

**UNIVERSITY OF HAWAI'I  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES**

<b>REQUESTOR CONTACT INFORMATION</b>	
Date: 13 April 2012	Effective term of request (Semester-Year): Spring 2012 (201230)
Name: Louise Pagotto	Title: Vice-Chancellor for Academic Affairs
Campus: Kapi'olani	Office/Department: Academic Affairs
Phone: 808 734-9519	Email: pagotto@hawaii.edu

<b>1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE</b>		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: Kapiolani CC (KAP)	College:	Department:	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree: Associate in Arts		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:		Existing Concentration:	
Code	Description	Code	Description
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]: BUS		Description [30 char/space limit]: Business	
If a similar major/concentration code exists in Banner, please list the code:			
Is this major/concentration code being used the same way at other UH campuses? yes			
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    (Financial Aid Officer consultation required for all new program codes)			
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, students may select the code as their <u>only</u> program of study.)			

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**Replacing or eliminating an existing program code:**

If replacing an existing program code, are current students "grandfathered" under the old code?  Yes  No

Should the old program code be available for use in Banner?  Yes  No

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

**2. CERTIFICATES ONLY:**

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

(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

**3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE**

Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT

Campus code (3 char):	Campus description (30 char/space limit):
College code (2 char):	College description (30 char/space limit):
Division code (4 char/space limit):	Division description (30 char/space limit):
Department code (4 char/space limit):	Department description (30 char/space limit):

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<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

<b>5. NEW MINOR (Minor codes are listed on the Major code table)</b>		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):  
Degree was approved in 2007.

<b>SUPPORTING DOCUMENTATION</b>
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input checked="" type="checkbox"/> Memo from Chancellor</li> <li><input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</li> <li><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</li> <li><input type="checkbox"/> Other: _____</li> </ul>

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<b>CAMPUS VERIFICATION</b>		
<b>Requestor Signature</b> _____ <i>Walter Pigoth</i>	Date <u>19 April 2012</u>	
<b>Registrar</b> (If different from Requestor)		
<b>Jeri Lorenzo</b>	_____ <i>Jeri Lorenzo</i>	<u>19 April 2012</u>
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
<b>Financial Aid Officer</b> (Financial Aid Officer consultation required for all new program codes)		
<b>Jennifer Bradley</b>	_____ <i>Jennifer Bradley</i>	<u>19 April 2012</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>		
_____	_____	_____
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

**Send completed form and supporting documentation to:**

Institutional Research and Analysis Office (IRAO)  
 1633 Bachman Place                      Email: [iro-mail@lists.hawaii.edu](mailto:iro-mail@lists.hawaii.edu)  
 Sinclair Annex 2, Room 4              Fax: 808-956-9870  
 Honolulu, HI 96822                      Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

<b>FOR INTERNAL USE ONLY</b>	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

KAPOLANI COMMUNITY COLLEGE  
University of Hawai'i  
PROGRAM ACTION REQUEST (Form: 2/22/02)

(Attach an Action Request Memorandum Stating the Justification for This Request;  
Submit One Request for Each Proposal)

1a. Type of Program Action (please choose one, omit others) Modification

1b. If modification of an existing program, what kind of modification? (choose from list, omit inappropriate)  
Modifying program description

1c. If new program, attach a program proposal for the Board of Regents, attach a copy of the "permission to plan" documents. This is a new concentration within the existing BOR-approved A.A., and therefore, does not have to go to the BOR for approval.

2. Program Type (please choose one, omit others) A.A. with a Concentration

3. Program Name and Program Description:  
Associate in Arts with a Concentration in Business Administration (AACBA)

This concentration within the Associates in Arts degree is designed for students who intend to transfer to the University of Hawaii at Manoa College of Business Administration (UHM CBA). This degree fulfills the current Kapiolani Community College A.A. requirements while paying particular attention to the admission requirements to UHM's CBA.

4. Effective Term (semester/year): Fall / 2007

5. Revise pages 34, 36, 37, 282, 348 in the 2006-7 version of the KCC General Catalog.

6. Is this program offered at another UH Campus? (please choose one, omit other) (AA, Yes, Concentration, No)  
If YES, specify campus, and program name. If NO, why is this program offered at KCC:

All UHCC's have an AA program. The creation of such a concentration at KapCC would give students a place to identify themselves as Business majors, thereby giving them a clearer educational goal. Secondly, by creating this major, it allows the Business Education Department to identify these students, allowing the department to better service them. This would be a vast improvement over our current data tracking of "pre-Business" students, whom we are oftentimes unable to identify.

7. Justification (state the justification in the Action Request Memorandum attached to this form. If the proposal is to modify a program, describe the current program, describe the proposed modification to the program, then describe how the modified program will be different from the current program.) See ARM

Requested by: Steven A. Singer, Business Education Department for Singer November 30, 2006  
(Name) (Department) (Date)

Rose Mae Harrington Department August 17, 2006  
(Department Chairperson) (Date of Department Vote)

Approved by: Mary Beard 11/30/2006  
(Curriculum Chairperson) (Date)

Tom B. Davis 12/8/06  
(Faculty Senate Chairperson) (Date)

Wanda P. Goff 1/28/07  
(Dean of Curriculum Management) (Date)

[Signature] [Date]  
(Chancellor) (Date)

## **Comparisons of the Proposed AACBA Description and Curriculum and the Current Associate in Arts Program Description and Curriculum**

The next few pages list in the following order:

1. The current AA description.
2. The proposed AACBA description.
3. The current 2005/2006 AA curriculum.
4. The proposed AACBA degree curriculum.

### **Current 2005/2006 AA curriculum description:**

This program is designed to provide students with an Associates in Arts degree and to prepare them for transfer to a baccalaureate degree program at a four-year college or university.

### **Proposed AACBA description:**

This concentration within the Associates in Arts degree is designed for students who intend to transfer to the University of Hawaii at Manoa College of Business Administration (UHM CBA). This degree fulfills the current Kapi'olani Community College A.A. requirements while paying particular attention to the admission requirements to UHM's CBA baccalaureate program in Business Administration.

### **Proposed AACBA Learning Outcomes:**

In addition to the general student learning outcomes of the AA program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts with a Concentration in Business Administration should be able to:

- Record and report financial information for sole proprietorships in service and retail operations using accounting theory and methods
- Use methods for evaluating financial performance for corporations, including cost accounting, budgeting, break-even analysis, ratio analysis, and cash flow analysis.
- Apply principles of business and managerial communications through analyzing various kinds of business messages and writing informatively, analytically, and persuasively for business purposes.
- Explain concepts in Micro and Macroeconomics, with emphasis on price system and market structures, and modern theory of income determination indicating how and why income, production, employment and price levels fluctuate.
- Describe laws impacting business operations.
- Utilize major computer application packages as tools in business problem-solving.

## Current AA pre-Business Program Descriptions and Competencies – Spring 2004

The current pre-Business AA degree program adheres to KapCC's AA degree requirements completely while recommending specific Business related courses to meet AA degree requirements. These Business-related courses also fulfill UHM CBA BA requirements.

### I. FOUNDATION REQUIREMENTS (12 Credits)

*\*Courses marked with an R are included in course prerequisites for admission.*

#### **Written Communication (FW) 1 course, 3 credits**

ENG 100 (R)\* or ESL 100 (R)\*

#### **Symbolic Reasoning (FS) 1 course, 3 credits**

MATH 203 (R)\* or MATH 205 (R)\*

#### **Global & Multicultural Perspectives (FG)**

Two courses, each from a different group

Group A	Group B	Group C
HIST 151	GEOG 102	GEOG 151
ANTH 151	HIST 152	MUS 107
	ANTH 152	REL 150

### DIVERSIFICATION REQUIREMENTS (22 Credits)

*Diversification Requirement courses must come from disciplines other than those used to satisfy Global & Multicultural Perspectives (FG)*

#### **Arts & Humanities: 2 courses, 6 credits**

*Two courses, each selected from a different group.*

#### **Diversification Arts (DA)**

ART 101, 105, 106, 107, 111, 112, 113, 114, 115, 123, 125, 126, 127, 128, 129, 155, 156, 157, 158, 159, 189, 191, 192, 195, 201, 202, 207, 209, 212, 213, 214, 222, 223, 224, 225, 226, 229, 243, 244, 245, 246, 247, 248, 249, 253, 256, 257, 258, 259, 260, 269, 288, 289 DNCE 121, 122, 131, 132, 150, 212, 213, DRAM 240 ENG 204, 206, MUS 104, 108, 114, 121B, 121C, 121D, 122B, 122C, 122D, 180, 183, 201, 206, 221B, 221C, 221D, 222C, 229, 230, 231B, 231C, 231G, 231M, 253, SP 151, 200, 231, 233, 251, 253, THEA (FORMERLY DRAMA) 101, 221, 222.

#### **Diversification Humanities (DH)**

AMST 201, 202, ART 190, 270, 273, 280, 290, ASAN 273, CHNS 131, HIST 222, 231, 232, 241, 242, 252, 281, 282, 284, 288, HUM 269, HWST 100, 107†, 210\*, 216\*, JPNS 131, 132, LING 102, MUS 106, 107, 207, PACS 273, PHIL 100, 101, 102, 200, 201, 250, REL 151, 200, 201, 202, 209, 210, 222

(† HWST 107 also fulfills a Focus Hawaiian Asian and Pacific Issues)

#### **Diversification Literature & Language (DL)**

EALL 261, 262, 269, 271, 272, EL 263, ENG 200, 209††, 214, 215, 225, 227, 250, 251, 252, 253, 254, 255, 256, 257 (B, C, F, G, M, N, P, O), HAW 261, 262, HWST 270, JOUR 205, 227, LLEA 239, 260, PACS 257

(†† ENG209 cannot be used to meet both Humanities and Business Communication Requirement)

#### **Natural Sciences: 2 courses and 1 lab, 7 credits**

Two courses. One from (DB), one from (DP), and at least one of the science courses must be accompanied by (DY).

#### **Diversification Biological Sciences (DB)**

ANTH 215, BIOL 101 (L), 103 (L), 120, 130 (L), 171 (L), 172 (L), 270 (L), BOT 101 (L), 130 (L), ESS 100, FSHE 185, MICR 130 (140L), 135, 230 (240L), PHYL 160, PSY 230, SCI 124 (L), ZOOL 100, 101 (L) 141 (L), 142 (L), 200 (L)

**Diversification Physical Sciences (DP)**  
ASTR 110, 280, BIOC 241, 244, CE 270, 271, CHEM 100, 151 (L), 152 (L), 161 (L), 162 (L), 272 (L), 273 (L), EE 211, 260, GEOG 101 (L), GG 103 (GG 101L), OCN 201, PHYS 100 (L), 122 (L), 151 (L), 152 (L), 170 (L), 272 (L), 274

**Diversification Lab (DY)**  
Any course with (L) in DB or DP. (MICR 140(L) is lab for MICRO 130; GG 101(L) is lab for GG 103)

### **Social Sciences (DS) 3 courses, 9 credits**

ECON 130 (R)\* and ECON 131 (R)\*  
PSY 100\*\* or SOC 100\*\*  
\*\* Preq for UHM-CBA: BUS 315, MGT 301

### **III. HAWAIIAN/SECOND LANGUAGE (6-8 credits)**

101 and 102 levels of these languages (or 111 and 112 levels of CHNS or KOR)  
ASL, CHNS, FIL, FR, HAW, JPNS, KOR, RUS, SAM, SPAN

Students with foreign language competency who place above the 101 (or corresponding newer 3-credit course emphasizing oral proficiency) level can receive back credit for exempted courses if they successfully complete the next course in the sequence with a grade of C or higher.

101 (111)  
102 (112)

### **IV. ORAL COMMUNICATION (3 credits)**

SP 151 (R)\* or SP 251 (R)\*

### **V. ELECTIVES/OTHER (21-23 credits)**

<b>Accounting:</b> ACC 201 (R)* ACC 202 (R)*
<b>Business Communications:</b> ENG 209W
<b>Business Law:</b> BLAW 200
<b>Foreign Language: (See Counselor for further options)</b> 201 202
<b>Computer Competence:</b> ICS 101 (R)*

### **VI. FOCUS REQUIREMENTS: (12 credits)**

**WRITING INTENSIVE (9 credits)** WI \_\_\_\_\_ WI \_\_\_\_\_  
Three courses of Writing Intensive (WI), only two WI courses are required for the AA Degree.

**HAWAIIAN, ASIAN, AND PACIFIC ISSUES (3 credits) :** \_\_\_\_\_  
(See Business Counselors for list of course options)

### **VII. LOWER DIVISION ELECTIVES BEYOND INTRO LEVEL**

The following courses are available to satisfy 2 of the 5 elective courses required by UHM-CBA for graduation.

Foreign Language 201, 202  
ART 207, 208, 212, 213, 214, 223, 243, 244, 247; ENG 204, 214, 215; ICS 211, 241; MATH 206; MUSIC 231B, 231G; PHYS 272, 273; PSY 202 (or WS 202), 230, 240, 260, 270; SP 253



**Proposed 2007/2008 AACBA Concentration Descriptions and Competencies.**

*Courses marked with an R are included in course prerequisites for admission to CBA. [*

**I. FOUNDATION REQUIREMENTS (12 Credits)**

	Recommended Semester			
	1	2	3	4
<b>Written Communication (FW) 1 course, 3 credits</b> ENG 100 (R) or ESL 100 (R)	X			
<b>Symbolic Reasoning (FS) 1 course, 3 credits</b> MATH 203 (R) or MATH 205 (R) or BUS 250 (R)	X			

**Global & Multicultural Perspectives (FG) 6 credits**  
Two courses, each from a different group

Group A	Group B	Group C				
HIST 151	GEOG 102	GEOG 151		X		
ANTH 151	HIST 152	MUS 107				X
	ANTH 152	REL 150				

**II. DIVERSIFICATION REQUIREMENTS (19Credits)**

*Diversification Requirement courses must come from disciplines other than those used to satisfy Global & Multicultural Perspectives (FG)*

**Arts & Humanities: 2 courses, 6 credits**

Two courses, each selected from a different group.

(Recommended in final 2 semesters of the AA CBA)

<p><b>Diversification Arts (DA)</b>                  ART 101, 105, 106, 107, 111, 112, 113, 114, 115, 123, 125, 126, 127, 128, 129, 155, 156, 157, 158, 159, 189, 191, 192, 195, 201, 202, 207, 209, 212, 213, 214, 222, 223, 224, 225, 226, 229, 243, 244, 245, 246, 247, 248, 249, 253, 256, 257, 258, 259, 260, 269, 288, 289 DNCE 121, 122, 131, 132, 150, 212, 213, ENG 204, 206, MUS 104, 108, 114, 121B, 121C, 121D, 121Z, 122B, 122C, 122D, 180, 183, 201, 206, 221B, 221C, 221D, 222C, 229, 230, 231B, 231C, 231G, 231M, 253, SP 151, 200, 231, 233, 251, 253, THEA (FORMERLY DRAMA) 101, 221, 222, 240.                  *SP 151 also fulfills Oral Communication Requirement.</p>				
<p><b>Diversification Humanities (DH)</b>                  AMST 201, 202, ART 190, 270, 273, 280, 290, ASAN 273, CHNS 131, HIST 222, 231, 232, 241, 242, 252, 261, 282, 284, 288, HUM 269, HWST 100, 107†, 210*, 216*, JPNS 131, 132, LING 102, MUS 106, 207, PHIL 100, 101, 102, 211, 213, 250, REL 151, 200, 201, 202, 209, 210, 222                   († HWST 107 also fulfills H Focus Hawaiian Asian and Pacific Issues)                  (* HWST 210, 216 fulfill Kap'olani Community College Associate in Arts in Liberal Art degree requirements only)</p>				
<p><b>Diversification Literature &amp; Language (DL)</b>                  EALL 261, 262, 269, 271, 272, EL 263, ENG 200, 209††, 214, 215, 225, 227, 250, 251, 252, 253, 254, 255, 256, 257 (B, C, F, G, M, N, P, Q), HAW 261, 262, HWST 270, JOUR 205, 227 LLEA 239, 260, PACS 257, 273                  (†† ENG209 cannot be used to meet both Humanities and Business Communication Requirements)</p>				

**Natural Sciences: 2 courses and 1 lab, 7 credits**

Two courses. One from (DB), one from (DP), and at least one of the science courses must be accompanied by (DY).

<p><b>Diversification Biological Sciences (DB)</b>                  ANTH 215, BIOL 101, 103, 120, 130, 171, 172, 270, BOT 101, 130, ESS 100, FSHE 185, MICR 130, 135, 230, PHYL 160, PSY 230, SCI 124, ZOOL 100, 101, 141, 142, 200</p>			X	
<p><b>Diversification Physical Sciences (DP)</b>                  ASTR 110, 280, BIOC 241, 244, CE 270, 271, CHEM 100, 151, 152, 161, 162, 272, 273, EE 211, 260, GEOG 101, GG 103, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274</p>				X
<p><b>Diversification Lab (DY)</b>                  BIOL 101L, 103L, 130L, 171L, 172L, 270L, BOT 101L, 130L, MICR 140, 240, SCI 124L, ZOOL 101L 141L, 142L, 200L CHEM 151L, 152L, 161L, 162L, 272L, 273L, GEOG 101L, GG 101L, PHYS 100L, 122L, 151L, 152L, 170L, 272L</p>				X

**Social Sciences (DS) 2 courses, 6 credits**

ECON 130 (R)		X		
PSY 100 or SOC 100)				X

**III. HAWAIIAN/SECOND LANGUAGE (6-8 credits)**

101 and 102 levels of these languages (or 111 and 112 levels of CHNS or KOR)  
 ASL, CHNS, FIL, FR, HAW, JPNS, KOR, RUS, SAM, SPAN  
 STUDENTS WITH FOREIGN LANGUAGE COMPETENCY WHO PLACE ABOVE THE 101 (OR CORRESPONDING NEWER 3-CREDIT COURSE EMPHASIZING ORAL PROFICIENCY) LEVEL CAN RECEIVE BACK CREDIT FOR EXEMPTED COURSES IF THEY SUCCESSFULLY COMPLETE THE NEXT COURSE IN THE SEQUENCE WITH A GRADE OF C OR HIGHER.

101 (111)	X			
102 (112)		X		

**IV. ORAL COMMUNICATION (3 credits)**

SP 151 (R) or SP 251 (R)		X		
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**V. BUSINESS REQUIREMENTS (18 credits)**

<b>Accounting:</b> ACC 201 (R)		X		
ACC 202 (R)			X	
<b>Business Communications:</b> ENG 209			X	
<b>Economics:</b> ECON 131 (R)			X	
<b>Business Law:</b> BLAW 200	X			
<b>Computer Competence:</b> ICS 101 (R)	X			

**VI. FOCUS REQUIREMENTS: (9 credits from within the courses above)**

**WRITING INTENSIVE (6 credits)** WI ENG 209 WI \_\_\_\_\_

Two courses are required/Three are recommended

**HAWAIIAN, ASIAN, AND PACIFIC ISSUES (3 credits) :** \_\_\_\_\_

<http://www.manoa.hawaii.edu/ovcaa/academics/articulation/courses/kapiolani-cc.htm#FC-HAPI>

**Proposed 2007/2008 AACBA Degree Program Curriculum**

First Semester	Credits
FW (Foundation Written) ENG/ESL 100	3
FS (Foundation Symbolic Reasoning) MATH 203/205 or BUS 250	3
Hawaiian/Second Language 101	4
BLAW 200	3
ICS 101	<u>3</u>
Semester Credits	16
Second Semester	
SP 151/251	3
FG (Foundation Global and Multicultural Perspectives) #1	3
ACC 201	3
*Hawaiian/Second Language 102	4
DS (Diversification Social Sciences) #1 ECON 130	<u>3</u>
Semester Credits	16
Third Semester	
ECON 131	3
Arts & Humanities #1	3
ACC 202	3
DB (Diversification Biological Sciences)	3
ENG 209	<u>3</u>
Semester Credits	15
Fourth Semester	
FG (Foundation Global and Multicultural Perspectives) #2	3
DP (Diversification Physical Science)	3
DY (Diversification Lab)	1
Arts & Humanities #2	3
DS (Diversification Social Sciences) #2 PSY/SOC 100	<u>3</u>
Semester Credits	<u>13</u>
Total Credits	60

\* Recommendation: students should consider taking 201/202 language series here prior to transfer to UHM CBA or cultural classes at UHM.

Please note: A cumulative GPA of 2.5 or higher is required to enter UHM CBA and for the pre-BUS Core.

The following courses are available to satisfy 2 of the 5 non-elective courses required by UHM-CBA for graduation.  
 Foreign Language 201, 202 ART 207, 208, 212, 213, 214, 223, 243, 244, 247; ENG 204, 214, 215; ICS 211, 241;  
 MATH 208; MUSIC 231B, 231G; PHYS 272, 273; PSY 202 (or WS 202), 230, 240, 280, 270; SP 253

**UNIVERSITY OF HAWAII • KAPI'OLANI COMMUNITY COLLEGE  
Business Education Department**

**ACTION REQUEST MEMORANDUM**

**TO:** Leon Richards, Interim Chancellor

**FROM:** Steven A. Singer, Ed.D., IT Program Coordinator *Sub for Singer*

**DATE:** November 30, 2006

**SUBJECT:** A new 60 credit concentration in Business Administration (AACBA) within the existing Associate in Arts Degree at Kapi'olani Community College.

**1. SPECIFIC ACTION REQUESTED**

Approval is requested for the creation of a 60 credit concentration in Business Administration (AACBA) within the Associate in Arts Degree.

**2. RECOMMENDED EFFECTIVE DATE - Fall 2007 or earlier.**

**3. BACKGROUND AND CONSEQUENCES**

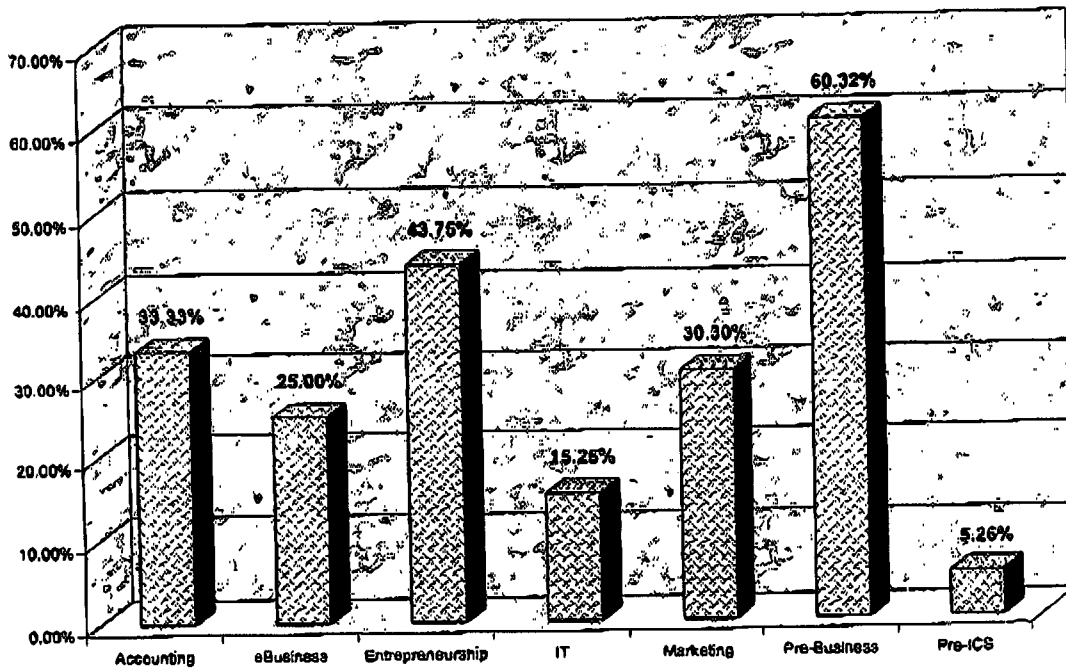
The Business Education Department has been struggling over the years with ways of identifying students who are taking BE courses and intend to transfer to University of Hawai'i at Manoa College of Business Administration (UHM CBA). The current Banner system does not allow us to track students who are AA with intent to transfer to UHM CBA. Consequently, many times these students receive generic or inappropriate academic advising. They end up taking courses that do not benefit them in their academic goals.

The creation of this concentration will allow students to select Business as their educational goal. This would allow us to identify them via Banner. Through identification, we can provide these students with more accurate, timely information to assist them in their pursuit of their academic goals. Additionally, it will give students a focus within the general LBRT curriculum and will provide notice of a specific area of interest by students on their resumes.

According to our Institutional Research Office (Survey done Spring 2006), over 60% of the students surveyed who select Business as an educational goal intend to transfer to UHM CBA. Yet, we have no program for them to select when registering for classes here. In fact, according to another survey conducted by the BE Dept, 34% of all students taking Business Education classes consider themselves pre-Business.

Major	2006	BA	% Selected UHM CBA
Accounting	102	34	33.33%
eBusiness	16	4	25.00%
Entrepreneurship	16	7	43.75%
IT	59	9	15.25%
Marketing	33	10	30.30%
Pre-Business	126	76	60.32%
Pre-ICS	19	1	5.26%
<b>Total Majors</b>		<b>111</b>	<b>35.01%</b>

Percentage of each major wanting to transfer to UHM CBA



In addition, between May and June 2006, of the students who attended the mandatory New Student Orientation, 9% of all Liberal Arts and Unclassified students declared their educational goal to be Business Administration majors (to obtain a BBA). If we extrapolate the survey numbers out based on an average of 2000 new students each fall with 60% of them classified as Liberal Arts, we can very conservatively estimate a little over 100 students each year are listed as Liberal Arts or Unclassified who are really Business majors with intent to transfer to UHM CBA. (Other informal data suggests the numbers might be much larger.)

Creating an AA with a Concentration in Business Administration that transfers cleanly to UHM's CBA would give students a place to identify themselves as Business majors, thereby giving them a clearer educational goal. Secondly, by creating this major, it allows the Business Education Department to identify these students, allowing the department to better service them. This would be a vast improvement over our current data tracking of "pre-Business" students, whom we are oftentimes unable to identify.

The changes to the current pre-Business degree curriculum involve the following.

1. No new courses needed.
2. **SPECIFIC ISSUES**

**Staffing:** No new positions will be required. Existing faculty and lecturers will be sufficient to implement the program. Courses will be managed through traditional and nontraditional delivery methods to meet daytime, evening, and weekend program requirements. Efforts are being made to encourage other departments whose courses are used for this degree to offer their courses via Distance Education. All courses will be taught by existing faculty and lecturers by managing course assignments and teaching loads.

Noninstructional Resources: No new facilities or other resources required.

Using a subset of courses within the existing AA program will allow counselors and faculty advisors to clearly identify and service students who need to take the pre-Business Core to transfer seamlessly to UHM CBA. It will also facilitate the identification of students in degree seeking programs for VA and other financial aid benefits.

The consequence of approving the concentration would allow the existing AA program to better service the needs of business students and the business community.

The consequence of approving the concentration would allow the existing AA program to better service the needs of business students and the business community: Students can declare clear intent in the pursuit of a set career path, and employers can identify motivated candidates for specific positions.

Delaying or not approving this proposal would potentially stymie the efforts of students who would like to clearly identify themselves as business majors, possibly affecting their ability to smoothly transfer into UHM's CBA.

#### 4. ACTION RECOMMENDED

Approval of the creation of the AACBA degree commencing Fall 2007 or earlier.

APPROVED / NOT APPROVED

Leon Richards 2/3/07

Leon Richards

Date

Interim Chancellor,  
Kapi'olani Community College