

ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified June 2017

Date: 09/25/2019

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

PROGRAM CODE FOR ADMISSION STOP-OUT ONLY OR TERMINATION (PLEASE CHECK ONE)

Program Code BTEC Program Description Business Technology
Institution KAU - Kauai Community College Campus KAU - Kauai Community College
College IN - Instructional Department BUS
Level UG - Undergraduate

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 2020, this program code will no longer be available to admit or recruit students.
Term (ie. Fall 2014)

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 2020, this program code will no longer be available to enroll or award degree to students.
Term (ie. Fall 2014)

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

FOR ADMISSION STOP-OUT ONLY REQUEST

Effective , this program code will be reactivated and available to admit or recruit students.
Term (ie. Fall 2014)

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

Check here to leave ONLINE APPLICATION OFF

ADDITIONAL COMMENTS

This is a request to terminate the entire Business Technology program. The following program tracks are part of this program: CO-BTEC-OFFA, CO-BTEC, CO-BTEC,VOA, CA-BTEC, AAS-BTEC.

IRAQ USE ONLY: DATE RECEIVED

ATTACHMENTS

Admission stop-out¹ greater than 2 years; Termination of an Associate, Bachelor and Graduate Degrees, and sole credential certificates.

Memo with President's Approval, with cc to Vice President for Academic Planning and Policy, regarding program action.

Admission stop-out¹ less than 2 years. Termination of a Certificates (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree.

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

VERIFICATIONS

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

Registrar
(Print Name)

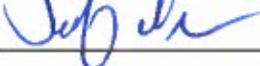
Kailana Soto


Signature

10/2/19
Date

Financial Aid Officer
(Print Name)

Jeff Anderson


Signature

10/2/19
Date

For Community Colleges,
verification of consultation with
OVPCC Academic Affairs:

~~Suzette Robinson~~ Tammi Chun


Signature

OCT 17 2019
Date

¹ "Admission stop-out" is defined as a halt to new admissions to a program. (Regent Policy 5.201)



Date: 9/2/19

Proposal for Temporary Stop Out or Termination of Program

Full Name of Program: BUSINESS TECHNOLOGY

Indicate degree/certificate(s): AA AS AAS CA CO ASC

Effective Term: Fall Spring Year: 2020

Please indicate:

Stop Out: Students will not be recruited or admitted into this program **temporarily**.

This program should be reactivated in Fall Spring Year: _____

Note: AA, AS, and AAS stop-outs are greater than 2 years. Certificates are less than 2 years.

Terminate: Students will not be recruited or admitted into this program **permanently**.

Justification: Based on a Business Education Division vote taken on 8/28/19, it was moved that the program be terminated since the Program Coordinator retired and enrollment declined over time.

Submitted by: Ann Y. Kennedy [Signature] 9/2/19
Proposer Name Signature and Date

Approved by: Ann Y. Kennedy [Signature] 9/2/19
Division Chair Name Signature and Date

James D. Inaus [Signature] 9/19/2019
Curriculum Chair/Co-chair Name Signature and Date

Frankie Harriss [Signature] 24 SEPT 2019
Vice Chancellor, Academic Affairs Signature and Date

Helen Cox [Signature] 9/25/19
Chancellor Signature and Date

Routing: Proposer > Division Chair > VCAA > CC Chair/Co-chair > VCAA > Chancellor > Banner Specialist



UNIVERSITY of HAWAII
KAUA'I
COMMUNITY COLLEGE

September 27, 2019

RECEIVED

MEMORANDUM

TO: David Lassner
President

'19 OCT -7 P5 :23

VIA: Erika Lacro
Interim Vice President for Community Colleges

UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

VIA: Helen A. Cox
Chancellor

Helen A. Cox

FROM: Frankie L. Harriss
Vice Chancellor for Academic Affairs

Frankie L. Harriss

SUBJECT: REQUEST TO TERMINATE CERTIFICATE OF ACHIEVEMENT AND
ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS
TECHNOLOGY

SPECIFIC ACTION REQUESTED:

It is requested that the President approve the termination of the Certificate of Achievement and Associate in Applied Science in Business Technology.

RECOMMENDED EFFECTIVE DATE:

Fall 2020

ADDITIONAL COST:

No anticipated additional costs.

PURPOSE:

The requested termination is a result both consistently low enrollments and the retirement of the Program Coordinator.

BACKGROUND:

As per the Board of Regents policy Chapter 5, RP 5.201, "reviews of particular programs may be undertaken at any time as deemed necessary", and "a program with a low number of degree/certificates of achievement conferred will undergo a campus level review."

This program has low enrollment and few certificates and degrees awarded.

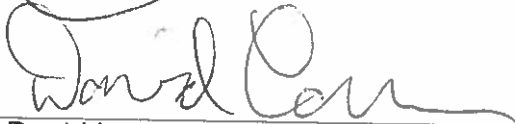
Additionally, in accordance with the expectations of ACCJC Accreditation Standards and as per RP 5.201, "Commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs...".

All students on this currently stopped-out program (stopped out August 31, 2018 thru July 1, 2020) have been provided a pathway to completion.

ACTION RECOMMENDED:

It is requested that the President approve the termination of the Certificate of Achievement and Associate in Applied Science in Business Technology.

APPROVED / DISAPPROVED:



David Lassner, President

10/1/19

Date

c: Donald Straney, Vice President for Academic Planning and Policy