

12/5: OK Grant

University of Hawai'i
Code Request Form for Academic Programs

ADMISSION STOP-OUT OR TERMINATION
OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified June 2017

Date: 11/13/2018

REQUESTOR CONTACT INFORMATION

Name: Kathleen Lee
Title: Educational Specialist
Office/Dept: Academic Affairs
Campus: Kauai CC
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PROGRAM CODE FOR ADMISSION STOP-OUT ONLY OR TERMINATION (PLEASE CHECK ONE)

Program Code: See comments
Program Description: See comments
Institution: KAU - Kauai Community College
Campus: KAU - Kauai Community College
College: IN - Instructional
Department: See comments
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 2018, 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 , 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 FALL 2020, 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

Requesting to stop-out the following:
Business Technology program (department: BUS):
CO-BTEC-OFFA
CO-BTEC
CO-BTEC-VOA
CA-BTEC
AAS-BTEC
Plant Biology and Tropical Agriculture (department: MS):
AS-PBS
CA-PBS
Sustainability Science program (department: MS):
CA-SSM

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

11/27/18
Date

Financial Aid Officer
(Print Name)

Jeff Anderson


Signature

11/30/18
Date

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

Tammi Chun


Signature

12/14/18
Date

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



UNIVERSITY of HAWAII
KAUAI
 COMMUNITY COLLEGE

August 31, 2018

MEMORANDUM

TO: Helen Cox, PhD
 Chancellor, Kaua'i Community College

FROM: Frankie Harriss, EdD *Frankie Harriss*
 Vice Chancellor for Academic Affairs, Kaua'i Community College

SUBJECT: Admissions Stop-out of the Sustainability Science Certificate of Achievement (CA), the Plant Biology and Tropical Agriculture Associate of Science (AS) and Certificate of Achievement (CA), and the Business Technology Associate in Applied Science (AAS), Certificate of Achievement (CA), and Certificate of Competence (CO)

ALL CO IN PFC
 PROGRAM

SPECIFIC ACTION REQUESTED:

It is requested that admissions to the Sustainability Science Certificate of Achievement (CA), the Plant Biology and Tropical Agriculture Associate of Science (AS) and Certificate of Achievement (CA), and the the Business Technology Associate in Applied Science (AAS), Certificate of Achievement (CA), and Certificate of Competence (CO) programs be stopped out for the period beginning with the approval of this request and continuing until July 1, 2020.

RECOMMENDED EFFECTIVE DATE:

It is requested that the stop-out be effective upon approval of this request and continue until July 1, 2020.

ADDITIONAL COST:

No anticipated additional costs.

PURPOSE:

The purpose of this action is to temporarily stop-out admissions to the Sustainability Science, Certificate of Achievement (CA); the Plant Biology and Tropical Agriculture, Associate of Science (AS) and Certificate of Achievement (CA); Business Technology, Associate in Applied Science (AAS), Certificate of Achievement (CA), and Certificate of Competence (CO).

BACKGROUND INFORMATION AND JUSTIFICATION:

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."

These programs have low enrollment and few certificates awarded.

Sustainability Science CA

Though students express an interest in, and recognize the importance of sustainability science, few are enrolling for and completing the CA. This is an opportune time to stop-out the low-enrolled Sustainability Science CA while the institution evaluates the program for improvements that might make it more marketable.

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An Equal Opportunity/Affirmative Action Institution

Plant Biology and Tropical Agriculture

The institution's Plant Biology and Tropical Agriculture instructor has recently relocated to UH Hilo, making this an appropriate time to stop-out the low enrolled AS and CA pathways, however the Academic Subject Certificate (ASC) will continue to be offered.

Business Technology

Enrollment in the Business Technology program has been low and has continued to decline. And, though the program has undergone some revisions to make it more industry relevant, the one instructor to the program has recently resigned. With continued low enrollment and the resignation of the program coordinator/instructor this is also an opportune time to stop-out this program while a longer-term decision for its future is explored.

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...".

ACTION RECOMMENDED:

Approval to temporarily stop-out admission of new students to the following programs from the date of approval until July 1, 2020:

- Sustainability Science, Certificate of Achievement (CA);
- Plant Biology and Tropical Agriculture, Associate of Science (AS);
- Plant Biology and Tropical Agriculture, Certificate of Achievement (CA);
- Business Technology, Associate in Applied Science (AAS);
- Business Technology, Certificate of Achievement (CA); and the
- Business Technology, Certificate of Competence (CO) → AU GREEN PROGRAM

Approved/Not Approved


Helen Cox, PhD, Chancellor


Date 8/31/18