Minutes

Meeting was called to order by Peggy Regentine at 12:30 p.m. Present: Peggy Regentine, Deacon Hanson, Vanessa Cole, Dave Maxson, Yuki Horikiri, Ken Kiyohara, and Emi Troeger.

Introductions—Introductions were made. Ken teaches BUS 120. He also mentioned that he teaches two other courses at KapCC.

The minutes of the Sept. 9, 2011, meeting was approved as distributed.

Reports:

1. Deacon reported that he is following up whether ACC classes are eligible for SI funds. He contacted Loea Akiona, who is the SI Coordinator. Loea will consult with Ardis when she returns. Deacon is also scheduling open lab hours in the classroom instead of office hours.

2. Peggy discussed notes of the Oct. 6 meeting with Brian Richardson and Emi. A chart covering a proposed CA in Business Information Management was presented and discussed.

Suggestions:
Change name of program to Information Management for Business
See Chart 1 for edits to proposed certificate. The idea of finding a suitable DOL number so that graduates can be tracked was discussed. Deacon forwarded a link to a site with codes for different jobs: [http://www.bls.gov/soc/2010/soc_alph.htm#F](http://www.bls.gov/soc/2010/soc_alph.htm#F)

Peggy went over the numerous curriculum actions which will need to be inputted into Curriculum Central. It was decided that everyone would meet on Nov. 4 to begin the process of working in Curriculum Central. The session will begin at 9 a.m. Emi will see if Kathleen or someone with Curriculum Central experience can attend. List of actions follows:

a. Modify Web Support Certificate: drop ICS 214 and add ICS XXX (Peggy)

b. Modify ICS 163. This idea was dropped because Vanessa reported that Jon felt print design is different from Web design.
   Add: ICS XXX Design for Web (Jon and Vanessa)

c. Add: ICS 203 or 205 Digital Image Editing (replaces ICS 197A) (Peggy)

d. Cross-list: Digital Image Editing with an Art alpha (Emi is working with Mark Hamasaki on this.)

e. Add ICS 207 Web Applications. This course replaces experimental course ICS 197 Web Applications. Course will be a follow-up to ICS 107 and will include web-based programming. (Vanessa)

f. Archive ICS 121 Microcomputer Topics since term is outdated.

g. Add: ICS 190 Selected Computer Topics to replace ICS 121 Microcomputer topics
h. Add: ICS 290 Advanced Selected Topics

i. Add: ICS XXX Cyber security course to be part of CA.

j. Add: ACC XXX to cover—business plan (Aquaponics?) Deacon

k. Add: Mkg XXX Integrated Comm. Marketing (Exporting/Importing + Social Networking) Ken?

3. Yuki described her problem with a very slow student. Discussion ensued. Dave suggested that perhaps the class could be switched to an iPad platform. Funding would be needed to purchase iPad2, which cost approx. $600 each. Perhaps one class could be taught on iPads and the other section could be Windows based. It was also suggested that perhaps a prerequisite could be added to the course. Vanessa suggested that Yuki determine which is the dominant hand; if the student uses the hand that is not dominant for the mouse, it might help. Yuki said that the student will be taking the course credit/no credit.

Yuki also mentioned that she will be speaking at Hakipu’u Charter School because students and parents want to take ICS 123.

4. Vanessa reported that she checked the room schedule for spring 2012, found some lab time, and contacted Brian to schedule her lab/office hours. This is the procedure to blocking lab time. It was recommended that others do this as well. (Kay, please note this.)

5. BUS/ICS Goals:

At the last Math/Business meeting, DC Akatsuka led the faculty present through an “activity” on goals for 2011-2012. These goals are now due in a few days. The group studied the nine goals. Numbers 1, 2, 6 & 9 were consolidated. Deacon deleted No. 3 and part of 4. He will be first seeking SI status for ACC 201. If that doesn’t work, he will look for other sources of funding: private grants, CTE funds, and budget item for student tutors.

<table>
<thead>
<tr>
<th>Original Goals</th>
<th>Revised Goals</th>
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<tr>
<td>a. Research curriculum and needs for a Certificate (CA or AS) in the ICS/Business area.</td>
<td>a. Research industry needs and develop curriculum (program and courses) for a CA in Information Management for Business.</td>
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<tr>
<td>b. Research industry needs for ICS/Business certificate.</td>
<td>b. Seek funding for additional tutoring support for ACC 201 students.</td>
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<td>c. Increase the percentage of students who choose to pursue accounting as a profession.</td>
<td>c. Assess current lecturer pool and determine if recruitment efforts are needed.</td>
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<td>d. Offer Accounting Lab course as an adjunct to Accounting 201 and 202.</td>
<td>d. Offer a workshop on how to present materials to students so that they are accessible to students with learning disabilities.</td>
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e. Supplemental Instruction to be used in Accounting Lab.

f. Investigate possible certificate of Achievement in ICS or Business.

g. Increase/build lecturer pool in Business and ICS.

h. Offer workshop(s) in Office 2010 or assistive technology.

i. Develop new certificates and courses.

Other:

6. Peggy and Emi mentioned that in the move toward online instruction, less faculty are on campus to deal with day-to-day concerns. It was also mentioned that “buy-in” is needed on the proposals made today. The general consensus seemed to be that everyone is willing to pitch in to help.

7. Hybrid courses. Peggy asked Ken and Deacon for input on the hybrid courses. Ken felt that this format needs to be explained. There are three modes: lecturer or F2F, online, and hybrid (online and F2F). At first, Peggy was against the format, but she has now found that students work harder when they meet only once a week. Ken reported that he teaches 3 sections of BUS 120. The WCC section had the highest scores. Peggy distributed a draft of a proposed survey on hybrid courses. Ken and Deacon will look over the survey and provide feedback on the wording so that the survey can be administered.

8. Book order forms were distributed. They are due soon. An e-mail will be sent with the due date.

Announcement:

- Deacon, Peggy and Dave are participating in online instruction program at Leeward

Adjournment: Meeting was adjourned at 2:20 p.m.

Next meeting: Friday, Nov. 4, 9 a.m.
Certificate of Achievement on Information Management for Business:

**Required**
- ICS 101
- Sp 151
- Econ 130
- Eng 209
- BUS 120 (UH WO, MC)

**Option 1**
- Transfer
- Choose 3
  - ACC 201
  - ACC 202
  - Math 115 or Math 203
  - ECON 131

**Option 2**
- Choose 3
  - ICS XXX Cybersecurity
  - ICS 113  DB
  - ICS 115 Adv. MS Office
  - MGT 120
  - ICS 120  SS

**Option 3**
- Entrepreneurial
  - ACC XXX Business Plan
  - BUSN 164 Career Success