Approval

I have approved the following Program modifications on 2/20/15. These modifications are effective Fall 2015. The approvals can be found at: <http://curriculumcentral.its.hawaii.edu:8080/central/core.cas.jsp>

- Associate in Arts (AA) - Teaching
- Associate in Applied Science (AAS) – Automotive Technology
- Associate in Science (AS) – Culinary Arts
- Associate in Science (AS) – Digital Media Production
- Associate in Science (AS) – Health Information Technology (HIT)
- Associate in Science (AS) – Information & Computer Science
- Associate in Science (AS) – Management
- Academic Subject Certificate (ASC) – Global Studies
- Academic Subject Certificate (ASC) – Philippine Studies
- Academic Subject Certificate (ASC) – Writing
- Certificate of Achievement (CA) – Automotive Technology
- Certificate of Achievement (CA) – Culinary Arts
- Certificate of Achievement (CA) – Digital Media Production
- Certificate of Achievement (CA) – Management
- Certificate of Competence (CO) – Alternative Certification in Teaching Certificate
- Certificate of Competence (CO) – Automotive Technology
- Certificate of Competence (CO) – Baking
- Certificate of Competence (CO) – Database Support
- Certificate of Competence (CO) – Digital Media Production

Certificate of Competence (CO) – Digital Video for the Web
Certificate of Competence (CO) – Dining Room Supervision
Certificate of Competence (CO) – Graphic Design
Certificate of Competence (CO) – Mobile Developer
Certificate of Competence (CO) – Software Developer
Certificate of Competence (CO) – Web Design

Attachments

c Division Chairs
Ron Umehira
Harriet Miyasaki
Alicia Brown
Candy Hochstein
Blake Hunrick
William Albritton
Pearl Imada-Iboshi

Degree: Certificate of Achievement

Title: Management

Description: The Management Certificate of Achievement will help to provide insight needed to current and future employees to be successful as a manager in today's dynamic and rapidly changing marketplace.

Effective Date: Fall 2015

Program Modifications:

Change in certificate name from Retail Management to Management. To broaden the scope of the program's target market. The program learning outcomes address the needs of not only retail managers, but also the needs of managers from all industries.

Leeward Community College

Degree: Certificate of Achievement
Division: Business
Title: Management
Description: The Management Certificate of Achievement will help to provide insight needed to current and future employees to be successful as a manager in today's dynamic and rapidly changing marketplace.
Effective Date: Fall 2015

1. Are the program outcomes appropriate functions of the college and University? (Relationship to University and campus mission and development plans, evidence of continuing need for the program, projections of career opportunities for graduates, etc.)

The program meets the following goals of Leeward Community College's Strategic Plan (2008 - 2015):

Educational Capital

2.4 Increase the number of students who successfully progress and graduate, or transfer to baccalaureate institutions, while maintaining the percentage of transfers who achieve a first year GPA of 2.0 or higher at the transfer institution.

Globally Competitive Workforce

To address critical workforce shortages and prepare students for effective engagement and leadership in a global environment.

4.1 Increase the number of degrees awarded, and/or transfers to UH baccalaureate programs that lead to occupations where there is a demonstrated state of Hawaii shortage of qualified workers, or where the average annual wage is at or above the U.S. average (2006=\$38,651).

4.2 Contribute to meeting the State's incumbent worker education goal by increasing enrollment of 25-49 years old in credit programs by 3% per year.

The program meets the following goals of Leeward Community College's mission statement (2014-2015 College Catalog):

Access

To broaden access to postsecondary education in Hawaii, regionally, and internationally by providing open-door opportunities for students to enter quality educational programs within their own communities.

Work Force Development

To provide the trained workforce needed in the State, the Asia-Pacific region, and internationally by offering occupational, technical, and professional courses and programs which prepare students for immediate and future employment and career advancement.

Personal Development

To provide opportunities for personal enrichment, occupational upgrading, and career mobility through credit and non-credit courses and activities.

May 2013 State Occupational Employment and Wage Estimates (OES) indicated 35,940 management jobs available in Hawaii. For every 1000 management jobs, there were approximately 60 positions available with a median hourly wage of \$36.53; a mean hourly wage of \$42.21; and an annual mean wage of \$87,790.

2. What are the outcomes of the program? (outcomes should be stated in terms of meeting student, community or State needs. Also includes Program Learning Outcomes.)

Upon completion of the Certificate of Achievement the student will be able to:

1. Apply basic math and computer skills to solve general business operations issues.
2. Communicate effectively with internal and external customers in a workplace setting.
3. Analyze management situations to determine the most appropriate basic management, accounting, and marketing strategies to apply to ensure the business functions productively.
4. Apply strategies to train, motivate, and supervise employees and associates to attain the goals of a business.

3. How is the program organized to meet its outcomes? (Description of curriculum organization, requirements, admission policies, advising and counseling, and other aspects of the program, with reference to its outcomes.)

ENG 100	Composition I	
or ENG 209	Business Writing	3
BUSN 188	Business Calculations	3
BUS 101	Business Computer Systems	3
or		
ICS 100	Computing Literacy and Applications	3
and		
ICS 101	Digital Tools for the Information World	3
SP 151	Personal and Public Speech	
or SP 251	Principles of Effective Public Speaking	3
MGT 122	Human Relations in Business	3
MGT 124	Human Resources Management	3
MKT 130	Principles of Retailing	3
MGT 120	Principles of Management	3
ACC 124	College Accounting	
or ACC 201	Financial Accounting	3
MKT 120	Marketing in a Global Economy	3
Total Credits		30 or 33

The certificate will provide students with a "stepping-stone" approach toward their degree. By doing so students motivation to complete the program will increase as they are rewarded as they move towards attainment of the Management Degree.

Also, the Western Association of Food Chains (WAFC), a non-profit association dedicated to the support of education programs for the food industry, has endorsed completion of this certificate for their program and will be providing scholarships and its own Retail Management certificate for those students who are employed by member organizations who complete this certificate.

The student learning objectives (SLOs) are defined by the WAFC. WAFC has determined that the SLOs of the courses offered by Leeward Community College meet its requirements.

This certificate is comprised of the following existing/approved certificates: Certificate of Competence - Retail Foundations; Certificate of Competence - Management Foundations; and the Certificate of Competence - Business Essentials.

- 4. Who will enroll in the program? (Special target groups, if any; number of majors expected by year for first five years; expected service to non-majors; evidence of student interest.)**

Current management students and employees and managers of for profit and non-profit businesses. It would also be an option for students who may be undecided as a major.

- 5. What resources are required for program implementation and first five-year cycle operation? (Number, source, and cost of faculty; library requirements; support personnel; estimated cost of supplies, equipment and CIP; facilities to be utilized; total funds required for program implementation and operation; expected source of funds, including sources of reallocated funds.)**

The program can be done with the use of existing resources. No new classes need to be offered. All courses within the program are presently offered by the Business Division.

- 6. How efficient will the program be? (Compare anticipated cost per SSH, cost per major, SSH/faculty, average class size or other quantitative measures with other programs in the college and similar programs on other UH campuses.)**

The availability of this certificate will provide an additional incentive for management students to take these courses and complete their degree. The high level of student interest in the certificate is likely to increase enrollment in many of the courses included in the certificate. Thus, this program should improve the fill rate and the efficiency of these courses.

Because the courses are presently being offered by the Business Division, no new resources would be needed. With the increase in enrollment generated by this program, program efficiency will increase.

- 7. How will effectiveness of the program be demonstrated? (Projected number of graduates yearly; placement of graduates; special accreditation; student satisfaction; career and employer satisfaction, etc.)**

Program effectiveness will be demonstrated through completion of Leeward CC certificate programs improved student retention rates; Western Association of Food Chains (WAFC) certificates, and through student and employer feedback.

- 8. What change is proposed in the program? (provide specific information on both the new and old program)**

Change in certificate name from Retail Mangement to Management

- 9. What is the rationale for the change? (if this is a substantive change, state how it aligns with the Division goals, College Strategic Plan, College Mission Statement, or other relevant documents)**

To broaden the scope of the program's target market. The program learning outcomes address the needs of not only retail managers, bu t also the needs of managers from all industires.

- 10. Is the change substantive enough to require a change in program title? If so, explain in detail.**

The only change being made to this certificate is a change in name from Retail Management to Management.

11. Is the program currently articulated with any certificate or degree program? If so, give details, dates of agreement(s) and explain any impact the proposed change may have upon articulation.

Yes. The program is presently articulated with the WAFC. A name change will not have any impact upon the present articulation agreement.

12. Will the change require additional staff, equipment, facilities or other resources? If so, provide details and indicate whether they are available.

No

13. Will the change increase or decrease the number of required hours for attainment of the certificate or degree? If so, provide details and justification.

No.

Campus: LEE
Updated By: WALBRITT
Updated Date: 11/20/2014 2:07 PM