

**UHCC December 2007 Coversheet –
Annual Instructional Program Review**

College: Hawaii Community College

Program: Digital Media Arts

Check All Credentials Offered	AA	AS	ATS	AAS	CA	CC	COM	ASC	
						X			

College Mission Statement (or provide link)

Hawai'i Community College promotes student learning by embracing our unique Hawai'i Island culture and inspiring growth in the spirit of E`Imi Pono. Aligned with the UH Community Colleges system's mission, we are committed to serving all segments of our Hawai'i island community.

Program Mission Statement (or provide link)

The mission of the Digital Media Arts program is to develop a trained, quality digital media arts workforce in order to meet the demands of the emerging high-tech industry of the state and local community.

<i>OVERALL PROGRAM HEALTH (Check one)</i>		
<i>Healthy</i>	<i>Cautionary</i>	<i>Unhealthy</i>
	X	

Part II. Analysis of the Program (strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the data)

Program Strengths:

The program is growing as more students discover that HawCC has a Digital Media Arts program. Based on the data we can see that:

1. Although the class fill rate has gone down slightly from AY 05-06 of 97.56% to 84% in AY 06-07, this could be attributed to the increase in the number of classes offered which went from 5 in the previous year to 6 in 06-07. The 84% fill rate (#11) in our classes in the 06 – 07 year still shows a demand by students for DMA classes.
2. The number of majors in our program has quadrupled since the program was launched in 2005 from 3 to 12 (#3).
3. The number of majors per FTE faculty has jumped from 3 in 05-06 to 10 in 06-07 which again shows demand and is related to S1 above. (#14)
4. Considering that our class enrollment is limited to 10 (number of computers in the DMA lab), our average class size is 7 or 70% (#11).
5. The assessments of PLO's are in effect since our students have to take a Practicum course where they will create a capstone project that will evidence what they have learned in all their courses. This is in a digital format and will

be their eportfolio, evidence that they can present to a prospective employer of the knowledge they have gained in our program. This eportfolio will also show evidence of all the PLOs that the student has learned or accomplished.

Program Weaknesses:

1. The cost of per student semester hours is relatively high (\$449.51) due to the high cost of technology, i.e. software and equipment needs. However, the amount in data #15 is misleading since the lecturer pay in our Program Budget Allocation is calculated according to rank 4 or \$1551 and all of our lecturers are at rank 1 and 24 credits is considered full time and not 30 credits.
2. There is only 1.2 FTE faculty to teach all the program courses. (#32) As more classes are added to the course offerings and the program is growing, we are in need of another FTE faculty in DMA only to carry the load.
3. The number of graduates who earned the certificate from our program is still relatively low: 2 (#21). Since our program was launched in the fall of 2005, we have just recently seen two graduates from our certificate program. The number of new and replacement positions in our county is 10 (#2) so we need more graduates that can fill those positions. There are 505 new and replacement positions in the State (#1) so we definitely need more students that can fill those positions. This can be looked at as both a weakness and a strength since we need to produce more graduates to fill these positions annually, we have more work to do.

Significant Program Actions (new certificates, stop-out; gain/loss of positions, results of prior year's action plan)

Update on Action Plan:

1. The articulation agreement is complete for certain DMA courses with LCC, KapCC and HonCC.
2. The 4 Certificates of Competence has been changed to propose an ATP for an A.S. degree #7. More courses needed to be written and proposed before an A. S. degree could be proposed.
3. An DMA Advisory Board was created and the board is advising and giving input to the program.
4. Advertising and recruitment materials have been created.
5. An Educational Specialist has been hired with funds from the Alu Like grant,
6. A FTE faculty position has been hired, however, this faculty member is only working part time in the DMA program since she is teaching non-program related courses so there is still a need for a full time DMA faculty.

Part III. Action Plan

The non cost items include the continuous implementation of assessing SLO and PLO's

via portfolio reviews, surveys conducted on our graduates to assess the program's effectiveness and changes made if needed for improvements. Recruitment in the high schools and other community organizations esp. in the areas of Native Hawaiians and the revision of our program's website to include more information like our admission procedures and student gallery. Propose an A.S. degree in DMA.

Task:	Academic yr.	Who is responsible	Best Fits which ADP Goal	Addresses which strength or weakness
1. assess SLO for all DMA courses and PLO	2007-08	Program Coord. and all instructors in DMA	A	S5
2. Survey graduates in order to improve program effectiveness	Spring 2008 Spring 2009	Program Coord. and Ed. Specialist	A	W3
3. Go to High Schools that have DMA curriculum or want to start one and recruit students	Spring 2008 Fall 2008	Program Coord. and Ed. Specialist	B	W3
4. Revise DMA website	Spring 2008	Program Coord. and new faculty	B	N/A
5. Increase the recruitment, retention and completion of Native Hawaiian students into the DMA program	2007 - 2009	Program Coord. and Ed. Specialist	A, B, C, D	S1
6. Propose A.S. degree in DMA	2008	Program Coord.	A, B	S2

Key to abbreviations:

ADP Goals are: A, B, C, D, E

Strengths/Weaknesses are numbered (S1, S2... W1, W2...--from A.3.)

Part IV. Resource Implications (physical, human, financial)

Table 6A. — Top 6 Cost Items

Since this is a growing program, the top 6 cost items include mostly personnel related items: one FTE faculty to teach ONLY DMA courses, a program assistant to help run the program smoothly as there is much paperwork that is required – this may not need to be full time position and hire a half time IT person. However, the real need for our growing program is another room to house more computers, chairs, tables and equipment. Our lab is maxed out.

Task:	Academic Yr.	Who is responsible	\$ amount & budget category EXcept R/M	Best fits which ADP Goal	Supported by ADP Resource Requirement? Y/N	Addresses which strength or weakness
1. Find another lab/classroom	2009?	???? Mike Leialoha	????	A	N	
2.hire 1 FTE-Faculty	2008-09	Program Coord.	\$38K, P	A	N	S1, S2, S3, W2
3. hire 1 FTE-APT Program Assistant	2008-09	Program Coord.	\$24K, P	A	N	S1, S2, S3
4. purchase 10 Mac G5 workstations to replace the current ones	2008-09	Program Coord.	\$30K, Eq	A	N	S3
5. hire .5 FTE-APT IT person	2008-09	Program Coord.	\$25K, P	A	N	S1, S2, S3

Equipment Depreciation, if applicable

The Mac's which will be 5 years old in 2008 will need to be replaced with newer Mac's

since new software will no longer function correctly or run on the old computers. The items not in this list that will need to be updated are software costs but the date of depreciation for these software is difficult to determine since the newer version come out often and they are not considered to be equipment.

Program Assigned Equipment (E) and Controlled Property (CP) (List in order of chronological depreciation date)	Category: CP or E	EXpected Depreciation Date	Estimated Replacement Cost
<u>10 Mac G5's plus protection plan</u>	<u>CP if one Mac is \$2600 or E if combined</u>	<u>July 2008</u>	<u>\$28K - 30K</u>
<u>1 G4 Apple Powerbook Laptop</u>	<u>CP</u>	<u>July 2008</u>	<u>\$2600</u>
<u>10 Apple Display Monitors</u>	<u>CP One is about \$800</u>	<u>July 2008</u>	<u>\$8K</u>
<u>2 HP Scanners</u>	<u>CP</u>	<u>July 2008</u>	<u>\$250</u>
<u>1 HP Color Laser printer</u>	<u>CP</u>	<u>July 2008</u>	<u>\$3K</u>
<u>9 Digital Video Camcorders</u>	<u>CP</u>	<u>July 2009</u>	<u>\$6300</u>
<u>1 video projector</u>	<u>CP</u>	<u>July 2008</u>	<u>\$1300</u>
<u>2 Mac G5's</u>	<u>CP</u>	<u>July 2009</u>	<u>\$4,500</u>
<u>2 17" Dell Display Monitors</u>	<u>CP</u>	<u>July 2009</u>	<u>\$900</u>
<u>8 Digital Still Cameras</u>	<u>CP</u>	<u>July 2009</u>	<u>\$3200</u>
<u>12 External Speakers</u>	<u>CP</u>	<u>July 2010</u>	<u>\$720</u>
<u>1 Sony 27" Monitor</u>	<u>CP</u>	<u>July 2010</u>	<u>\$800</u>
<u>10 PC</u>	<u>CP</u>	<u>July 2010</u>	<u>\$2500</u>
<u>Total Estimated Replacement cost</u>			<u>\$64,070</u>

BUDGET REQUESTS

Describe Item	Biennium Request – 1 st Yr.	Biennium Request – 2 nd Yr.	Reallocation of Funds and/or Positions	X Amt. Line Item
<u>FTE Faculty Personnel – 9 month</u>	<u>\$44,224</u> <u>Rank C-2</u>	<u>\$48,204</u>	<u>?</u>	<u>?</u>
<u>.5 FTE Tech Support Personnel 11 month</u>	<u>\$17,283</u> <u>APT Band A</u>	<u>\$17,829</u>		
<u>.5 FTE Program Assistant/Academic Advisor – 11 month</u>	<u>\$17,283</u> <u>APT Band A</u>	<u>\$17,829</u>		

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