Submitter/Contact: MICHAEL BARROS    Date Submitted: 1/30/2012

Quick Document Navigation: Top - Section I - Section II - Section III - Section IV

Section I: Information on Request

1. Title of Request: Diesel Program Apt

2. Description of Request: Hire a Diesel APT to help relaunch Diesel Mechanics program (1 FTE)

3. Justification for Request: The Diesel program is continuing to seek a lead instructor. Part of the difficulty to find an instructor is the NATEF qualifications. The College intends to continue its search for a qualified instructor and pursue NATEF certification. If the program is to meet the NATEF requirements the new instructor will need the support of an APT.

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

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: 1.0    Funds: $60,000

Request Details: 1 FTE APT position to support the Diesel Technology Program
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
   In order to promote learning, students must have a safe learning environment.

2. **Secondary Goal:** _____

3. **Secondary Goal:** _____

4. **Secondary Goal:** _____

---

Quick Document Navigation: Top - Section I - Section II - Section III - Section IV
Section III: Communicating the Request

Program Consultation

1. Programs/Offices that will be impacted by this request include: _____

2. Impacted Program/Office: _____
   a. Impacted Program/Office Comments:

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

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

Quick Document Navigation: Top - Section I - Section II - Section III - Section IV
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. With NATEF certification comes volumes of paperwork and required documentation. No NATEF level program can succeed without APT support.

2. ☑ Reviewed by Program/Division Dean
   a. Need to keep this position available so that the new instructor will have the support necessary to meet NATEF accreditation requirements.

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

Quick Document Navigation: Top - Section I - Section II - Section III - Section IV