I Approval of Minutes

II Election of Senate Officers
A. Election by Continuing and Incoming Senators for the following:
   1. Faculty Senate Chair
   2. Vice Chair
   3. Secretary

III Reports
A. Standing Committee Chairs:
   1. Budget and Planning—Joe Chernisky, Frank Sherry
   2. Faculty (also Ctte on Cttes)—Linda Currivan, Ruth Pfeiffer
   3. Elections—Stephanie Palombo
   4. Academic/Institutional Support—Cindy Martin
   5. Legislative Relations—Joe Chernisky, Frank Sherry
   6. Student Committee (also ODE Coordinator)—Ron Flegal
   7. Program Review—Kathy Hill
   8. Curriculum (also AA Revision Ctte)—Paul Lococo

B. Ad Hoc Committee
   1. Senate Service Committee—Mimi Nakano

C. Chair’s Report

IV New Business
A. ACCJC Accreditation Update.

V Announcements

VI Adjournment
LEEWARD COMMUNITY COLLEGE
2003 – 2004 Faculty Senate

APPROVED Minutes of the May 5, 2004 Meeting

James Goodman, Chair
Nancy Buchanan, Vice Chair
Candace Hochstein, Secretary


SENATORS EXCUSED: L. Currivan, M. Nakano, R. Pfeiffer, W. Teraoka


CALL TO ORDER: The meeting was called to order at 3:15 p.m. with a quorum.

APPROVAL OF THE MINUTES: The minutes were approved with the following amendments:
Budget and Planning – had minor word changes for clarity.
Program Review – delete the grid, and direct the reader to the Program Review Web site. (www.lcc.hawaii.edu) Click on Assessment (lower left corner). Do not try to login. Click on Instruction and then click on Program Review Forms in Progress. Select a program and click Download.
Chairs Report – delete “was no longer” after Ted Hong, and replace it with “will not be continuing as”

COMMITTEE REPORTS:

CURRICULUM COMMITTEE

Proposal to change ENG 8 and MATH 1B from non-credit courses to credit courses.
ENG 8 will have 6 credits (Reading and Writing Basics). It is a combination of the ENG 1B Reading Basics and ENG 2B Writing Basics. MATH 1B will carry a 3 credit value (Preparatory College Mathematics).

Both courses are taught by LCC’s BOR appointed faculty from the Language Arts and the Math/Sciences Divisions Respectively. Granting of credit will have no bearing on any of LCC’s degree and certificate programs. It will benefit students who need financial aid. The granting of credit for these courses will assure that faculty members are properly credited for workload as it relates to their qualifying for the Teaching Assignment Reduction (TAR).
Motion 04-22: To approve that ENG 8, Reading and Writing Basics, be granted 6 credits and MATH 1B, Preparatory College Mathematics, be granted 3 credits.

PASSED – Unanimously

Television Production – 17 new courses.

Course Modifications – Due to new technology, the courses were modified by combining courses as are appropriate, and updating curriculum as technology has changed. They are also considered “new” courses since there are new course numbers. For the purposes of understanding the program they are not new, for purposes of our curriculum they are modifications of existing courses. The new course numbers and titles are:

TVPR 101 (3 cr) – Film & Video Production Process & Business Operations
TVPR 136 (3 cr) – Audio/Video Engineering
TVPR 126 (3 cr) – Introduction to Digital Camera Operation & Lighting Principles
TVPR 151 (3 cr) – Introduction to Film & Video Digital Editing Principles
TVPR 142 (3 cr) – Film & Video Audio - Acquisition and Recording
TVPR 251 (3 cr) – Applied Film & Video Digital Editing and Postproduction Audio
TVPR 121 (3 cr) – Film and Video Graphics
TVPR 226 (3 cr) – Applied Digital Camera Operation, Composition, and Lighting
TVPR 276 (3 cr) – Adv. Digital Cinematography, Composition & Lighting
TVPR 294 (3 cr) – Advanced Film and Video Digital Editing and Post Production Audio
TVPR 291 (3 cr) – Film and Video Directing/Studio/Location Production
TVPR 293B (2 cr) – Internship I and Practicum
TVPR 293C (2 cr) – Internship II and Practicum

New Courses

TVPR 210 (3 cr) – Film and Video History, Criticism, Ethics, and Aesthetics
TVPR 211 (3 cr) – Film and Video Storytelling and Scriptwriting
TVPR 212 (3 cr) – Media Talent Development, Directing, and Performance
TVPR 292 (3 cr) – Capstone Project Practicum

MOTION 04-23 To approve the 17 courses as proposed by the Curriculum Committee.

PASS Y – 9; N – 4; Ab - 1

Television Production Program Modification – Modify the Certificate of Completion, Certificate of Achievement and Associate of Science Degree due to course modifications approved above.

Certificate of Completion – TVPR 101 (3 cr), 126 (3 cr), 136 (3 cr), 142 (3 cr), 151 (3 cr) – Total of 15 credits.
Certificate of Achievement – TVPR courses needed for Certificate of Completion plus: ENG 100 or equivalent; MATH 100 or equivalent with a grade of “C” or better; TVPR 251 (3 cr), 121 (3 cr), 226 (3 cr), 210 (3 cr), 211 (3 cr) or 212 (3 cr), 293B (2 cr) – Total of 38 credits.

Associate of Science – TVPR courses needed for the CC, CA with a grade of “C” or better, and TVPR 211 (3 cr) or 212 (3 cr) (which ever course was not taken for the CA), 276 (3 cr), 292 (3 cr), 294 (3 cr), 291 (3 cr), 293C (2 cr) plus 3 cr Natural Science, 3 cr Social Science, and 3 cr Art or Humanities – Total of 64 credits.

MOTION 04-24: To approve the Program Modification for the Television Production Program’s Certificate of Completion, Certificate of Achievement, and Associate of Science as presented by the Curriculum Committee.

PASSED Y – 9; N – 3; Ab – 2

PROGRAM REVIEW – Senator Hill submitted a progress report to the Senate. She asked the Senate to endorse the process of the Program Review Committee at this time, rather than reviewing all of the templates which her committee is working on.

A. Mission and Goal/Objective
B. Outcome Measure (SLO’s) - Column #1
C. Definition of Data Sample/Population- Column #2
D. Method of Data Collection & Source – Column #3
E. Expected Level of Results/Performance - Column #4
F. Voting Process
G. Faculty Senate Program Review Committee (FSPRC) Reporting
H. Data Submission – Column #5
I. Analysis/Action Plans – Column #6

MOTION 04-25: To endorse the Process of the Program Review Committee.

PASS - Unanimously

Senator Hill asked the Senate to decide whether or not the Student Learning Outcomes (SLOs), as presented by the Program Review Committee, should be published in the 2004-2005 LCC catalog as some of them may not have gone through Curriculum Committee review. These program SLOs did not change the programs; program review is an ongoing assessment process; and the printed SLOs will clarify current program outcomes for students.
MOTION 04-26: (Flegal/Lococo) That the Faculty Senate approve that the Student Learning Outcomes be printed in the 2004-2005 catalog without going through the Curriculum Review process.

PASS Y - 8; N - 5; Ab - 3

OLD BUSINESS: Amendment to March 31, 2004 minutes under AIC for Academic Support. The Learning Resource Center should be included in who is covered by Academic Support.

NEW BUSINESS:

Election of officers for 2004-2005
   Chair – Jim Goodman
   Vice Chair – Nancy Buchanan
   Secretary – vacant
   Curriculum Committee Chair – Paul Lococo
   Program Review Chair – Kathy Hill

Accreditation Report
Interim Art and Humanities Dean, Jack Pond, reported that the Accreditation Report will be written during the summer. Copies will be given to the Faculty Senate in early August for review. It will also go to the Campus Council and faculty at large at that time. The Accreditation Oversight Committees are being reconvened on May 12.

Student Conduct Code
Interim Dean of Student Services, Stuart Uesato, asked the Senate to approve an updated Student Conduct Code. It has been reviewed by the Deans of Student Services, lawyers and others to make changes. Most of the changes are cosmetic due to the System reorganization (e.g. Change Provost to Chancellor). Some changes reflect the fact that LCC does not follow the same procedures as other Community College (e.g. Mediation).

MOTION 04-27 (Imada/Sakai) To defer action on the Student Conduct Code.

FAIL Y- 4; N – 8; Ab - 2

MOTION 04-28 (Reese/Lococo) To accept the updated Student Conduct Code with the modifications made as presented.

PASS Y – 12; N – 0; Ab - 2
There will be a special Senate meeting on Wednesday, May 12, 2004, to cover the material that was not completed today. Chair Goodman will contact Senators to see if they will be able to attend at an earlier time than 3 pm.

**ADJOURNMENT:** The meeting was adjourned at 5:30 PM.

**RESPECTFULLY SUBMITTED:** Candace Hochstein, Secretary
MEMORANDUM

TO: Paul Lococo, Chair Curriculum Committee
FROM: Douglas Dykstra  
Interim Vice Chancellor & Chief Academic Officer
SUBJECT: ENG 8 & Math 1B

I would like to recommend that the Curriculum Committee consider approving the granting of credit for the above mentioned courses.

I am recommending that ENG 8 Reading and Writing Basics carry a six (6) credit value. ENG 8 is a combination of the ENG 1B Reading Basics & ENG 2B Writing Basics now merged because students at that level need coordinated instruction in both reading and writing simultaneously.

I am recommending that MATH 1B Preparatory College Mathematics carry a three (3) credit value.

Both courses are now taught by LCC’s BOR appointed faculty from the Language Arts and the Math/Sciences Divisions respectively. Although the granting of credit for these remedial level courses will have no bearing on any of LCC’s degree and certificate programs it will benefit students for financial aid purposes. Moreover, I am recommending that the grading of students in these courses employ letter grades in lieu of the CR/NC method which is too imprecise. Granting of credit for these courses also facilitates maintaining of workload records for faculty teaching a mix of these courses along with others to assure that faculty members are properly credited for workload as it relates to their qualifying for the teaching assignment reduction (TAR).
Questions and Concerns:

1. Some bathroom stalls do not have hooks to hang bags—very inconvenient. Maintenance will look into placing hooks in bathroom stalls.

2. Some carts speed and take up the whole sidewalk. O&M staff will be reminded to drive with caution on sidewalks. Please note that there are other units besides O&M that drive carts on campus.

3. Clocks in some classrooms do not work. Our janitors are reminded to check clocks and light bulbs in classroom. It would be helpful if malfunctioning clocks are reported to your division secretary to place a work order.

4. Cost of food in cafeteria - expensive (good food - just pricey). The Cafeteria is self-supporting and must earn funds to pay for three full-time employees, part-time student assistants and on-call workers, their benefits, maintenance contracts, hazardous waste removal, equipment, supplies and food etc. Their operations and staff support the food service program.

5. If there is a problem with the vending machine, who do we go to for a refund? Refunds from malfunctioning vending machines can be obtained from the cashier's window.

6. How is the vending money distributed? Can we get a report on who uses it? The vending fund is ($50K) annually allocated to support student related programs and activities. $20K is allocated for classroom furniture (Instructional Units), $20K is allocated for student related activities (Student Activities), $5K is allocated for campus beautification (Grounds, O&M), $5K allocated to Chancellor's Office for miscellaneous student related functions.

7. What is the status of the classroom furniture replacement? What was replaced? Is there more funds allocated to this effort? The Dean's of Instructional programs and Division chairs are responsible to develop an annual plan on what classroom furniture will be replaced. Vending fund is derived from commissions that nets about $50K per year.

Positive Comments:

1. Glad fire alarms upgraded. Are the sprinklers in? Interior sprinklers are not required in all buildings.

2. Good job in keeping the computer labs current. Excellent support (Help Desk, lab managers)

3. Prices on soft drinks went down to $1.00

Next meeting will be in April – Tuesday from 1:30-2:30 p.m.

Additional Comments brought by faculty:

1. Security will not open doors for faculty who forgot, lost, or locked their key in their office. Security will open doors for emergency and unforeseen situations. Routine access to secured areas should be addressed through other means.

2. Towing of cars in loading zone seems more frequent. Extend loading zone or time or send out notice to have faculty call security if they plan to be loading longer than sign allows.

   In the event that you need to park in an unmarked area or will need to drive on sidewalks or on the grass, security should be notified in advance. It is imperative that access be provided for emergency vehicles at all times.

3. There is a hole in the ceiling in room PS 216 – Chemistry Lab. Rain has caused much damage in this room.

   PS is scheduled to be re-roofed in the summer 2004.
Faculty Senate Program Review Committee Process

During this first year of academic program review under the new Policy, the following process was designed.

a. Mission and Goal/Objective
   Program committees completed the template with their mission (2003-2004 Catalog page 5) and program goal.

   An example of a program goal for an A.A. program (Written Communication) was “to develop competence in Written Communication.”

   An example of a goal for a non-A.A. program (A.S. Television Production) was “to prepare students for entry-level employment in the television/film industry.”

b. Outcome Measure (SLOs) – Column #1
   A.A. program committees selected 1-3 program SLOs from their general education outcomes (2003-2004 Catalog pages 58-59).

   Non-A.A. program committees focused on #8 from the degree competencies (2003-2004 Catalog page 64). Competency #8 reads, “demonstrate competence in a selected program/plan of study.” Non-A.A. program committees selected 1-3 program SLOs from their particular program of study. Program areas that did not have current program SLOs wrote them.

   NOTE: A suggestion was made to print non-A.A. program SLOs in the Catalog like the A.A. general education outcomes. There is a question about whether these SLOs may be printed in the Catalog at the present time since they are not changing the program or whether it would be better to schedule Curriculum Committee review of program SLOs before printing.

c. Definition of Data Sample/Population – Column #2
   Program committees identified their data/sample population.

   An example of data sample/population for an A.A. program (Written Communication) was “A random sample of papers from Writing Intensive or other sophomore-level courses in varied disciplines will be collected; to the extent possible, papers will be collected in the latter part (second half) of the semester.”

   An example of data sample/population for a non-A.A. program (A.S. Television Production) was “The entire cohort of 20 students.”

d. Method of Data Collection & Source – Column #3
   Program committees identified their method of data collection.

   An example of method of data collection & source for an A.A. program (Written Communication) was “Written assignments from Writing Intensive courses in varied disciplines will be assessed by a cross-disciplinary group of faculty using the same faculty-designed rubric that was used in two previous writing assessment efforts.”
An example of method of data collection & source for a non-A.A. program (A.S. Television Production) was “A comprehensive pretest will be administered at the end of the second semester. An identical post test will be administered at the beginning of the third semester.”

e. Expected Level of Results/Performance – Column #4
Program committees identified their expected level of results/performance.

An example of Expected Level of Results/Performance for an A.A. program (Written Communication) was “70% of samples evaluated will be rated as acceptable.”

An example of Expected Level of Results/Performance for a non-A.A. program (A.S. Television Production) was “Students will score at least 70% retention on the post test exam items as compared to identical test items on the pretest.”

f. Voting Process
The Faculty Senate Program Review Committee (FSPRC) voted on each template after the first four columns were completed, but before actual data was collected.

Voting criteria:

- Have the first four columns of the template been completed?

- Can we be reasonably sure that the sample/population (column 2), method of collection (column 3), and expected level of performance (column 4) provide evidence that the outcome measure (column 1) has been attained?

NOTE: Current status of program templates is attached.

g. FSPRC Reporting
The FSPRC chair reports to the Faculty Senate regarding the development and current status of the academic program review process and the templates (passed, in process, and not submitted).

After Faculty Senate endorsement, academic program review information will be forwarded to the VC/CAO and sent to all faculty/staff via email.

Templates are available at http://www.lcc.hawaii.edu/ Click on Assessment (lower left corner). Do not try to login. Click on Instruction and then click on Program Review Forms in Progress. Select a program and click Download.

h. Data Submission – Column #5
Program committees submit actual data results by May 15, 2004.

i. Analysis/Action Plans – Column #6
Program committees analyze data and prepare action plans during fall semesters.
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Certificate of Completion in Small Business Accounting

Introduction
The Accounting Program of Leeward Community College is submitting a proposal for a Certificate of Completion in Small Business Accounting. The proposed date of implementation for this certificate is Fall 2004.

Each semester, the Accounting Program receives several inquiries from potential students wanting to know which courses to take because they have started a small business or are about to start one.

The Accounting Advisory Board, at the December 3, 2003 meeting, highly endorsed the idea that such a certificate would be useful to small business owners wanting to record their own accounting transactions. The Accounting Advisory Board suggested courses that would best suit the needs of the sole proprietor.

Objectives and Need
• The certificate is to give students the skills necessary to record transactions for a sole proprietorship using a commercially available accounting program.
• Students will be able to complete the requirements for the Certificate of Completion in two semesters.
• Students will be able to meet the requirements by taking only day classes, only evening classes, only distance education classes or any combination.

Currently, no other campus in the University of Hawai`i system offers a Certificate of Completion in Small Business Accounting.

Brief Description of Courses and Recommended Course Sequence

Semester I
• ACC 201 Financial Accounting or ACC 124 and ACC 125. Introduction to financial accounting theory including: Accounting as an information system, the accounting cycle, accounting for merchandising operations, financial statements and internal control, short-term liquid assets, inventories, current liabilities, payroll, and long-term assets.
• **BUS 101 Business Computer Systems**
  Introduction to computers and the components of a business computer system including hands-on use of Microsoft® Office 2003. Students will also learn how computers can be used to satisfy business needs.

**Semester II**

• **ACC 150 Using Computers in Accounting**
  This course introduces students to a commercially available electronic general ledger system. Students will apply the knowledge they gained from ACC 201 and BUS 101 to an electronic system.

• **ACC 132 Payroll & Hawai‘i General Excise Taxes**
  Students will learn to prepare and maintain payroll and personnel records. Students will also learn to prepare federal and Hawai‘i payroll and general excise tax forms.

All of these courses except ACC 150 are also available through cable television or the Internet. The Accounting Program plans to offer an Internet ACC 150 in Spring 2005.

**Resource Requirements**

The Accounting Program currently offers all of these courses every semester. The Certificate of Completion in Small Business Accounting is intended to be part of the existing Accounting Program and no additional staff, facilities, or equipment will be required.
Program Modification Proposal Guidelines

Items to be answered (where applicable) for Program Modification:

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

We propose combining and merging the 27 existing TVPro courses of two credits or one credit each into 17 “new” three credit courses (in most cases.) The two internship courses are true “modifications” and have been submitted as such. The credit hours have been increased from one credit for each of the two required internships (TVPro 293B and TVPro 293C) to two credits each; no change in course numbering is required. This modification is being proposed because of a mathematical error made in computing the original one credit hour per course.

Please refer to the “cross-walk” charts provided to compare the existing and proposed course modifications and program modifications.

Because Curriculum Central will not allow a change in course numbering for course modifications, we are submitting these modifications as “new” courses. However, the structure, academic rigor, pedagogy, and philosophy of the program and courses remain unchanged, or in many cases improved.

However, if these new course and program modifications don't function as well as the existing ones, we intend to retain the original courses “on the books” in the College Master File so that we can revert to them at the next opportunity, if evaluations and assessments warrant such a course of action.

Most modified courses meet for precisely the same amount of time as the originals - to the minute (2280 minutes to be exact) so there is absolutely NO reduction in student contact hours, a critical component to TVPro student success. This is accomplished by following the previously approved OPT, ICS, and DMED three-credit Carnegie Unit course formats and eliminating the “lecture and lecture/lab” designation.

There are no changes in the A.S. degree requirement of 61 credits. There are no changes in the English 100+ and Math 100+ requirements; nor are there any changes in the transfer level General Education requirements of nine credits. Essentially, the Certificate of Completion, Certificate of Achievement, and A.S. degree programs remain the same, but are “packaged” more logically and more accurately reflect how people “do” video and film at this point in history.

Another advantage of this proposed repackaging is that students are not “lock stepped” into a rigid cohort. Five of the modified courses at Level I and Level II (TVPro 101, 121, 210, 211, and 212) have no pre-requisites or co-requisites, so students may enter the program at any point, and test out of Level I courses on a rigorous credit-by-exam basis, provided they have successfully completed English 100 or higher and Math 100 or higher.

The program retains the same pedagogical design. Keys to success include hiring lecturers directly from industry with current, specialized skills and knowledge, and in-depth lectures on theory and technique, followed immediately by closely supervised labs and projects that
offer reinforcement of the lectures. Level I courses offer hands-on training, theory, and instruction required to operate most professional video production equipment, coupled immediately thereafter with lab assignments to reinforce theory and “good practices.” Level II courses build on Level I technical information, theory, and equipment operation skills and apply them to more sophisticated lab projects and individual student projects. Level III courses are almost exclusively centered on film and video aesthetics, advanced production techniques, plus a ten-minute capstone project similar to a Master's Thesis.

2. 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)

The TVPro Program Advisory Committee approved this proposal in principle unanimously at our last meeting in April, 2002 at KHET. The lecturer faculty, Administration, and the Educational Media Staff have all been consulted, and their input has been included. The proposed changes have been under design, development, and consideration for the past five years.

Notwithstanding these proposed modifications, the existing curriculum has served the students, industry, and college well. Objective evidence of existing program success significantly exceeds all federal and state Program Health Indicator standards. Student demand remains high, with 100 to 145 students on the “wait list” for each incoming class. Industry demand and TVPro job placements remain consistently high at 86% – 90% which is quadruple the national average of 10% – 13% for comparable programs. TVPro students continue to win national and regional video competitions. Our most recent “Emmy” Scholarship award winner was Chris Morro in May, 2000. Chris competed in the Northern California Chapter of the National Academy of Television Arts and Sciences against entries from San Francisco State University, Stanford, and UC Berkeley, among 300 other colleges and universities.

So, if TVPro “isn’t broken,” why are we tinkering with a winner?

The TVPro curriculum has not been significantly updated since the A.S. Degree was BOR-approved in 1993. In the intervening ten years, the video and film industry has dramatically evolved and changed. Film and video technologies and businesses are merging. For example, in 1982 Tri-Star Pictures was formed by CBS Television, HBO and Columbia Pictures. In 1989, Sony – a video equipment manufacturing company purchased Columbia Pictures and Tri-Star Pictures from Coca-Cola for $3.4bn. The distinctions between “Film” and High Definition Television production are merging rapidly. Indeed, the theme of the last three National Association of Broadcasters Conventions was, “The Convergence Marketplace.” This clearly signals the global recognition and realization of the merging of film and video production.

Technical and professional programs must periodically be updated to maintain currency and remain industry relevant. Thus, it is critical that the TVPro curriculum be updated to reflect these industry, production, and business changes. Reviewers of the proposed course modifications will certainly note the addition of “Film” to many of the appropriate course titles and content, in order to reflect these changes.*
These changes reflect the switch from analog to digital, as required by the federal government by 2006. (By federal law, no new television sets will be sold in the U.S. without digital receivers after 2007.) Also, there have been significant changes in the ways television is produced. It is no longer sufficient to be a highly trained and specialized technician, particularly because the equipment has become much more automated and less complex to operate. Currently, to be successful in this business, students must be educated within a more holistic and critical thinking framework. Content and its artistic creation have, to some degree, replaced previously desirable specialized technical expertise. While one cannot create content without full mastery of the tools required to produce video, the industry today demands much more than technical expertise from those who seek careers in this field.

Some of these changes are in indirect response to the UHM Academy of Creative Media. Reviewers of the course modifications might have noticed a distinctly Liberal Arts focus infused into the modified courses, which is beneficial to both the students and the program. The modified courses are less exclusively “techie,” and emphasize more creativity and more critical thinking. This is an advantage to our students that mirrors current industry trends, as the equipment becomes easier to use and the content creation becomes more valuable than narrow specific equipment operation and technical skills.

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

No. *The program title of “TVPro” will remain, reflective of the future of the merged film and television media and an accurate description of what this program emphasizes, as well as the hardware we use for instruction. Many critical observers have noted, “Film is dead.” But, as Mark Twain once quipped, “Rumors of my death are greatly exaggerated.” So, while the pronouncement of the demise of film may be a bit premature, one cannot deny that production is moving from film toward video. Very few colleges and universities use the film format to teach. Most schools use video to teach film techniques, primarily due to the excessive costs of motion picture film and processing, which also may soon become obsolete. The UH Manoa Academy of Creative Media has committed to teaching film using video.*

4. **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.**

The current TVPro Associate in Science degree has formal, written and approved articulation agreements with Hawaii Pacific University (1998) and the University of Hawaii – West Oahu (1990). TVPro also has informal articulation with San Francisco State University and San Diego State University.

It is not anticipated that these modifications will jeopardize these existing agreements. The receiving institutions will be appraised of the course and program modifications. Renewal of the formal articulation agreements will be required.

These modified courses may be considered for future articulation with UH Manoa’s Academy of Creative Media, but final course selection(s) for that program have not been approved at this time.
5. **Will the change require additional staff, equipment, facilities or other resources? If so, provide details and indicate whether they are available.**

The changes will not require additional staff, equipment, facilities, or other resources. And, because these modifications are internal to the TVPro program, there will be no impact to the VocTech Division or the College.

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

Please refer to the "cross-walk" charts provided that compares the existing programs to the proposed programs.

Changes included in the proposal will not result in an increase or decrease in the number of required hours or credits for attainment of the A.S. Degree, which remains at 61 credits. The Certificate of Completion will be increased by one credit from 14 credits to 15 credits. The Certificate of Achievement will be reduced by one credit from 36 credits to 35 credits. GenEd requirements for the A.S. Degree will remain at nine credits, but will include a listing of recommended GenEd electives. English 100 or higher and Math 100 or higher will remain as the prerequisites for entry into Level II courses as well as remain program requirements for the Certificate of Achievement and the A.S. Degree.
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<td>TVPro 270 TV Graphics III</td>
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<tr>
<td>TVPro 275 Camera Operation III</td>
<td>2</td>
</tr>
<tr>
<td>TVPro 280 Lighting III</td>
<td>2</td>
</tr>
<tr>
<td>TVPro 285 Audio/Video Engineering III</td>
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<tr>
<td>TVPro 290 Audio III</td>
<td>2</td>
</tr>
<tr>
<td>TVPro 295 Editing III</td>
<td>2</td>
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<tr>
<td>TVPro 296 Directing/Studio Production</td>
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</tr>
<tr>
<td>TVPro 293C Internship II</td>
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</tr>
<tr>
<td>Plus all Certificate of Completion TVPR Courses</td>
<td>14</td>
</tr>
<tr>
<td>plus all Certificate of Achievement TVPr Courses</td>
<td>14</td>
</tr>
<tr>
<td>Plus Eng 100 or equivalent</td>
<td>3</td>
</tr>
<tr>
<td>Plus Math 100 or equivalent</td>
<td>3</td>
</tr>
<tr>
<td>Plus nine credits from General Education</td>
<td>9</td>
</tr>
<tr>
<td>TVPro Associate in Science Degree</td>
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</table>
The following course proposal was reviewed by a subgroup and passed 14-0-1 at the full Curriculum Committee meeting on April 29, 2004. We ask that the Faculty Senate accept our recommendations for the following:

DMED 242 Character Animation (3 Credits) Modification
Primarily this course is designed to meet the needs of LCC's Digital Media Production A.S program. However, it can also be effective in servicing other program areas as stated earlier. This course will not lengthen the time for students to complete any program.

The following program proposals were reviewed by their respective subgroups and passed unanimously at the full Curriculum Committee meeting on April 29, 2004. We ask that the Faculty Senate accept our recommendations for the following:

Proposal to add an Academic Subject Certificate in Creative Media
"This certificate is being proposed to facilitate transfer of Leeward Community College Digital Media students to the Academy for Creative Media at Manoa. The certificates will be the technology requirements for the first two years of the four-year degree presently being developed by the Academy of Creative Media."

Proposal to add a Certificate of Completion in Small Business Accounting
[see handout]

Proposal to grand credit for ENG 8 and MATH 1B
[see handout]

The following course proposals were reviewed by their subgroups and passed 14-1 at the full Curriculum Committee meeting on April 29, 2004. We ask that the Faculty Senate accept our recommendations for the following:

TVPRO 101 FILM/VIDEO PRODUCTION PROCESS (3 CREDITS) New
Catalog description: This course explains the entire production process (pre-production, production, post-production) for film and television, and business aspects of these media.

TVPRO 136 AUDIO/VIDEO ENGINEERING (3 CREDITS) New
Catalog description: Audio and video engineering fundamentals for television producers and production staff. This introductory course focuses on electrical power sources and generation, proper calibration, readings, and settings of audio and video signal monitoring and testing equipment, connections, adapters, inputs and outputs. Students
will learn to diagnose problems and adjust equipment accordingly. Simple troubleshooting, safety, care, and maintenance will also be emphasized.

/ TVPRO 142 FILM/VIDEO AUDIO (3 CREDITS) New
Catalog description: Delivers theory, knowledge, and skills required for audio acquisition and recording as applied to film and television production. Audio theory, microphones, pickup patterns, frequency and amplitude, digital and analog signals, mixers, recording techniques, production audio devices, Foley, channels and tracks, sound effects, music, troubleshooting, mixing, and monitoring equipment are emphasized.

/ TVPRO 210 FILM AND VIDEO HISTORY, CRITICISM, ETHICS, AND AESTHETICS (3 CREDITS) New
Catalog description: Through various international examples and critiques, students will study film and video history, development, and technical milestones, learn, study, question, and practice criticism, and examine ethical problems, responsibilities, and personal solutions. Students will study and examine media literacy. Students will also examine, compare, and contrast the aesthetics of film and video.

/ TVPRO 211 FILM/VIDEO SCRIPTWRITING (3 CREDITS) New
Catalog description: Students enrolled in this course will study fiction and non-fiction storytelling forms in film and video. Various genres will be explored and examined. Brainstorming, concepts, treatments, pitching, storyboarding, and scriptwriting formats will be emphasized. Students will produce their own scripts for both film projects shot on video and television projects.

/ TVPRO 212 MEDIA TALENT DEVELOPMENT, DIRECTING, AND PERFORMANCE (3 CREDITS) New
Catalog description: This course is designed for film and television production students who may also want to learn skills required for talent performances in front of the camera or microphone, and how to direct talent to achieve professional performances.

/ TVPRO 226 APPLIED DIGITAL CAMERA OPERATION, COMPOSITION, AND LIGHTING (3 CREDITS) New
Catalog description: This course refines and builds on the introductory abilities, knowledge, and skills of basic camera operation, and basic lighting equipment and techniques from the prerequisite TVPR 126. Students will apply that technical knowledge to specific projects. Projects will include criticism and duplication of existing film and video scenes, then move on to creation of independent student projects selected from various genres including narrative drama, news, public service, and documentary storytelling.
TVPRO 251  APPLIED FILM & VIDEO DIGITAL EDITING AND POSTPRODUCTION AUDIO (3 Credits) New

Catalog description: This course combines methods, techniques, software, and hardware image editing with audio editing to produce a complete film or video product. The grammar of the edit, on line and off line editing, edit decision lists, A/B roll, cutaways, integration of graphics, continuity editing, complexity editing, context, transitions, time expansion and contraction, mastery of the tools of editing, signal monitoring, continuity, pacing, timing, advanced aesthetics, and ethics will be emphasized. Advanced audio techniques, tools, multi-track soundtracks, and audio effects will be integrated with pictures in order to produce a unified whole.

TVPRO 276  ADV.CINEMATOGRAPHY & LIGHT (3 CREDITS) New

Catalog description: This course will provide students with advanced camera and lighting techniques while offering an appreciation of applied film and video aesthetics.

TVPRO 291  FILM AND VIDEO DIRECTING, STUDIO, AND LOCATION PRODUCTION (3 CREDITS) New

Catalog description: This course will concentrate on directing techniques and skills for film, and directing techniques and skills for video in the studio and during location production.

TVPRO 292  CAPSTONE PROJECT PRACTICUM (3 CREDITS)

Catalog description: This terminal course in the TVPro video production program will require students to apply all appropriate skills and knowledge gained in the Associate in Science TVPro degree program to produce a final ten minute production.

TVPRO 294  ADVANCED FILM AND VIDEO DIGITAL EDITING AND POST PRODUCTION AUDIO (3 CREDITS) New

Catalog description: This course concentrates knowledge, skills, and application of advanced film and video editing techniques with creation of a final multi-track soundtrack for productions.

The following course proposal was reviewed by a subgroup and passed 13-2 at the full Curriculum Committee meeting on April 29, 2004. We ask that the Faculty Senate accept our recommendations for the following:

TVPRO 121  FILM AND VIDEO GRAPHICS (3 Credits) New

Catalog description: Introduction to video and film graphics. Students will learn about digital and non-electronic graphic production including character generators, color, motion, perspective, teleprompters, set construction, virtual sets, and graphic design.
The following course proposals were reviewed by their subgroups and passed 12-3 at the full Curriculum Committee meeting on April 29, 2004. We ask that the Faculty Senate accept our recommendations for the following:

TVPRO 293B    INTERNSHIP I (2 Credits) Modification
The only change is a correction to the accurate credit hours from one to two.

TVPRO 293C    INTERNSHIP II (2 Credits) Modification
The only change is a correction to the accurate credit hours from one to two.

The following program proposals were reviewed by their respective subgroups and passed 14-1 at the full Curriculum Committee meeting on April 29, 2004. We ask that the Faculty Senate accept our recommendations for the following:

Proposal to Modify the A.S. Degree in TVPro
[see handout]

Proposal to Modify the TVPro Certificate of Completion
[see handout]

Proposal to Modify the TVPro Certificate of Achievement
[see handout]
STUDENT CONDUCT CODE

I. INTRODUCTION

The purpose of the University of Hawaii is to pursue knowledge through teaching, learning, and research in an atmosphere of physical and intellectual freedom. In order to fulfill this purpose, members of the academic community on all campuses engage in teaching, learning, research and service and assist one another in the creation and maintenance of an environment that supports these activities.

Members of the academic community may not violate the rights of one another nor disrupt the basic activities of the University. Students who are disruptive are subject to a variety of academically related penalties that may include reprimand and probation, restitution, suspension for a definite period of time, or expulsion.

Members of the academic community have the same privileges and responsibilities with respect to the law as do members of our society. In addition, they must also adhere to the University's special interests that are reflected in its policies and regulations and are addressed herein. These special interests are embodied in the unique purpose of the University, and are essential for its institutional well-being and day-to-day functioning.

Therefore, in accordance with the "Statement on Rights and Responsibilities of the University of Hawaii Community" adopted by the Board of Regents on June 4, 1971, as Administrative Rule Chapter 21-2, the following student conduct code and hearing procedures are adopted by Kapi'olani Community College.

II. CATEGORIES OF IMPERMISSIBLE BEHAVIOR

The following categories and specific examples of impermissible behavior are subject to disciplinary sanctions because they conflict with the fundamental purposes and special interests of the University and its constituent campuses. While these impermissible behaviors are described as clearly as possible it should be recognized that any determination as to whether a given act constitutes a violation of the University's special interests will necessarily involve the institution applying some degree of judgment to the facts and circumstances as they are presented.

Category 1 -- Interference with the Rights of Others

A student may not behave towards another member of the University community even in the name of conviction or under a claim of academic freedom, in a manner that denies or interferes with another member's expression of conviction, academic freedom, or performance of legitimate duties or functions.
A. Interference with Freedom of Speech and the Right to Peaceful Assembly

Freedom of speech and the right to peaceful assembly are possible only in an orderly environment in which individuals are not endangered by force or violence and are free from coercion and interference. Consequently, behavioral restrictions are considered necessary to preserve both the orderly functioning of the campus and the right of freedom of speech.

1. Demonstrations

Free speech zone

Demonstrations that coercion individuals, present a hazard to the safety of any person, or threaten the destruction of property are not permitted. Institutionally authorized speakers and approved public demonstrations may not be disrupted by individuals with intent to physically injure or silence either the speaker or members of the audience.

2. Interference with campus operations

Conduct which disrupts the holding of classes, the carrying out of university business, the holding of campus events, or any other normal functioning of the University including the discharge of responsibility by an university officer, employee or student is not permitted. Demonstrators may not physically obstruct access to University facilities nor may they engage in obstructive noise.

3. Non-compliance with campus behavioral restrictions on demonstrations

Persons engaging in disruptive behavior or in demonstrations which coerce individuals or advocate the use of force will be requested to cease by University authorities. In the event the alleged disruptive behavior or demonstration does not end within a reasonable length of time, temporary sanctions, as described in this code may be imposed by the Provost Chancellor or his/her designee. If the use of discussion methods of temporary sanctions are not effective in ending the disruption or demonstration, or when alleged violators are not members of the University community, or when the gravity of the situation requires it, the Provost Chancellor, or his/her designee may resort to calling in law-enforcement authorities.

Category 2 - Interference with University Processes

Impermissible behavior, as described in this category, includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning, research, service, and for the administration of those processes or conditions furthering or facilitating such college functions.
A. **False or Fraudulent Information**

1. Furnishing false information or academic credentials with the intent to deceive or mislead when applying for admission to any campus of the University or for any of its programs and services.

2. Forging, altering, misrepresenting, or misusing any University or campus document, record, or identification.

3. Failing to provide required and legally appropriate information to University officials.

4. Misrepresenting facts in connection with any request for any University programs or services or for an exception to any official campus policy or regulation.

5. Assisting anyone in the commission of any acts in this section.

B. **Personal Misconduct**

1. Intentionally, recklessly or negligently causing physical harm to any person on university premises or at university sponsored activities. This includes engaging in any form of fighting.

2. Placing any person under mental duress or causing any person to be in fear of physical danger through written or verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats or other conduct which threatens or endangers that person’s emotional, mental or physical well-being.

   Reports of sexual harassment will be investigated and addressed under complaint procedures that are separately established by each unit of the University.

3. Criminal sexual behavior, including but not limited to the implied use or threatened use of force to engage in sexual activity against a person’s will and/or engaging in such behavior with a person.

4. Theft of or willful damage to property of any person on the campus.

5. The unauthorized use of, or entry into any University facility, including both indoor and outdoor facilities.
6. Possessing, producing, manufacturing or having manufactured any key or unlocking device for use on University facilities or locks, without proper authorization.

7. Use or possession of dangerous or deadly weapons on University premises or at University sponsored events, unless expressly authorized by the University. Dangerous “weapon” includes, but is not limited to, all firearms, ammunition, knives, explosive fuels, dangerous chemicals, billy clubs, and pepper spray.

8. Use or possession on campus or at campus events of bombs, explosives, incendiary devices, or fireworks.

9. Activating a fire alarm without cause; damaging or misusing fire safety equipment or initiating a false report, warning or threat of fire, explosion, or other emergency on University premises; or setting any fire on University property.

10. Intentionally obstructing or delaying a police officer, fire fighter, campus security officer, or University official including, but not limited to, faculty or administrators in the performance of his/her duty.

11. Failure to comply with the directions of university officials including, but not limited to, campus security, faculty or administrators acting in the performance of their duties; failure to present identification upon request to university personnel in the performance of their duties.

12. Being contemptuous or disorderly at any hearing of a campus judicial or review board.

C. Theft or Mutilation of University Property

1. Possessing or having under one's control any materials or property belonging to the University without proper authorization.

2. Mutilating or vandalizing University property.

3. Unauthorized or fraudulent use of the University facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by this Student Conduct Code or other regulations established by the University or campus related to student use of specific facilities or equipment, e.g., computers, dormitory rooms.

D. Abuse of Controlled Substances

1. Intoxicants: The purchase, distribution, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know
and abide by state law and by University rules and regulations governing the
use and consumption of alcoholic beverages on campus. Students are referred
to Board of Regents policy and campus guidelines regulating the use and
consumption of alcoholic beverages on campus.

2. Drugs: Students are not permitted to be under the influence of, possess,
manufacture, distribute, or sell illicit drugs, as prohibited by state law, at
University sponsored or approved events, on University property or in
buildings used by the University for its educational or recreational programs.
University knowledge of possession or use of illegal drugs on campus may
subject the students involved to investigation.

E. Off-Campus Behavior

A student's off-campus behavior must comply with applicable federal and state
laws. Off-campus behavior shall not be subject to the University's disciplinary
procedures unless such behavior indicates that the student represents a danger to
the health or safety of members of the University community. In addition, off-
campus behavior that is violative of professional standards of conduct which are
an integral part of a professional discipline may be subject to formal hearing
procedures and sanctions. Academic or professional programs that require
students to abide by such professional standards shall secure the endorsement of
the Chancellor and shall clearly set forth this requirement to all affected students.
Off-campus behavior charged as violative of such standards shall be adjudged
pursuant to hearing procedures to be established by the program and approved by
the Chancellor. The hearing process afforded any student so charged must be
consistent with the procedural requirements provided herein.

F. Academic Dishonesty

Because the University is an academic community with high professional
standards, its teaching, research and service purposes are seriously disrupted and
subverted by academic dishonesty. Such dishonesty includes cheating and
plagiarism as defined below. Ignorance of these definitions will not provide an
excuse for acts of academic dishonesty.

1. Cheating includes but is not limited to giving or receiving unauthorized
assistance during an examination; obtaining or distributing unauthorized
information about an examination before it is given; using inappropriate or
unallowable sources of information during an examination; falsifying data in
experiments and other research; altering the record of any grade; altering
answers after an examination has been submitted; falsifying any official
University record; or misrepresenting the facts in order to obtain exemptions
from course requirements.
2. Plagiarism includes but is not limited to submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or drylabbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms, or fabricating data to fit the desired or expected results.

3. In cases of suspected or admitted academic dishonesty, the instructor shall attempt to discuss the matter with the student. If appropriate, the instructor may bring it to the attention of the departmental chairperson and the student's advisor. Additionally, an instructor may refer such case of academic dishonesty to the Dean of Student Services for action under this code. In cases where the student admits that an act of academic dishonesty was committed, the instructor may, within the context of the course require the student to re-do the assignment, give the student a failing or reduced grade for the assignment, or give a failing or reduced grade for the course. If the student contests his or her liability, the instructor may not take action against the student but must refer the case to the Dean of Student Services for hearing and disposition under this code. The Dean of Student Services may pursue such matters as disciplinary actions under this code if after a preliminary investigation, it is his/her determination that probable cause exists to establish that acts of academic dishonesty took place.

G. Violation of Other Existing University Regulations

Violations of other existing University regulations or policies may subject the affected student to disciplinary actions under this code. The decision as to whether such action will be initiated will be made by the Dean of Student Services after a preliminary investigation and after a determination as to whether probable cause exists to establish that there was a repeated or serious violation of University regulations or policies.

III. SANCTIONS

One or more of the following sanctions may be imposed as hereinafter provided whenever a student is found to have violated any of the rules contained in this code:

A. Warning

Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action. This sanction may be
imposed by the Provost Chancellor after a Conduct Committee hearing or it may be imposed by the Dean of Student Services as part of the administrative disposition of any case. If a student, after being warned, is found guilty of further violating this code, the student will be subject to more severe disciplinary action.

B. Probation

A written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case. This sanction may be imposed by the Provost Chancellor after a Conduct Committee hearing or it may be imposed by the Dean of Student Services as part of the administrative disposition of any case. If a student, while on disciplinary probation and after a hearing, is found guilty of further violating this code, the student will be subject to more severe disciplinary action.

C. Restitution

Reimbursement for damage to or misappropriation of property which may take the form of direct financial compensation, of service, or other forms of indirect compensation. This sanction may be imposed by the Provost Chancellor after a Conduct Committee hearing or it may be imposed by the Dean of Student Services as part of the administrative disposition of any case provided that the student admits that s(he) was responsible for the damages or loss. Any student who does not make restitution as required will be deemed to have a financial obligation, and will be subject to the provisions of the University’s policy regarding delinquent financial obligation.

D. Temporary Suspension

In an emergency, the Provost Chancellor or his/her designee is authorized to alter or suspend the rights of a student to be present on campus or to attend classes for an interim period prior to a hearing; provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter. An emergency will include such situations as when the student threatens campus property, poses a danger of inflicting bodily harm on himself or others, or of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities including classroom instruction.

E. Suspension

Exclusion from classes and from other privileges or activities or from the campus itself, for a specified period of time. This sanction may only be imposed by the Provost Chancellor after a Conduct Committee hearing.

F. Expulsion
Termination of student status for an indefinite period. This sanction may only be imposed by the Provost Chancellor after a Conduct Committee hearing.

Conditions for readmission, if any, shall be stated in the notice of expulsion. The Dean of Student Services will determine if the conditions for readmission have been met.

G. Rescission of Grades or Degree

The cancellation of grades or the revocation of an awarded degree as the result of academic dishonesty or the discovery of a material misrepresentation relating to the completion of course or degree requirements. This sanction may only be imposed by the Provost Chancellor after a Conduct Committee hearing.

IV. DISCIPLINARY PROCEDURES COMPLAINT PROCESS

The following procedures are designed to afford certain procedural protections to any student alleged to have committed an infraction of the Student Conduct Code warranting disciplinary action. The procedures described herein shall not affect other non-disciplinary student matters.

For the purposes of these procedures, the term Dean of Student Services shall mean the Dean or the Dean's designated representative.

A. Temporary Suspension in Emergency Situations

In an emergency, the Provost Chancellor is authorized to suspend a student prior to a hearing; provided that a hearing pursuant to these rules is conducted within 25 days. An emergency will include such situations as when the student threatens campus property, poses a danger of inflicting bodily harm on himself or others, of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities including classroom instruction. If, after a Conduct Committee hearing, it is determined that the student did not violate this Conduct Code, consideration will be granted so that the student may be allowed to make up any missed academic work.

B. Pre-Disciplinary Hearing Stage Complaint Reporting and Investigation Stage

1. Reporting of infractions

Infractions of this Student Conduct Code should be reported as soon as possible to the Dean of Student Services. Reports of infractions must be submitted in writing and signed by the complainant. No matter except temporary suspensions in emergency situations will proceed without such written reports. The reports must contain specific information, including the specific name(s) (if known) of offender(s) and witness(es), time and date, and description of the alleged misconduct in sufficient
detail to allow the Dean of Student Services to determine whether further fact-finding is necessary and if sufficient evidence exists for acting on the allegation(s).

2. Preliminary investigation

Upon receiving a written report that a student has allegedly committed a violation engaged in conduct violative of the Student Conduct Code, the Dean of Student Services shall determine if the matter is suitable for mediation or shall promptly initiate an investigation. Within ten school days of receiving a written report, the Dean of Student Services will initiate one of the following actions:

a) Investigation Track

If the case is unsuitable for mediation or if the parties fail to come to agreement after attempting mediation, the Dean of Student Services shall promptly initiate an investigation. The Dean of Student Services shall contact the student or group named in the complaint, and request that they appear before the Dean to discuss the alleged misconduct and possible charges. Failure to respond to a written allegation of charges by a stipulated deadline will result in a hold being placed on the student’s registration for subsequent terms. The student should be informed that s(he) is under no obligation at any time to admit that the complaint is true or to make any other statement to any member of the University community, including the Dean of Student Services relevant to the complaint. The Dean should not promise that any statement made by the student would be held in confidence.

C. Initiation of Charges and Their Disposition

If the Dean of Student Services determines that there is reasonable cause to believe that the student or students committed the violation and in his or her judgment the initiation of formal disciplinary procedures is appropriate, the accused student or group will be notified by the Dean of Student Services that they have been accused of violating this Student Conduct Code. Charges may be disposed of in the following ways:

1. Mediation Statements made at mediation to be confidential or can be used against party if later hearing?

The Dean of Students may refer the matter for mediation. If the parties agree, mediation of the incident will proceed. In mediation the parties will be given the opportunity to work out a mutually agreeable solution with the assistance
of mediator(s). If the parties come to agreement, the matter will be considered settled.

4-2 Administrative disposition

The Dean of Student Services, after investigating the charges shall have the authority, when accepted by the student in writing, to settle matters in lieu of proceeding with a formal disciplinary hearing. In this instance, the Dean of Student Services may impose only the sanctions of warning, probation, or restitution. Additional appropriate recommendations of behavioral contracts, administrative referrals, community service hours, attendance at drug and alcohol education classes may be made by the Dean. A student shall have five school days within which to accept or reject in writing any proposed administrative disposition. Where the settlement proposed by the Dean of Student Services is rejected by the student in writing, the Dean may request a hearing before the Committee. If a student fails to make any response in writing to a proposed administrative disposition within five school days, it will be assumed that the student has rejected the proposed administrative disposition and the Dean of Student Services may refer the case to the Student Conduct Committee.

2-2-3 Student Conduct Committee disposition

Failing to secure an administrative disposition of any alleged violation of this Code, the Dean of Student Services may refer the case to the Student Conduct Committee for a hearing. The Dean of Student Services may also refer cases to the Student Conduct Committee without first offering an administrative disposition. Moreover, any violation of this code that may result in the imposition of the sanction of suspension, expulsion, or rescission of grades or degree, must be heard by the Student Conduct Committee.

a. Student Conduct Committee hearings will usually not be available during the last two weeks of each semester (study period and finals week) nor during the summer. During these periods, a hearing before an administrator may be conducted for students accused of violating the conduct code or special Committee hearings may be arranged.

D. Student Conduct Committee

There shall be a Student Conduct Committee. It shall have jurisdiction and authority to determine cause and recommend sanctions for all cases referred to it by the Dean of Student Services involving behavior which is alleged to be violative of this Student Conduct Code.

1. The Student Conduct Committee shall consist of seven voting members and shall be constituted as follows:
a. Three (3) students

b. Four (4) faculty members selected

Four faculty members shall be selected by the Faculty Senate to serve as permanent members for two academic years. These faculty members may be tenured or non-tenured.

Two faculty members selected by the Faculty Senate shall serve as alternate members should any of the permanent faculty members not be able to serve on the Committee.

Three students shall be selected by the KCC Student Congress to serve as permanent members for one academic year. These students may be selected from within Student Congress, Phi Theta Kappa Honor Society, student employees within Student Services of Instructional Departments, or Student Club members.

Two students selected by the KCC Student Congress shall serve as alternate members should any of the permanent members not be able to serve on the committee. These students may be selected from within Student Congress, Phi Theta Kappa Honor Society, student employees within Student Services or Instructional Departments, or Student Club members.

Of the four faculty members selected, the Provost Chancellor shall select one of the faculty members as chairperson.

2. Permanent members of the Committee who do not attend scheduled hearings and have not called to report their absence to the Dean of Student Services shall be removed from the Committee and replaced with an alternate member.

3. If any member so selected feels that his or her relationship with either the case or the individual involved would affect his/her ability to render an impartial judgment, the Committee member shall disqualify him/herself. Additional member(s) will then be selected from among the list of alternates until the Committee membership is complete.

4. Four members of the Student Conduct Committee at least one of whom is a student shall constitute a quorum.

5. Prior to each hearing, the Dean of Student Services will convene the Committee to brief the Committee members on their responsibilities and the procedures to be followed.
6. A tape recorder shall be made available to the Committee by the Dean of Student Services.

E. Disciplinary Hearing Stage

1. Notice

A Student Conduct Committee hearing shall be initiated by the Dean of Students. A student shall be given written notice of the charges and of a hearing by registered or certified mail with return receipt requested or by service in person, at least fifteen calendar days prior to the date of the hearing. If service by registered or certified mail is not made because of the refusal to accept service or if the Dean of Student Services has been unable to ascertain the address of the student after reasonable and diligent efforts, a hearing notice may be given to the student by publication at least once in each of two successive weeks in a newspaper of general circulation. Published notices shall include the date, time, place and nature of the hearing and shall invite the student to contact the Dean of Student Services regarding the charges and other relevant issues and facts. The last such published notice shall appear at least fifteen calendar days prior to the date of the hearing.

a. Except in the case of published notices, the notice of a hearing shall include a statement of the following:

1) The date, time, place and nature of the hearing.
2) The Committee before which the hearing is to be held.
3) The particular sections of this Student Conduct Code involved.
4) An explicit statement in plain language of the issues involved and the facts alleged in support of the charges; however, if the Committee is unable to present such issues and facts in detail at the time the notice is served, initial notice may be limited to a statement of the issues involved with more detailed statements to be provided at a later date but prior to the hearing.
5) The fact that the student who allegedly violated the Student Conduct Code is entitled to retain counsel or an advisor, at his or her expense, or that the student may appear on his or her own behalf, at any meeting or hearing relevant to the complaint.
6) That the student has the right to inspect, before any hearing, any affidavits or exhibits to be introduced at the hearing.

2. Hearing procedures

Hearings held pursuant to this code shall be conducted in such a manner as to assure equity a fair hearing for the party against whom charges are filed for all parties. Having determined through a preliminary investigation that there is reasonable cause to believe that the student has
committed a violation engaged in conduct violative of this Student Conduct Code, the Dean of Student Services or his/her representative shall present the case against the student.

4a. The student and his/her counsel and the Dean of Student Services or his/her representative shall be afforded the opportunity to present evidence and argument on all issues involved. A student who exercises his/her right to remain silent shall not have the silence construed against him/her. All hearings will be closed unless the student requests that the hearing be open.

b. Any procedure in a disciplinary hearing may be modified or waived by mutual agreement between the student and Dean or his/her representative subject to the approval of the Chair of the Committee.

c. The following process shall apply in all hearings before the Student Conduct Committee:

1) Unless otherwise determined by the Chair of the Committee, the Chair will call for testimony. The proceeding at the hearing will be presented in the following order:
   a) testimony submitted in support of the charges,
   b) testimony submitted by the accused, in defense of the student
   c) rebuttal testimony in support of the charges,
   d) rebuttal testimony submitted by the accused and closing arguments.
   Chair may allow rebuttals from accused? discretionary – not a right.

2) The Chair shall call for questions from the and members of the Committee may ask questions of the witnesses. how is this determined? only some may ask questions? of any participant in the hearing—The Chair shall also call for questions from the student or the student’s counselor and the Dean or his/her representative who are entitled to ask questions of the Committee or witness?

3) Any oral or documentary evidence may be presented, but the Committee Chair, in consultation with the members of the Committee shall exclude irrelevant, immaterial or repetitious evidence. The Committee shall honor the rules of privilege recognized by law.

4) Documentary evidence may be presented in the form of copies or excerpts, if the original is not readily available, provided that the
student and the Dean or his/her representative may compare the copy with the original.

5) No testimony either in person or via written statement, declaration or affidavit shall be recognized by the Chair admitted into the record when the opposing party has not been afforded the right of confrontation and a reasonable opportunity for cross-examination.

means live witnesses – no submissions by some some statements

6) The University shall have the burden of proof, including the burden of producing evidence as well as the burden of argument. Proof that a violation has been committed shall be established when confirmed by a preponderance of the evidence proving, by a preponderance of the evidence that a violation occurred.

d. Both the student and the Dean or his/her representative are expected to be present at the hearing. If the student is not present at the hearing, the Committee will proceed to conduct the hearing if its members are satisfied that the student has been given notice of the hearing as provided for in this code. In the absence of the student, the Committee will hear the evidence, consider the facts and render a judgment.

e. In cases involving more than one student separate hearings, [a severance] may be allowed upon request. should not be automatic upon request – what if want to keep hearing consolidated for expediency or cost?

f. The Committee may adopt any further rules or make any further regulations necessary for a fair and impartial hearing that are not inconsistent with the provisions of this code.

3. Records

For the purpose of determining Committee findings and recommendations, a record of all hearings shall be maintained.

a. The record shall include the following:

1) All pleadings, motions and intermediate rulings;
2) All evidence received or considered, including oral testimony, exhibits, and a statement of all matters officially noticed;
3) Offers of proof and rulings thereon;
4) Proposed findings, exceptions and recommendations
5) The report of the Committee chairperson.
b. The Committee may preserve a record of its hearings through taped recordings. This record shall be retained by the Office of the Dean of Student Services for a minimum of five years from the date of last attendance by the student, and shall be considered property of the University.

c. It shall not be necessary to transcribe any taped record unless requested for purposes of rehearing or judicial review. The cost of such transcription shall be paid by the party requesting or appealing to a court. Circuit Court says State has to pay for DCCA

d. The record shall be retained for at least two years.

4. Committee findings and recommendations

After hearing a case, the Committee will decide if the University has reasonable cause to take disciplinary action against the student a violation of the Student Conduct Code has occurred. No matters outside the record shall be considered by the Committee in making its determination. Accordingly, the Committee may decide as follows:

a. No cause for disciplinary action violation of Student Conduct Code: No violation of this conduct code has been proven. In this case no sanction may be taken against the student.

b. Cause for disciplinary action Student Conduct Code violation: A violation of the conduct code has been proven. In this case the Conduct Committee may recommend one or more of the sanctions provided for in this code including: warning, probation, restitution, suspension, expulsion, and rescission of grades or degree.

Within ten school days after the hearing, the Committee shall transmit their findings, decision as the cause and recommendations in writing to the Provost Chancellor. Simultaneously, a certified copy of the Committee's findings, and decision as to cause and recommendations shall be delivered or posted by registered or certified mail with return receipt requested to the student's last known address.

a. The Committee's decision as to cause shall be in writing and shall be accompanied by separate findings of fact.

b. If the student has filed proposed findings of fact, the Committee shall rule on each proposed finding in its final decision as to cause.

G. Review by the Provost Chancellor
No Committee determination adverse to a student shall be finalized by the Provost-Chancellor until the student has been afforded an opportunity to request that the Provost-Chancellor review the Committee's findings, decision as to cause, and recommendations.

1. This review does not entitle the student to a full rehearing of his/her case. Such review shall be requested in writing.

2. The student shall have five school days after the receipt of the Committee's findings, decision as to cause and recommendations to request in writing a review by the Provost-Chancellor. The request should be sent by registered mail to the Office of the Provost-Chancellor.

3. The review by the Provost-Chancellor upon request, except in cases of newly discovered evidence, shall be confined to the record.

4. Upon request, the Provost-Chancellor shall limit the review of the Committee's findings, decision as to cause and recommendations to the following four issues:
   a. Did the Committee follow the procedures contained in this code?
   b. Was the Committee hearing conducted in such a way as to provide the student an adequate opportunity to present his or her defense?
   c. Did the evidence presented at the hearing satisfy the requisite burden of proof?
   d. Is the sanction reasonable in relation to the gravity of the violation?

H. Final Decision and Orders by the Provost-Chancellor

Within thirty calendar days from the receipt of the Committee's findings, decision as to cause, and recommendations, the Provost-Chancellor shall notify, by certified mail with return receipt requested, the student or the student's attorney of record of his/her decision regarding the sanction to be taken and any accompanying orders. A copy of this notification shall be included in the record of proceedings and retained by the Dean of Student Services for a minimum period of five years after the date of last attendance by the student.

In cases of an alleged sex offense or other “crime of violence” the victim and the accused shall be informed of the outcome of any institutional disciplinary proceeding.

The decision of the Provost-Chancellor shall be final within the University.
V. **AUTHORITY OF THE PROVOST/CHANCELLOR**

The Provost/Chancellor may take appropriate action with respect to situations and developments not specifically covered by the Student Conduct Code in order that the intent of the Code may be properly administered.

VI. **JUDICIAL REVIEW**

Any student who feels that his rights have been infringed by any final decision issued in accordance with this conduct code, may seek judicial review as provided for in law.

VII. **SEVERABILITY**

If any of these procedures is held to be illegal or unconstitutional, the remaining rules shall remain valid.

APPROVED/DISAPPROVED:

John Morton, Provost/Chancellor
Proposal

Academic Subject Certificate
in
Creative Media
with two Specializations:

Animation & Computer Games
and
Interactive Media

Submitted by
Christian Ganne
Digital Media Coordinator

Arts & Humanities Division
Leeward Community College

February 13, 2004

Revised April 30, 2004
**Introduction**

This certificate is being proposed to facilitate transfer of Leeward Community College Digital Media students to the Academy for Creative Media at Manoa. The certificates will be the technology requirements for the first two years of the four-year degree presently being developed by the Academy for Creative Media. Students will be able to take courses that are part of the certificate at any community college offering the equivalent course requirement. The courses are listed below. In order to receive the Certificate students must take 12 credits at Leeward Community College.

**Need & Assessment**

According to a report prepared by the Research and Economic analysis Division of DBEDT, called "Hawaii’s Expanding Tech Sector", Hawaii’s private technology has grown at an impressive rate since the mid-1990’s. Because of a 17% growth in the technology sector jobs, the private economy was able to post an overall 0.4% increase in paid employment over the period. This resulted in more than 1,800 jobs over the 1996-99 period, which brought the total number of jobs in the technology sector to 12,400. This number has continued to grow and the need for preparing students with a curriculum for positions in technology is essential.

The kinds of activities that make up Hawaii’s private sector technology include telecommunications, more than half of the jobs were in this sector, and another 29% were in information technology.

Universities on the mainland are offering four-year degrees in Digital Media. In the California state college system there is now an MS degree in Digital Media.

LCC recognizes and supports students who have an interest in Digital Media. This certificate is designed to give students a firm foundation in Digital Media so that they will be more knowledgeable, more articulate and better prepared for further academic study. There has been an ongoing demand for Digital Media classes. A survey given to Digital Media students in the Fall semester 2003 revealed that eighty-six per cent of those taking the survey wanted to transfer to a four-year institution of higher learning. As it is today in order to get a higher education degree in Digital Media a student from Hawaii needed to go to a mainland institution. However, with the development of the Academy for Creative Media this will change and students will be able to pursue their degree here in Hawaii.

It is necessary for Leeward Community College to be an integral part of the ongoing developments of the Academy for Creative Media so that our students are prepared and ready to transfer to their program.

**Three of the UHCC Goals 2002-2010 are:**

**Goal A: Promote Learning and Teaching for Student Success**

Increase the rate of graduation or continued enrollment of degree seeking students to 45% by 2010.
Goal B: Function as a Seamless System
Increase the annual number of students from the Community Colleges who transfer to a UH Baccalaureate granting college to 2,500 by 2010

Goal C: Promote Workforce and Economic Development
Increase the employability of UHCC graduates to 97 percent by 2010;
Increase the annual Percentage-of-Fit in occupational/technical programs to make more efficient use of facilities and faculty.

The Academic Subject Certificate in Creative Media will help to fulfill the UHCC goals.

Program objectives
The Digital Media curriculum provides creative individuals with the art and design training needed to explore and express ideas using leading-edge technology and skill-sets. Students receive integrated digital media training that incorporates art theory, design and illustration, digital imaging, motion graphics, media authoring, two-dimensional and three-dimensional animation and technology. Students become life-long learners, developing the skills required for a vast array of digital media careers including multimedia production, corporate communications, animation and gaming production as well as interactive media.

Animation & Computer Games (21 credits)
All the courses are 3 credits.
Design and Illustration (6 credits)
(2 different courses up to 6 credits from the list below)

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Animation and Production (12 credits)
(3 different courses up to 12 credits from the list below)

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Technology (3 credits from the list below)

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Interactive Media 21 credits
All the courses are 3 credits.

Design and Illustration (3 credits)
(3 credits from the list below)

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Animation and Production (3 credits)
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Technology (15 credits)
(5 different courses up to 15 credits from the list below)

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Description of courses

Art 113 Basic Drawing (3 credits)
A beginning drawing course open to all students. Introduces general drawing and compositional principles. A variety of materials and techniques will be used. Supplies are to be provided by the student.

Art 113D Digital Drawing (3 credits)
Art 113D is an introductory course for students who are interested in developing communication skills in the area of two-dimensional drawing as it relates to computer based imaging. Fundamental drawing concepts, creative problem solving techniques and basic design principles will be covered. Material covered in this course may be useful to any area of study where visual enhancement may apply. This includes ICS and business.

Art 115 Introduction to Design–2D (3 credits)
A foundation course in the two dimensional design aspect of the visual arts. The emphasis is on basic concepts, elements and principles of organization as well as their application and manipulation on problem solving situations.

Art 213 Intermediate Drawing (3 credits)
A continuation and development of skills and ideas introduced in Art 113. Concepts and technical procedures unique to this century will be explored.

Art 126 3D Computer Graphics I (3 credits)
ART 126 provides introductory studio experience in 3D computer graphic concepts with Alias Wavefront MAYA. Emphasis will be placed on developing an aesthetic criteria for evaluation.

ART 212 Digital Animation (3 credits)
Art 212 is a studio course in understanding animation concepts through the use of 2D and 3D digital animation media. Students will develop a comprehension of the physics and principles of animation. Emphasis will also be placed on developing an aesthetic criteria for evaluation of animation and movement.

ART 246 3D Computer Graphics III (3 credits)
Advanced studio experience in 3D computer graphics concepts with AliasWavefront’s Maya. Emphasis will also be placed on developing aesthetic criteria for evaluation purposes.

Art 247 Lighting and Rendering (3 credits)
This course explores the various lighting techniques for computer animation. Students will address lighting photo-realistically and non-realistically to create mood, drama and emotion in digital animations. Advanced techniques for creating procedural textures and texture mapping within Maya will be covered.
DMED 197 M Introduction to 3D Animation (3 credits)
DMED 197M is a course in the design and production of 3D animation and visual effects for film, television and multimedia applications. Topics include three-dimensional rendering; the relationship between 2D and 3D animation; and multimedia concepts and production procedures.

DMED 240 Animation & Special Effects (3 credits)
This course focuses on advanced 2-D animation techniques for film, television and multimedia. Students will further enhance motion concepts in animation and develop advanced compositing, sound and editing skills.

DMED 242 Character Animation (3 credits)
This course moves deeper into the heart of animation technique studying cel animation, stop motion animation and computer generated 3-D animation. The focus is on storytelling, film making and performance and in actually making a movie. Advanced features of Adobe after Effects, Macromedia Flash, Final Cut Pro and Maya will be discussed. Students will begin developing stories and characters using digital tools to bring them to life. Dialogue, lip sync and character interaction will be explored in detail.

DMED 243 3-D Modeling & Animation (3 credits)
Students will complete an animated project using Alias/Wavefront's Maya software package. Advanced shading, lighting, rendering and compositing techniques will be covered.

ICS 111 Introduction to Computer Science I (3 credits)
This is an introductory course in computer programming. Emphasis is on structured programming, problem solving, algorithm development, computer language coding, implementation, and debugging/testing.

ICS 141 Discrete Math For Comp SCI I (3 credits)
Covers logic, sets, functions, algorithms, number theory, matrices, mathematical reasoning, counting techniques, and relations (including closures, equivalence relations and partial orders). Selected algorithms/programs will be observed and compared on the computer.

ICS 211 Introduction to Computer Science II (3 credits)
This is a second course in programming. The course will cover topics subsequent to those covered in ICS 111. This course emphasizes data structures: lists, queues, stacks, binary trees.

ICS 241 Discrete Math For Comp SCI II (3 credits)
Recursive algorithms, program correctness, structured programs, graph theory, trees and their applications, probability theory, Boolean algebra, introduction to formal languages and automata theory.
ICS 212 Program Structure (3 credits)
ICS 212 focuses on program organization paradigms, programming environments, implementation of a module from specifications, C and C++ programming languages. This is a programming intensive course—students are expected to spend at least two hours outside of class writing and checking programs for every hour spent in class, and are expected to have at least six programming assignments spread throughout the semester. At least half of the programming assignments are to be done in the UNIX environment.