NEW OR REPLACE PROGRAM CODE

■ New Program Code   **☐ Replace Program Code**   **Date:** 11-2-2021

REQUESTOR CONTACT INFORMATION

Name	Melanie Dorado Wilson	**Campus**	Hawai'i Community College
Title	Interim VCAA	**Email**	mfwilson@hawaii.edu
Office/Dept	VCAA Office	**Phone**	808-934-2514

NEW PROGRAM CODE TO CREATE

Institution	HAW-Hawai'i Community College	**Campus**	HAW-Hawai'i Community College
Level	UG - Undergraduate	**Effective Term**	Fall 2022

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) LB	Liberal Arts	☐ See Banner form STVCOLL
Department	(4) LBRT	Liberal Arts	☐ See Banner form STVDEPT
Degree/Certificate	(6) CO	Certificate of Competence	☐ See Banner form STVDEGC
Major	(4) ECED	Early Childhood Education	☐ See Banner form STVMAJR
Concentration	(4) CDA	~~Prep Educational Assistant~~ Child Development Assoc	☐ See Banner form STVMAJR
Minor	(4)		☐ See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: **CO-ECED-CDA**

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

This certificate includes three courses (ECED 105, 110, 131) that prepare students for certification as a Child Development Associate (CDA)

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)? See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html	■ Yes	☐ No

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.   .5

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

NEW OR REPLACE PROGRAM CODE

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code	_____	**Program Description**	_____
Institution	_____	**Campus**	Hawaiʻi Community College
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 [_____] , 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 [_____] , 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 OVPCC Academic Affairs:
Sherise Tiogangco	Dorinna Cortez	Della Teraoka
Sherise Tiogangco Nov 5, 2021	*Dorinna H. Cortez* Nov 8, 2021	*Della Teraoka* 4/14/2022
Signature **Date**	**Signature** **Date**	**Signature** **Date**

ADDITIONAL COMMENTS

[   ]

Form modified: Oct 2020

UNIVERSITY *of* HAWAI'I®

HAWAI'I
COMMUNITY COLLEGE

November 2, 2021

MEMORANDUM

TO: David Lassner
            Vice President for Academic Strategy

VIA: Debora Halbert
            Associate Vice President for Academic Programs & Policies

VIA: Melanie Dorado Wilson
            Interim Vice Chancellor for Academic Affairs

FROM: Rachel Solemsaas
            Chancellor

SUBJECT: REQUESTING NEW SUBJECT CODE – CO-ECED-CDA

We are requesting a new subject code for the Certificate of Completion – Early Childhood Education, Prep Educational Assistant at Hawai'i Community College, effective Fall 2022. This corresponds with the other Community Colleges within the University of Hawai'i.

If you have any questions or concerns, please let me know. Thank you for your assistance.

Attachment

cc: Tammi Oyadomari-Chun, Interim Associate Vice President for Academic Affairs
    Pearl Iboshi, Director of IRAO
    Dorinna Cortez, Vice Chancellor for Student Affairs
    Michelle Kanoe Lambert, Pathway Coordinator
    Sherise Tiogangco, Registrar

1175 Manono Street,
Hilo, Hawai'i 96720-5096
Telephone: (808) 934-2504
Fax: (808) 934-2501
www.hawaii.hawaii.edu
An Equal Opportunity/Affirmative Action Institution

Proposal Information

Workflow Status

Proposer

✔ **Janet Smith (Submitter)**
  Submitted 6-4-2020

✔ **Brenda Watanabe (Shared)**

✔ **Janet Smith**
  Submitted 6-8-2020
HI T - I made the changes per our texts.
Please text me if I need to do anything
else. Mahalo.

✔ **Janet Smith**
  Submitted 6-29-2020
I put "Educational Assistant" as the title
and moved the Code "CO-ECE-CDA Prep"
to the Code textbox. I hope this can go
through now. :-)

✔ **Janet Smith**
  Submitted 7-21-2020
Aloha, The proposal has been revised per
Melanie's email. It is being re-submitted.

✔ **Janet Smith**
  Submitted 9-23-2020
One course listed in the "Description" was
an incorrect one. I have changed it from
ECED 140 to the correct one of ECED 131.

✔ **Janet Smith**
  Submitted 10-28-2020
10-28-20 I have made all the corrections
and included the suggestions. My hope is
for this to be ready to go for the November
Senate. Mahalo :-)

✔ **Janet Smith**
  Submitted 3-12-2021
All good! :-)

✔ **Janet Smith**
  Submitted 3-24-2021
Aloha Sherrie, Revised per your request.
Mahalo.

Department/Division (Social Science Department) \\ Dept/Div Chair

━ **Claudia Wilcox-Boucher**

✔ **Trina Nahm-Mijo**
  Approved 10-3-2020

(Technical Review Committee) \\ Curriculum Support

- Kuulei Kanahele

✔ **Joni Onishi**
Approved 10-8-2020

(Curriculum Review) \\ Curriculum Committee/Chair
✔ **Kuulei Kanahele**
Approved 11-4-2020

- Grace Funai

(Academic Senate) \\ Academic Senate
✔ **David Tsugawa**
Approved 12-15-2020

(Banner Support) \\ Banner Support
✔ **Sherrie Ann Straslicka-Walker**
Approved 3-24-2021

College (Liberal Arts and Sciences) \\ Dean
✔ **Melanie Wilson**
Approved 3-26-2021

(Vice Chancellor of Academic Affairs) \\ VCAA

- Melanie Wilson

✔ **Joni Onishi**
Approved 3-27-2021

(Chancellor) \\ Chancellor
✔ **Rachel Solemsaas**
Approved 3-27-2021

(Approval Notification List) \\ Approval Notification List

- Sherrie Ann Straslicka-Walker

- M Kanoe Lambert

- Reshela DuPuis

- Larissa Leslie

- Dorinna Cortez

Start Term ❷
Fall 2021

Program Title   **Code** ❷
Educational Assistant   CO-ECED-CDA Prep

Degree/Certificate ❷
Certificate of Competence

PROPOSAL DETAILS

1) Is this a (Learning Outcomes Alignment, Fast Track, or Curriculum) proposal? ❷
Curriculum

2) Proposal Summary
Create new program

3) Proposal Rationale
The purpose of this program is to align with the Early Childhood programs at 3 other community colleges by providing a
9-credit Certificate of Competence. It will be offered as a Child Development Associate (CDA) preparatory program for persons
in support roles in the early childhood field. It can also scaffold into the existing CO, CA and AS in Early Childhood.

4) Does the proposal change the total number of credits required?
No

5) Are similar modifications made elsewhere?
No

6) Proposal Supporting Documents
- Kauai CO.pdf
- Honolulu CO.pdf
- Maui CO.pdf

A) CATALOG INFORMATION

1) Description

This program is designed to provide attitudes, skills, and knowledge for people who work with young children and their families in a variety of early childhood programs. The Certificate of Competence (C.O.) or Certificate of Achievement (C.A.) prepares students for support roles in early childhood programs. An Associate in Science (A.S.) degree prepares students to be teachers or lead practitioners in early childhood programs.

Students taking Laboratory or Practicum courses are required to complete fingerprinting and pass the criminal history record checks.

This degree is fully articulated with the Bachelor of Arts in Social Science (with a concentration in Early Childhood Education) offered through the University of Hawai'i West O'ahu via Distance Education. Students interested in pursuing the BA degree with UH West O'ahu are encouraged to meet with an Early Childhood Education advisor their first semester.

2) Entry Requirements

None

3) Program Requirements

A grade of "C"* or better is required to earn a certificate and/or degree.

All three classes can be taken in the first semester:
*ECED 105 - Introduction to Early Childhood Education (3)
*ECED 110 - Developmentally Appropriate Practices (3)
*ECED 131 - Early Childhood Development: Theory into Practice (3)
_____

Total 9 credits

4) Total Program Credits

9 credits

B) CONTENT INFORMATION

6) Learning Outcomes ❓

Learning Outcomes Alignment (Admin Use Only)

C) OTHER INFORMATION

7) College

Liberal Arts and Sciences

8) Workflow ❓

Social Science Department

9) Comments (Admin Use Only)

ECED Outcomes -7 PLOs. See AS-ECED for details: https://hawaii.kuali.co/cm/#/programs/view/5c74945342fb26240097201b

D) ATTACHMENTS

10) Upload applicable files related to this program.

Admin-only

Status
Active

August 23, 2021

MEMORANDUM

TO: Erika Lacro
            Vice President for Community Colleges

FROM: Rachel Solemsaas *Rachel Solemsaas*
            Chancellor

SUBJECT: Delegation of Authority for Fall 2021

Effective August 23, 2021 for the Fall 2021 semester, in my absence any of the
following administrators are designated to act on my behalf and have signing authority:

   Melanie Wilson, Interim Vice Chancellor for Academic Affairs
   Dorinna Cortez, Vice Chancellor for Student Affairs
   Kenneth Kaleiwahea, Vice Chancellor for Administrative Affairs

In all cases, please route documents through the Chancellor's Office for the proper
signatures, records maintenance and processing. Contact my secretary, Callie Martin, with
any questions.

c: Administrative Team
     Administrative Secretaries
     Business Office
     Human Resources Office

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Hilo, Hawai'i 96720-5096
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Fax: (808) 934-2501
www.hawaii.hawaii.edu
An Equal Opportunity/Affirmative Action Institution

HAWAI'I COMMUNITY COLLEGE, 2021-2022
Early Childhood Education (ECED)

Program Requirements (AS Overall [62 credits, cumulative GPA 2.0 required from all courses])
(CA Overall [34-36 credits, cumulative GPA 2.0 required from all courses])
(CO Overall [16 credits, cumulative GPA 2.0 required from all courses])
(Ed. Asst., CO Overall [9 credits, cumulative GPA 2.0 required from all courses])+

CREDITS

Course	Course Name	Semester, Year & Grade	CO +	CO	CA	AS
First Semester						
* ECED 105	Intro to Early Childhood Education		3	3	3	3
* ECED 110	Developmentally Appropriate Practices		3	3	3	3
* ECED 131	Early Childhood Development: Theory into Practice		3	3	3	3
ENG 21/ESL 21/ ENG 102 or higher	Developmental Reading		---	---	3	---
ENG 102	College Reading Skills		---	---	---	3
ELECTIVE	Diversifications – Social Sciences (DS) (see next page)		---	---	---	3
	Semester Total		**9**	**9**	**12**	**15**
Second Semester						
ECED 140	Guiding Young Children in Group Settings		---	3	3	3
ECED 115	Health, Safety, & Nutrition for the Young Child		---	---	3	3
ECED 263 **OR** ECED 264	Language and Creative Exp. Curriculum Inquiry and Physical Curriculum		---	---	---	3 (3)
ENG 22 or (ESL 22G & ESL 22W) or ENG 100	Introduction to Expository Writing		---	---	3	---
ENG 100	Composition I		---	---	---	3
ELECTIVE	Diversifications – Arts, Humanities, Literature (DA/DH/DL) (see next page)		---	---	---	3
	Semester Total		**0**	**3**	**9**	**15**
Third Semester						
* ECED 190++	Early Childhood Laboratory		---	4	4	4
ECED 245	Child, Family, and Community		---	---	3	3
ECED 263 **OR** ECED 264	Language and Creative Exp. Curriculum Inquiry and Physical Curriculum *(whichever was not taken previously)*		---	---	---	(3) 3
SP 51 **OR** SP 151	Oral Communication Techniques Personal and Public Speech		---	---	3 (3)	---
SP 151	Personal and Public Speech		---	---	---	3
MATH 82X or higher	Expanded Algebraic Foundations		---	---	3-5	---
MATH 100 or higher	Survey of Mathematics (MATH 115 recommended)		---	---	---	3
	Semester Total		**0**	**4**	**13-15**	**16**

Fourth Semester			CO	CO	CA	AS
* ECED 291	Early Childhood Practicum II		---	---	---	4
ELECTIVE	Diversifications – Arts, Humanities, Literature (DA/DH/DL) (see below)		---	---	---	3
ELECTIVE	Diversifications – Natural Sciences (DB/DP/DY) (see below)		---	---	---	3
ELECTIVE	Diversifications – Social Sciences (DS) (see below)		---	---	---	3
ELECTIVE	General Elective		---	---	---	3
	Semester Total		**0**	**0**	**0**	**16**
1. **Diversifications – Arts, Humanities, Literature (DA/DH/DL)** [2 COURSES REQUIRED – 6 cr.] **ART** 101, 107D, 111, 113, 114, 115, 217, 230, **ASAN** 120, 121, **DNCE** 153, 185, 190V, 195, **ENG** 204, 255, 256, 257A, 257E, **HAW** 101, 102, 201, 202, **HIST** 153, 154, **HWST** 100, 101, 102, 103, 105, 107, 130, 131, 230, 231, 201, 270 (formerly HWST 104), **PHIL** 100, **SP** 251, 260			---	---	---	---
2. **Diversifications – Natural Sciences (DB/DP/DY)** [1 COURSE REQUIRED – 3 cr.] **ASTR** 110, **BIOC** 141, **BIOL** 100, 100L, 101, 101L, 124, 124L, 156, 156L, 171, 171L, 172, 172L, **BOT** 101, 101L, 105L, 130, **CHEM** 100, 100L, 161, 161L, **ERTH** 101, 101L, **GEOG** 101, 170, **MICR** 130, 140L, **PHYL** 141, 141L, 142L, **PHYS** 105, **ZOOL** 101, 101L			---	---	---	---
3. **Diversifications – Social Sciences (DS)** [2 COURSES REQUIRED – 6 cr.] **ANTH** 150, 200, **BOT** 105, **ECON** 130, 131, **GEOG** 122, **HDFS** 230, **HSER** 110, **PSY** 100, 170, 275, **SOC** 100, 218, **SSCI** 111, 150, **WS** 151			---	---	---	---
4. **General Elective** [3 credits required] Any course numbered 100 or above			---	---	---	---

Total Credits: **9** **16** **34-36** **62**

Courses completed that do not apply to major

Course	Sem., Yr. & Grade	Course	Sem., Yr. & Grade

Special Instructions

   * No grade below "C" will be counted toward graduation.

   + Educational Assistant Certificate of Competence (9 credits)

   ++ ECED 191- Early Childhood Practicum I may be substituted for ECED 190 only when 190 is not available and with the instructor's consent.

Students considering transferring to UH-West Oʻahu's BA in Social Sciences with a concentration in Early Childhood Education are strongly advised to speak to an Early Childhood Education faculty member before taking Diversification courses in Arts, Humanities, Literature, Biological and Physical Sciences, and Social Sciences. Not all courses will transfer to UHWO.