Completion Report Form
for
2013-14 Perkins Title I, Program Improvement, and Leadership Strategies and Projects
DUE October 10, 2014

One report should be completed for each strategy or project.

A. Campus: Kaua‘i CC

B. Strategy Title: Creation of a New Virtual Assistant Course and Certificate
   Proposal No.: LEE2013/14(1)-T1-07

C. Proposer Name: Cheryl Fujii E-mail: cfujii@hawaii.edu

D. Project Description. Design a new course (Managing the Virtual Assistant Office), create a new Virtual Assistant Certificate, articulate the BUSN 197E (Social Media & Collaboration Tools for Business), articulate thru BTEC PCC, submit new courses and certificate for curriculum approval, market and deliver the new courses and certificate, and gather information for course and certificate completion rates, circulate student surveys, and present to BTEC advisory boards.

E. Activities Planned/Completed. (Add/Delete lines as necessary)

<table>
<thead>
<tr>
<th>Activities Planned (from proposal)</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014 AY Activities</td>
<td></td>
</tr>
<tr>
<td>1. Designed and developed a new virtual assistant course, BUSN 159</td>
<td>Yes</td>
</tr>
<tr>
<td>(Creating and Managing a Virtual Office) and Certificate of Competence in Virtual Office Assistant.</td>
<td></td>
</tr>
<tr>
<td>2. Created a new course (BUSN 158—Social Media &amp; Collaboration Tools for Business) based on BUSN 197E experimental course that was offered at Leeward CC.</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Submitted BUSN 158, BUSN 159, and Virtual Office Assistant Certificate of Competence (23 credits) through the Kaua‘i CC curriculum process. (All were approved in Spring 2014.)</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Planned and executed outreach activities for the VOA courses and certificate through self-designed flyer, UHCC brochure and banner, and website development.</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Purchased materials and supplies.</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Attended the International Virtual Assistant Association (IVAA) Live Summit Conference in Las Vegas in April/May 2014 to learn more about the profession through networking with virtual assistants.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If some activities in the plan were not completed, the campus should provide a brief explanation of why (e.g., after x recruitments a qualified counselor could not be found, delays in hiring, delays in purchasing, etc.)

Explanation for uncompleted items
F. Performance Indicators Addressed, Effectiveness Measures, and Expected Outcomes

<table>
<thead>
<tr>
<th>Performance Indicators, Effectiveness Measures, Expected Outcomes (from proposal)</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1P1 Skills Attainment—90%</td>
<td>N/A (Year 2, 2014-2015 AY)</td>
</tr>
<tr>
<td>Increase in number of BTEC students</td>
<td>N/A (Year 2, 2014-2015 AY)</td>
</tr>
<tr>
<td>70% of all VOA completers pass at least one of the three IVAA certification exams</td>
<td>N/A (Year 2, 2014-2015 AY)</td>
</tr>
<tr>
<td>Earn a “C” or higher on all required courses</td>
<td>N/A (Year 2, 2014-2015 AY)</td>
</tr>
<tr>
<td>70% or higher skill attainment rate for Native Hawaiian, low-income, and other under-served students</td>
<td>N/A (Year 2, 2014-2015 AY)</td>
</tr>
<tr>
<td>2. 2P1 Completion of VOA Certificate—goal 55% or higher</td>
<td>N/A (Year 2, 2014-2015 AY)</td>
</tr>
<tr>
<td>Increase the educational capital—70% or higher success rate</td>
<td>N/A (Year 2, 2014-2015 AY)</td>
</tr>
<tr>
<td>Increase by 3% per year the number of students who successfully progress and graduate.</td>
<td>N/A (Year 2, 2014-2015 AY)</td>
</tr>
<tr>
<td>3. 4P1 Student Placement in employment—goal is to exceed 60%</td>
<td>N/A (Year 2, 2014-2015 AY)</td>
</tr>
</tbody>
</table>

If the results were less than expected or something other than expected, e.g., a key piece of equipment or software is no longer available, not enough students opted to utilize the service/program, etc.)

Explanation for sub-par or unexpected results:

Data will be collected and analyzed in the 2014-2015 AY.

G. Impact (qualitative and quantitative)

e.g. A ___ % increase (from # to #) in students that passed x.
A ___% increase in students used a particular service (from x to y).
A decrease in the number of complaints re: .... (from x/sem to y/sem)

Project Effectiveness Measures/Outcomes:

N/A (Year 2, 2014-2015 AY)

H. Expenditure Report (Suggestion: use original budget spreadsheet and add a column to show actual expenses and total). Be sure to highlight or notate changes from original budget plan.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount Budgeted</th>
<th>Amount Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Personnel</td>
<td>$1,442.89</td>
<td>$1,443.04</td>
</tr>
<tr>
<td>B. Materials and Supplies</td>
<td>$1,265.00</td>
<td>$1,202.48</td>
</tr>
<tr>
<td>C. Travel</td>
<td>$2,948.00</td>
<td>$1,785.69</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$5,655.89</strong></td>
<td><strong>$4,431.21</strong></td>
</tr>
</tbody>
</table>

(Optional itemization may be shown separately)
Revision to: Re: Perkins Notice of Award: "Creation of a New Virtual Assistant Course & Certificate"

Dominic Estrella <dominice@hawaii.edu>

To: Helen Cox <helencox@hawaii.edu>
Cc: James Dire <dire@hawaii.edu>, Brandon Shimokawa <shimokaw@hawaii.edu>, Earl Nishiguchi <earln@hawaii.edu>, Leighton Oride <loride@hawaii.edu>, Lisa Tsuhako <ltuhako@hawaii.edu>, Suzette Robinson <suzetter@hawaii.edu>

Mon, Mar 10, 2014 at 3:27 PM

Dear Chancellor Cox:

Funding for the following award is amended as follows:

Virtual Assistant Course & Certificate – Account KU 5600586

From: 2013-2014 Title I $7,899.00
To: 2013-2014 Title I $5,655.89

The award period is from July 1, 2013 to June 30, 2014 and a completion report is due October 10, 2014.

Thank you for your time and attention. I would be happy to respond to your questions.

Best regards,
Dominic "Nic" Estrella

Attachment

[Attachment]

On Wed, Jul 31, 2013 at 2:27 PM, Dominic (Nic) Estrella <dominice@hawaii.edu> wrote:

https://mail.google.com/mail/u/0/?ui=2&ik=695ef1bc2c&view=pt&as_to=helencox%40hawaii.edu&as_subj=virtual%20assistant&as_sizeoperator=s_sl&as_sizeunit=0
Dear Chancellor Cox:

Kauai Community College is awarded $7,899 in 2013-2014 Title I Career and Technical Education funds to support the project, "Creation of a New Virtual Assistant Course & Certificate." The award period is from July 1, 2013 to June 30, 2014 and a completion report is due October 10, 2014.

Thank you for your time and attention. I would be happy to respond to your questions.

Best regards,
Dominic "Nic" Estrella

Attachment

C: J. Dire, VCAA  
   B. Shimokawa, VCAS  
   E. Nishiguchi, CTE Dean  
   G. Enos, FA  
   L. Tsuhako, FA  
   S. Robinson, Dir. of Academic Programs

Dominic "Nic" Estrella  
Educational Specialist - Perkins IV  
Academic Affairs  
Office of the Vice President for Community Colleges  
2327 Dole Street  
Honolulu, HI 96822  
Ph. (808) 956-3865  
Fax (808) 956-3763  
Website: uhcc.hawaii.edu/ovpcc <http://uhcc.hawaii.edu/OVPCC>

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KauCC_AWL_REVISED-2013-2014_Virtual Assistant C&C.pdf  
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