

New Program Code Replace Program Code Date: 11/22/2021

REQUESTOR CONTACT INFORMATION

Name Brian Ichida Campus Leeward CC
 Title CTE Field Placement Coordinator Email ichida@hawaii.edu
 Office/Dept ED-111 Phone 808-455-0497

NEW PROGRAM CODE TO CREATE

Institution LEE-Leeward Community College Campus LEE-Leeward Community College
 Level UG-Undergraduate Effective Term Spring 2022

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STV COLL
Department	(4) <u>SSCI</u>	<u>Social Science</u>	<input type="checkbox"/> See Banner form STV DEPT
Degree/Certificate	(6) <u>CO</u>	<u>Certificate of Competence</u>	<input type="checkbox"/> See Banner form STV DEGC
Major	(4) <u>TTE</u>	<u>Technical Teacher Education</u>	<input type="checkbox"/> See Banner form STV MAJR
Concentration	(4) <u>AC/D</u>	<u>Alt Cert for CTE Licensure (Distance)</u>	<input checked="" type="checkbox"/> See Banner form STV MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV MAJR

If a similar major/concentration code exists in Banner, please list the code: _____
 Justification to warrant a new major/concentration code similar to an existing major/concentration code:
Requesting a new concentration for distance/online program

Is this major/concentration code being used the same way at the other UH campuses? Yes No
 Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.* Yes No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus? Yes No
 Is this program/major/certificate financial aid eligible? Yes No
 Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No
 See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

Program Length
In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication. 2 years

Special Program Designations A B N P T U

See Special Program Designations Code Definitions on IRAO Program Code Request webpage

Required Terms of Enrollment: Fall Spring Summer Extended

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code	<u>CO-TTE-AC</u>	Program Description	<u>Alt Cert for CTE</u>
Institution	<u>Leeward CC</u>	Campus	<u>Leeward CC</u>
College	_____	Department	_____
Level	_____		

Are current students "grandfathered" under the program code? Yes No

Should the old program code be available for use in Banner? Yes No

Effective Fall 2022, old program code will no longer be available to admit or recruit students.
Term (ie. Fall 2020)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective Fall 2024, old program code will no longer be available to award degree to students.
Term (ie. Fall 2020)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

ATTACHMENTS

BOR Approved: Sole-credential Certificate, Associate, Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents Curriculum

Chancellor Approved: Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.
 Curriculum

CERTIFICATES ONLY: Please check one (1) statement. This certificate is a...


BOR approved certificate. BOR Meeting/Approval Date: _____

Chancellor approved within an authorized BOR program. BOR Program: _____

Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar (Print Name)	Financial Aid Officer (Print Name)	For Community Colleges, verification of consultation with OVPC Academic Affairs:
<u>Grant Helgeson</u>	<u>Gregg Yoshimura</u>	<u>Tammi Oyadomari-Chun</u>
<small>Grant Helgeson Digitally signed by Grant Helgeson Date: 2021.11.22 14:02:43 -10'00'</small>	<small>Gregg Yoshimura Digitally signed by Gregg Yoshimura Date: 2021.11.22 13:42:56 -10'00'</small>	 <u>6/7/2022</u>
Signature _____ Date _____	Signature _____ Date _____	Signature _____ Date _____

Della Teraoka, Int Dir of Acad Progs

ADDITIONAL COMMENTS

Please check Program Length, is it really a 2 year program? NO

Alternative Certification in Teaching: Certificate of Competence (Track 2)

Description

The Alternative Certification in Teaching Certificate equips candidates who have content knowledge in career and technical education with the pedagogy necessary to become effective secondary teachers in CTE classrooms. This alternative pathway post-baccalaureate program applies to the following license fields to teach CTE in middle school and high schools: Arts and Communications (6-12), Business (6-12), Health Services (6-12), Industrial and Engineering Technology (6-12), Natural Resources (6-12), and Public and Human Services (6-12)

Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- The teacher candidate analyzes how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.
- The teacher candidate uses an understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.
- The teacher candidate works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.
- The teacher candidate analyzes the central concepts, tools of inquiry, and structures of the discipline(s). He or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.
- The teacher candidate describes and demonstrates how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.
- The teacher candidate develops and uses multiple methods of assessment to engage learners in their own growth, to monitor the learner's progress, and to guide the teacher's and learner's decision making.
- The teacher candidate plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.
- The teacher candidate develops and uses a variety of instructional strategies to encourage learners to develop a deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Program: [Education](#)

Type: Certificate of Competence (CO)

Track II: Associate Degree with 3 years industry experience: 15 credits of coursework; 2 credits Practicum leading to a license restricted to the CTE field.

Item #	Title	Credits
ED 311A	Foundations of Inclusion in Teaching for Cte Teacher Candidates	3
ED 310A	Classroom Management Within the Instructional Process for Cte Teacher Candidates	3
ED 312A	Educational Psychology for Cte Teacher Candidates	3
ED 291	Developing Language & Literacy I	3

ED 277	Introduction to Multicultural Education	3
ED 393P	Practicum I: Alternative Certification for CTE Teacher Licensure	1
ED 393S	Practicum II	1
	Sub-Total Credits	17
	Total credits for degree:	17

New Program Code Replace Program Code

Date: 11/22/2021

REQUESTOR CONTACT INFORMATION

Name Brian Ichida Campus Leeward CC
 Title CTE Field Placement Coordinator Email ichida@hawaii.edu
 Office/Dept ED 111/Social Science Phone 808-455-0497

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Concentration	(4) <u>CT/D</u>	<u>Alt Cert Licensure Track 1 (Distance)</u>	<input checked="" type="checkbox"/> See Banner form STV MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV MAJR

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Program Length

In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.

1.5 years

Special Program Designations

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

A B N P T U

Required Terms of Enrollment: Fall Spring Summer Extended

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code	<u>CO-TTE-CT</u>	Program Description	<u>Alt Cert Track 1</u>
Institution	<u>Leeward CC</u>	Campus	<u>Leeward CC</u>
College	_____	Department	_____
Level	_____		

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Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

<p>Registrar (Print Name)</p> <p><u>Grant Helgeson</u></p> <hr/> <p><small>Grant Helgeson Digitally signed by Grant Helgeson Date: 2021.11.22 14:05:27 -10'00'</small></p> <p>Signature _____ Date _____</p>	<p>Financial Aid Officer (Print Name)</p> <p><u>Gregg Yoshimura</u></p> <hr/> <p><small>Gregg Yoshimura Digitally signed by Gregg Yoshimura Date: 2021.11.22 13:45:18 -10'00'</small></p> <p>Signature _____ Date _____</p>	<p>For Community Colleges, verification of consultation with OVPC Academic Affairs:</p> <p><u>Tammi Oyadomari-Chun</u></p> <hr/> <p><i>Della Teraoka</i> 6/7/2022</p> <p>Signature _____ Date _____</p> <p>Della Teraoka, Int Dir of Acad Progs</p>
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ADDITIONAL COMMENTS

Alternative Certification in Teaching: Certificate of Competence (Track 1)

Description

The Alternative Certification in Teaching Certificate equips candidates who have content knowledge in career and technical education with the pedagogy necessary to become effective secondary teachers in CTE classrooms. This alternative pathway post-baccalaureate program applies to the following license fields to teach CTE in middle school and high schools: Arts and Communications (6-12), Business (6-12), Health Services (6-12), Industrial and Engineering Technology (6-12), Natural Resources (6-12), and Public and Human Services (6-12)

Program Learning Outcomes

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- The teacher candidate develops and uses multiple methods of assessment to engage learners in their own growth, to monitor the learner's progress, and to guide the teacher's and learner's decision making.
- The teacher candidate plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.
- The teacher candidate develops and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Program: [Education](#)

Type: Certificate of Competence (CO)

Track I: Baccalaureate Degree: 9 credits coursework; 2 credits Practicum

Item #	Title	Credits
ED 310A	Classroom Management Within the Instructional Process for Cte Teacher Candidates	3
ED 311A	Foundations of Inclusion in Teaching for Cte Teacher Candidates	3
ED 312A	Educational Psychology for Cte Teacher Candidates	3
ED 393P	Practicum I: Alternative Certification for CTE Teacher Licensure	1
ED 393S	Practicum II	1
	Sub-Total Credits	11
	Total credits for degree:	11

For 4-year Campuses Only:

Provide evidence that all courses in the academic program map (including any general education, electives and/or graduation requirements) have been offered in the Distance-Completely Online instructional method format during the last two years and/or evidence the campus's commitment to offer the courses in the academic program map once approved as a fully online program.

Section 4: Organizational Commitment

Describe how the department will support faculty development for teaching online, including the pedagogical and communication strategies to function effectively.

The Teacher Education program was an early adopter of fully online education. Our instructors have over 10 years of experience. We have may coordinated efforts to standardize delivery for consistency and ease of navigation. Addiitonally, many of our instructors are certified Quality Matters instructors. Also, our courses are assessed using the Leeward CC DE guidelines.

Section 5: Learner Support

Do program materials clearly define how students can access support services? Yes No

Has the Director of Financial Aid updated the Eligibility and Certificate of Approval Report (ECAR) or have the letter of administrative approval on file if students in this program will be eligible for federal student aid? Yes No

What student services and resources are available for students in an online format (without visiting campus)?

Orientation to Online Learning (basics of online learning, technology, etc) Yes No

Program Orientation (specific information about being a student in your academic program) Yes No

Academic Advising/Counseling Yes No

Tutoring Yes No

Library Services Yes No

Testing Yes No

Career Services Yes No

Financial Aid Counseling Yes No

Mental Health Counseling Yes No

Other:

Section 6: Students Located Outside of Hawai'i

Where can students be located? (Check all that apply)

Any U.S. State

Any U.S. Territory

Foreign Location*

*Please be aware of any international compliance regulations and tax implications that may be in effect for foreign locations. Students in [sanctioned countries](#) may not be admitted.

Section 7: State Authorization

UH System programs must comply with all "authorization to operate" regulations that are in place in other U.S. states where the institution has enrolled students or is otherwise active, based on each state's definitions.

Does your institution have NC-SARA approval providing reciprocity for state authorization?

Yes No

Federal regulations require institutions delivering courses by distance education to provide students or prospective students with contact information for filing complaints with the state approval or licensing entity in the student's state of residency and any other relevant state official or agency that would appropriately handle a student's complaint. What is the URL on your institution's website where contact information for filing complaints for students in this program is posted? NOTE: Information about the Student Complaint Process is outlined by NC-SARA [here](#).

What is the URL of your institution's website where contact information for filing complaints for students in this program posted?

<http://www.leeward.hawaii.edu/files/StudentComplaintForm.pdf>

Does your program lead to professional licensure?

Yes No

Institutions are required to "keep all students, applicants and potential students who have contacted the Institution about the course or program informed as to whether successful completion of such offerings would actually meet state licensing or post-licensing requirements."

If the program leads to professional licensure, has the program determined whether the course/program meets professional licensure requirement in the state where student/applicant is located and has a method to provide information in writing to the students?

Yes No

Chief Academic Officer Approval

Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. *E-signatures are acceptable.*

Name and title: Michael Cawdery, Coordinator Teacher Education Program

Signature and date: Michael Cawdery

Digitally signed by Michael Cawdery
Date: 2021.10.15 09:57:13 -10'00'

10/11/2021