September 10, 2013

TO: Clyde Sakamoto, Chancellor
    UH Maui College

SUBJECT: Career & Technical Education Award

UH Maui College is awarded $717.60 in 2011-2012 Title I Career and Technical Education Lapsing funds to support the titled project:

Accounting with QuickBooks

$717.60

The award period for the project is from July 1, 2013 to September 30, 2013 and the award number for the project is MAU2011/12(3)-T1-08 and should be referenced on all future correspondence and reports. These funds must be expended and goods received by September 30, 2013. A completion report is due on October 10, 2014.

Please call Dominic (Nic) Estrella at 956-3865 if you have questions.

Sincerely,

[Signature]

Peter Quigley
Assoc. Vice President for Academic Affairs

Cc: J. McKee, VCAA
    D. Tamanaha, VCAS
    D. Grooms, CTE Dean
    C. Yamamoto, FA
    L. Tsuhako, FA
    S. Robinson, Dir. of Academic Programs
6. Proposal meets the following requirement for uses of funds or permissible use of funds (see Appendix section on page 8 from UHCC College Plan Guidelines for FY 2013-14 (also describe how it meets this criterion):

This proposal seeks to initiate, improve, expand, and modernize quality and technical education programs, including relevant technology (Requirement 7) by providing the most current QuickBooks software relevant to that used in industry and the textbook required for the course (ACC 150-Using QuickBooks In Accounting).

7. Brief Statement of identified problem area and reason for selection:
   a) Provide relevant program and/or college data to support the need to address this problem.
   b) Describe alignment of problem to one or more Perkins Performance Indicators, and as appropriate, goals from the UHCC Strategic Plan, Achieving the Dream, and/or other UHCC projects. (See page 2 - 4 of Instructions from UHCC College Plan Guidelines for FY 2013-14).
   c) Include narrative that is supported by data. Be brief and succinct.

   a) Students and employers expect students to be trained in the most current software in their field of study. For QuickBooks, this is version 2013; however, currently UH Maui College utilizes QuickBooks 2012 in their ACC 150 course. Moreover, QuickBooks 2012 lags behind the textbook in use that teaches using the 2013 version.

   b) This proposal relates directly to Perkins indicator 1P1 by proving current technical skills using the most current technology available. The proposal indirectly addresses 2P1 by allowing students to obtain credentials supported by the most current technology as recognized by industry. Both the college and the accounting program did not meet the 2P1 Perkins goal.

This proposal also supports UHCC Strategic Plan 2008-15 B4 goal by aligning the software used to the course text. Student tend to get frustrated and occasionally lose interest and withdraw from courses when the answer they get with the software they are using does not match the textbook solutions.
c) The course completion rate for ACC 150 in Spring 2013 was at best 75% when using 2012 software with 2012 textbook. Faculty have been exploring techniques to increase this rate but strongly feel keeping 2012 software with 2013 text (2012 is no longer provided by the publisher) in Fall 2013 and Spring 2014 will have a further negative impact on the completion rate.

8. Brief Strategy Description: (Be succinct - one to two pages)
   - Answer the question: What do you want to do based on information provided in item #7 above?
   - If this strategy is a continuation of a current strategy, indicate rationale for continuance.
   - Include supporting data i.e. effectiveness measures. Data on student needs, student impact (number served last year and anticipated number to be served in current year), and effectiveness must be provided below.
   - Evidence of industry support.

This proposal will allow the accounting program to purchase and install 2013 QuickBooks software in the classroom, Business Computer Lab, and Learning Center for students use. Current enrollments for Fall 2013 are 18 students (max 24 allowable due to number of computer) and enrollments in Spring are generally higher approaching class maximum. Previous history has demonstrated high demand for the course for many years with enrollments approaching max allowable.

UH Maui’s has their Accounting Advisory Committee support for the use of software aligned with the textbook being used for the class.

9. Calendar of Planned Activities: (add or delete rows as appropriate)
   In chronological order, briefly describe the procedures/activities planned to achieve stated goal(s) or outcome(s)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Month(s) the Activity will take place</th>
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<tbody>
<tr>
<td>Purchase QuickBooks 2013 Student 50-Pac</td>
<td>August 2013</td>
</tr>
<tr>
<td>Receive and install QuickBooks software in classroom, Business Computer Center, and Learning Center</td>
<td>September 2013</td>
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</table>

10. Effectiveness Measures: (Refer to the identified problem – item #7), and describe the anticipated quantitative outcomes expected from the implementation of the strategy. Where appropriate, indicate the effectiveness measures that will be reported after year one, year two, etc.) **State the effectiveness measures clearly and in assessable terms.** The outcomes stated here must be addressed later in the completion report. Confer with your IR office to ensure the appropriateness of the measurement of outcomes.

In combination with other intrusive student coaching, the goal is to increase student course completions by 5% for academic year 2013-14 over the Spring 2012 rate of 75%; and an also a 1% increase in Perkins 1P1 and 2P1 indicators.
11. Budget Summary  

(Double click to activate worksheet. Scroll back to top when done and click outside the sheet). Itemize all items $500 and over.

<table>
<thead>
<tr>
<th>Personnel (List all positions separately)</th>
<th>Budget</th>
<th>Category</th>
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<tbody>
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Personnel Subtotal $ -

Fringe Benefits (List per position)

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<th>Budget</th>
<th>Category</th>
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</table>

Fringe Total $ -

Personnel Subtotal $ -

Services

Material & Supplies 717.6

Travel

Rentals

Other

Equipment

TOTAL COSTS $ 718

Fringe Benefit Rates (as of) 8/1/13

Faculty/Staff 44.91%

Casual Hire/Overload 2.26%

Student 0.51%
12. Budget Elements:

- **Personnel** - Please include a short description on all proposed personnel to be paid for by these funds. The description should include the FTE, if the hire is regular or casual, title (counselor, lecturer, APT, etc.), their job duties that will benefit the project (cite narrative), the monthly salary and fringe, and the number of months of funding. Please take into consideration the recruitment time for new hires.

Click here to enter text.

- **Material & Supplies** - Itemize supplies purchased that cost more than $500 and have a shelf life of 1 year or longer.

Intuit Education QuickBooks Account Edition CD 50 Pack 2013: $717.60

- **Travel** – Breakdown the *estimated* cost including airfare, lodging, per diem, conference fees, and ground transportation. Include the conference name, description, location, and dates. If possible, include conference flyer and/or agenda.

Click here to enter text.

- **Services** – If you know the name of the specific vendor you would like to hire, please include. Also a breakdown of service cost (cost per day, hour, etc.)

Click here to enter text.

- **Other** – Includes items such as software, printing, rentals, etc. Each item must be listed and described as to how it will enhance the project.

Click here to enter text.

- **Equipment**, whose description is an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds $5,000.

Click here to enter text.
13. Indicate which Perkins requirements are covered by this proposal? (Check no more than three categories that best describe your proposal):

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<table>
<thead>
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<tbody>
<tr>
<td>✔ 1.</td>
<td>Building of the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions</td>
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<tr>
<td>✔ 2.</td>
<td>Promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instructions, and that link secondary education and postsecondary education for participating career and technical education students</td>
</tr>
<tr>
<td>✔ 3.</td>
<td>Increasing State and local flexibility in providing services and activities designed to develop, implement and improve career and technical education, including tech prep education</td>
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<td>4. Conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs, services, and activities</td>
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<td>5. Providing technical assistance that – (a) Promotes leadership initial preparation, and professional development at the State and local levels; and (b) Improves the quality of career and technical education teachers, faculty, administrators and counselors</td>
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<td>6. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries</td>
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<td>7. Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive</td>
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14. Certifications:

I certify that this proposal, budget, and certifications are accurate and complete and that this project will be conducted in accordance to Perkins Policies, Federal, State, and University requirements. I certify that this proposal has been reviewed by the fiscal office.

Proposer’s Signature: ___________________________ Date: __________