**University of Hawai'i
Code Request Form for Academic Programs**

☒ **New Program Code**   ☐ **Modify Program Code**   Date: 1/9/2019

REQUESTOR CONTACT INFORMATION

Name	Kathlen Lee	Campus	Kaua'i CC
Title	Educational Specialist	Email	kathlen@hawaii.edu
Office/Dept	Academic Affairs	Phone	(808) 245-8204

NEW PROGRAM CODE TO CREATE

Institution	KAU - Kauai Community College	Campus	KAU - Kauai Community College
Level	UG - Undergraduate	Effective Term	Summer 2019

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) IN	Instructional	☐ See Banner form STVCOLL
Department	(4) MS	Math and Science	☐ See Banner form STVDEPT
Degree/Certificate	(6) CO	Certificate of Competence	☐ See Banner form STVDEGC
Major	(4) ~~AGB~~ LBRT	~~Beekeeping~~ Liberal Arts	☐ See Banner form STVMAJR
Concentration	(4) AGB	Beekeeping	☐ See Banner form STVMAJR
Minor	(4)		☐ See Banner form STVMAJR

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:

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.   .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

IRAO USE ONLY: DATE RECEIVED

ADDITIONAL COMMENTS

Requesting to add a new program (Certificate of Competence in Beekeeping).

ATTACHMENTS

BOR Approved: Sole-credential Certificates, Associate (excluding ATS), 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:**
Kailana Soto	Jeff Anderson	~~Suzette Robinson~~ Tammi Chun
Kailana O. Soto 1/10/19	_[signature]_ 1/10/19	_[signature]_ APR 11 2019
Signature Date	Signature Date	Signature Date

UNIVERSITY of HAWAIʻI

KAUAʻI
COMMUNITY COLLEGE

January 9, 2019

MEMORANDUM

TO: Donald Straney
Vice President for Academic Planning and Policy

VIA: Frankie Harriss
Vice Chancellor for Academic Affairs

FROM: Helen A. Cox
Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 12/31/2018 effective Summer 2019.

New
Beekeeping
Certificate of Competence (C.O.) – Beekeeping

1. **Program Title:** Beekeeping

2. **Type of Program Action:** ☒ New

PROPOSED	CO Beekeeping
AG 162	2
ACC 124 or ENT 125	3
Total credits	**5**

3. **Program Type:**

    ☐ Associate in Applied Science (AAS)   ☐ Certificate of Achievement (CA)
    ☐ Associate in Arts (AA)   ☒ Certificate of Competence (CO)
    ☐ Associate in Arts–Concentration   ☐ Academic Subject Certificate (ASC)
    ☐ Associate in Science (AS)
    ☐ Associate in Science Natural Sciences–Concentration (ASNS)

4. **Program Description (for catalog):**

    This program introduces beginning beekeepers to the concepts and practice of beekeeping, and exposes the student to the business opportunities that beekeeping can provide.

    Program Admission Requirements:

    None.

    To meet graduation requirements, all programs require a cumulative GPA of 2.0 or higher for all courses applicable toward the certificate or degree. Include any additional graduation requirements:

    None.

5. **List Program Student Learning Outcomes** that were approved by the Assessment Committee on 11/20/18.

    1. Demonstrate understanding the principles of beekeeping and demonstrate beekeeping skills.
    2. Demonstrate understanding the business potential of beekeeping.

6. **Proposed Date of First Offering:** Summer 2019

7. **Is this program offered at another UH campus?** ☐ Yes   ☒ No
    If **Yes,** specify campus. If **No,** why is this program offered at KCC:

    Program supports requests from community and is a strategy for project sustainability in current apiary grant funding.

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8.   Reason for this Program Action:

Creating a new beekeeping certificate based on community demand.

9.   Board of Regents Approval Needed: ☐ Yes   ☒ No

10.   Indicate the number of semesters required to complete each certificate and degree.

Certificate/Degree	Number of Semesters
CO (Beekeeping)	1

11.   Program Course Sequencing: Complete one for each certificate/degree if sequencing is not provided with question #2.

Beekeeping Certificate of Competence	
Summer Session	
AG 162	2
ACC 124 or ENT 125	3
Total credits	5

Rev. 8/20/18

PROGRAM ACTION REQUEST APPROVAL

PSLOs Approved by: _____   19 Oct '18

Assessment Committee Chairperson   Date

Originator: _____   10/19/18

Print Name and Signature   Georgeanne Purvinis   Date

Approved by:

Department/
Division Chairperson: _____   10/19/18

Print Name and Signature   Gigi Drent   Date

Curriculum
Committee: _____   11/16/18

Print Name and Signature   Will Dressler   Date

_____   31 DEC 2018

Frankie Harris, Vice Chancellor for Academic Affairs   Date

_____   12/31/18

Helen Cox, Chancellor   Date