Submitter/Contact: DANNY AIU  Date Submitted: 1/30/2012

Section I: Information on Request

1. **Title of Request:** Sheet Metal & Plastics Program On-Line Instructional Videos

2. **Description of Request:** Create on-line video for common machine functions and seam creation used in the Industry/ SMP program.

3. **Justification for Request:** SMP instructor will work with Educational Media Center to create the videos, compress them to one video format, create web based display/delivery system that will be accessible to the students in the SMP program. Students will have access to videos at any time and be able to review common demonstrations within the SMP.

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**Check Boxes if the answer to the question is “Yes”**

4. ☒ Does this request meet the College’s Mission Statement?
5.  ☐ Does this request meet the University of Hawai’i’s Mission Statement?
6.  ☐ Is this request due to an identified health or safety need?
7. ☒ Is request due to an Implementation Plan objective (Implementation plan that is generated due to Strategic Plan goals)

8. **Program Review Link:** Please type the web link to your most current program review
   www.hawaii.edu/offices/cc/arpd/index.php

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**Estimated Cost of Resources**

Please provide your best projection of the costs of this request including positions, funds (i.e., personnel, operating, and equipment costs), and required space to implement request or activity.

**Positions:**  
**Funds:** $2,000

**Request Details:** Video Server, Storage, Access Point, and Display
Section II: Strategic Plan

Relationship to HCC Strategic Plan
Link: Honolulu Community College Strategic Plan 2010-2015

Each request MUST be tied to a Strategic Goal and Outcome. Many requests will be related on multiple goals and outcomes, in these instances please choose the primary as well as any secondary goals and outcomes that the request meets. Explain the relationship between the request and the goal/outcome as necessary.

1. **Primary Goal:** GOAL A: Promote Learning & Teaching for Student Success
   Students often need to view a procedure multiple times before being able to perform it. These videos will not only help students who are having difficulties, but will save instructors from having to perform a procedure in the shop multiple times, freeing them to help even more students.

2. **Secondary Goal:**

3. **Secondary Goal:**

4. **Secondary Goal:**

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Section III: Communicating the Request

Program Consultation

1. **Programs/Offices that will be impacted by this request include:** Educational Media Center

2. **Impacted Program/Office:** Educational Media Center
   a. **Impacted Program/Office Comments:** Program will work with Educational Media Center to create and convert videos for on-line content.

3. **Impacted Program/Office:**
   a. **Impacted Program/Office Comments:**

4. **Impacted Program/Office:**
   a. **Impacted Program/Office Comments:**

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Section IV: Administration Review and Comments

NOTE: Save the form using an abbreviated title of the request in this format: AbbreviateTitleofRequest_BudReqAY12 (example: OfficeFurnReplacement_BudReqAY12.doc).

- Routing -

All requests require review and comment from:
1) Division Chair (if no Division Chair then to #2), 2) Lead Dean(s), 3) VCAA, and 4) VCAS

1. ☒ Reviewed by Division Chair
   a. I support this request. It'll free up the instructor to help other students.

2. ☒ Reviewed by Program/Division Dean
   a. Recommend approval, projects will allow students to access videos on their own time and review demonstrations as many time as they choose.

3. ☐ Reviewed by Vice Chancellor of Academic Affairs
   a. VCAA please enter comments on request here

4. ☐ Reviewed by Vice Chancellor for Administrative Affairs
   a. VCAS please enter comments on request here

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