MINUTES OF THE REGENTS' COMMITTEE
ON COMMUNITY COLLEGES

Date: Tuesday, June 15, 2004

Place & Time: Campus Center Conference Chamber 220
University of Hawai‘i at Mānoa
1:40 p.m.

Committee Members Present: Regents Kawakami (presiding)

Committee Members Excused: Regents Bender
Haynes
Lagareta

Others Present: David Iha, Executive Administrator and Secretary of the Board

Regent Kawakami announced that due to the Regents' attendance at another meeting that this meeting of the Regents' Committee on Community Colleges would be postponed until the following day, June 16, 2004 at approximately 8:30 a.m. in the same location. He then recessed the meeting at 1:41 p.m. and reconvened the meeting on June 16, 2004 at 8:35 a.m. in the same location at which time Regents Bender, Haynes, Lagareta and Chairperson Lee were also present. Other Regents present were Kakuda, Nunokawa, Tanaka, Tatibouet, and Yamasato. Others present were Acting President David McClain, Interim Chancellor Shirley Daniels, and Executive Assistant Carl Makino.

Approval of Committee Meeting Minutes

Regent Haynes moved to approve the minutes of the meeting of the Regents' Committee on Community Colleges held on March 18, 2004. The motion was seconded by Regent Bender and unanimously carried.

Associate in Applied Science Degree and Associated Certificates in Hotel Operations, Hawai‘i Community College

Interim Chancellor Daniel requested that the Committee approve the establishment of an Associate in Applied Science degree for Hotel Operations at Hawai‘i Community College (HawCC) to begin Fall 2004.
The hospitality industry, the primary private employer on the Island of Hawai‘i, needs a skilled labor pool to meet their employment standards. A two-year Hotel Operations Program (HOPE) would meet this need by providing students with basic competencies expected of employees of the hospitality and visitor industry.

The Advisory Council of the Hospitality Training Institute recommends establishment of a two-year Associate in Applied Science (AAS) Degree to increase the job-skills of the local workforce and meet the requirements of the Equal Employment Opportunities Commission (EEOC) for hiring, promotion and pay increases. The Council feels that the current one-year Certificate of Completion is a similar learning experience to that offered by the initial training in the resorts. To attract students, HawCC needs to expand its offerings in this field.

Projected island-wide growth presents HawCC with an ideal opportunity for improving the Hotel Operations program to meet the demands of this growing market. By acting now to establish the AAS degree, HawCC will be in the position of providing a new crop of potential managers when the projected visitor count surges.

The Hotel Operations program will provide students with basic competencies essential to successful entrance and advancement in the hospitality and visitor industry by emphasizing acquisition and development of needed technical and critical thinking skills.

The objectives of the proposed program are:

- To meet the growing needs of the hotels and related hospitality/visitor organizations by training existing and future employees in basic skills needed to obtain entry-level and supervisory positions.

- To provide job upgrading skills necessary for career advancement in the hospitality/visitor industry.

- To develop skills in verbal and written communication.

- To develop skills in distance learning that will promote life-long learning.

- To enable students to become aware of and understand the ethics and values in the hospitality/visitor industry.

- To enable students to demonstrate proper work attitudes and work habits.

- To enable students to demonstrate general knowledge of hotel departmental functions and their relationship.
C To enable students to demonstrate general knowledge of the structure, function and operation of hospitality/visitor industry enterprises.

C To enable students to demonstrate entry-level proficiency in technical skills required in the hospitality/visitor industry.

C To enable students to choose an appropriate career path based on industry knowledge or requirements.

C To expose students to proper etiquette and enable students to practice proper appearance and hygiene techniques as required by industry standards.

C To enable students to demonstrate judgment and skills necessary in the job selection process.

C To enable students to become aware of Hawai‘i’s history and culture and be able to integrate this knowledge in hospitality/visitor industry operations.

Presently the Hotel Operations Program Curriculum Committee (PCC) is developing student learning outcomes and assessments as recommended for the next WASC accreditation.

The newly revised Certificate of Completion (CC) will be a 1-year program that will enable students to qualify for entry-level positions in the hospitality/visitor industry. This program will consist of 19 credit hours.

The proposed Certificate of Achievement (CA) is an intensive 1-1/2 to 2 year program of study for those positions in the hospitality/visitor industry that are entry level, and require higher cognitive learning. This program will also provide job-upgrading skills and will consist of 40 credit hours.

The proposed Associate in Applied Science Degree (AAS) is an intensive two-year program of study for those positions that possess career-ladder potential and require increased cognitive learning. This two-year technical-occupational degree is not intended nor designed for transfer to a baccalaureate program; however, 27 credit hours are from courses of the 100 level or higher that could be articulated for higher degrees. This program will consist of 63 semester credits. As the program grows, courses will be increased to the 100 level and above to enable articulation into a baccalaureate program.

The goal is to strengthen Hawai‘i Community College’s current Hotel Operations program by expanding it to include all areas of the hospitality/visitor industry and to offer additional education options (Certificate of Completion, Certificate of Achievement, and
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Associate in Applied Science Degree). A broader range of courses will serve to meet the
growing needs of the community as well as current employees of the hospitality/visitor
industry. Expanding the curriculum is a step toward bridging the gap between skills being
taught in the current program and the actual skills and competencies required by employers
on the Island of Hawai‘i. The expanded program serves to equip students with basic
competencies needed to effectively compete and succeed in the hospitality/visitor industry.

Expanding the Hotel Operations program to include all aspects of the
hospitality/visitor industry training aligns with the College’s mission to “provide the
community with a responsive educational environment which empowers learners to develop
skills and knowledge to be responsible and productive in a complex world”. Additional
educational options (CC, CA, & AAS) give individuals in the Big Island community the
opportunity to develop skills and knowledge needed to gain employment and advance in
the rapidly growing hospitality/visitor industry without traveling off-island.

The School of Travel Industry Management is now planning the articulation of some
of the HOPE courses and designing bridge courses that would give the HOPE student a
pathway to earning a bachelor’s degree within the UH System.

Based on the advice of the HOPE Advisory Council, the track record of Māui CC and
Kapiolani CC HOPE graduates, and the experience of the present Hawai‘i CC Food Service
Program, all graduates of the Hotel Operations program should be offered suitable
hospitality industry jobs on the Island of Hawai‘i.

Regent Lagareta moved to establish the Associate of Applied Science degree in
Hotel Operations at Hawai‘i Community College effective Fall of 2004 subject to the
Regents’ policy on provisional academic programs. The motion was seconded by Regent
Haynes and unanimously carried.

There being no further business before the Committee, the meeting was adjourned
at 8:40 a.m.

Respectfully submitted,

David Iha, Secretary

Dated: July 22, 2004

c: Chairperson Patricia Y. Lee
Members, Committee on Community Colleges
Acting President David McClain