

ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified June 2017

Date: 12/21/2018

REQUESTOR CONTACT INFORMATION

Name Kathlen Lee Campus Kauai 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 CA-ABRP Program Description Auto Body Repair and Painting
Institution KAU - Kauai Community College Campus KAU - Kauai Community College
College IN - Instructional Department TR
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 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

Due to low enrollment, the Certificate of Achievement is being terminated.

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.

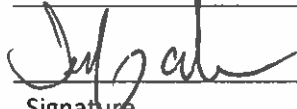
Registrar
(Print Name)

Kailana Soto

 1/3/19
Signature Date


Financial Aid Officer
(Print Name)

Jeff Anderson

 12/21/18
Signature Date

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

Suzette Robinson

 APR 17 2019
Signature Date

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





UNIVERSITY of HAWAII
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December 21, 2018

MEMORANDUM

TO: Donald Straney
Vice President for Academic Planning and Policy

VIA: Tammi Oyadomari-Chun 
Interim Academic Affairs Program Officer

FROM: Helen A. Cox 
Chancellor

SUBJECT: Termination of Program

I have approved the termination of the AAS degree and CA in Auto Body Repair and Painting to be effective Fall 2018 due to low enrollment.



UNIVERSITY
of HAWAII
SYSTEM

Jeri Burke <jerilyn@hawaii.edu>

Fwd: ABRP Termination or Stop-Out

3 messages

Kathlen Lee <kathlen@hawaii.edu>
To: Jeri Burke <jerilyn@hawaii.edu>

Thu, Jan 10, 2019 at 8:14 AM

Hi Jeri,

In response to your email regarding the AAS ABRP termination request, I'm forwarding my correspondence with Grant Kim who said that the email from our Chancellor to Donald Straney would be sufficient when I inquired if a President's memo was required. I apologize if that was insufficient evidence and will work on getting the President's memo routed.

Thanks,
Kathlen

----- Forwarded message -----

From: **Grant Kim** <grantkim@hawaii.edu>
Date: Thu, Dec 20, 2018 at 4:37 PM
Subject: Re: ABRP Termination or Stop-Out
To: Kathlen Lee <kathlen@hawaii.edu>

Hi Kathlen,

Yes, per Regents Policy 5.201, termination of a program requires President's approval, thus a memo from your Chancellor via the UHCC AA and System VPAPP is required. Attaching the ACCJC memo to your Chancellor's memo should be sufficient justification.

That's a lot of acronyms, just follow prior program termination memos.

Best,
Grant

On Thu, Dec 20, 2018 at 3:55 PM Kathlen Lee <kathlen@hawaii.edu> wrote:

Hi Grant,

Do we need the President's approval to terminate the AAS and CA in ABRP or will the attached memo suffice? If I'm reading the form correctly, I believe it says we do need President's approval...?

Thanks,
Kathlen

On Wed, Dec 5, 2018 at 4:26 PM Grant Kim <grantkim@hawaii.edu> wrote:

Hi Kathlen,

We did not receive paperwork for ABRP, the only recent one for KAU was the stop outs for the 5 BTEC, 2 PBS, and SSM programs; for a 2 year period only (Fall 2018 until Spring 2020, all programs reactivated in Fall 2020).

Grant

On Wed, Dec 5, 2018 at 4:17 PM Kathlen Lee <kathlen@hawaii.edu> wrote:

Hi Lauren and Grant,

Can you confirm that you received paperwork for either a termination or stop-out for the AAS and CA in ABRP? Our VCAA is filing paperwork to Donald Straney's office, as well as the ACCJC folks, and I'm not sure if it's trickling down to other departments that also need the information (like your office and Banner Central). If these are all being addressed, that's fine, but if they're not, I will need to make sure the paperwork is submitted.

The last notification I got about the ABRP program was that they would determine the status of it in Spring 2019. Our registrar, Kailana, put in a request to turn off the online application, but we were awaiting final confirmation of the status of the program before submitting official paperwork. I have just been informed that a final status was determined for the AAS and CA for ABRP and am trying to follow up.

Thanks,
Kathlen

Jeri Burke <jerilynb@hawaii.edu>
To: Kathlen Lee <kathlen@hawaii.edu>

Thu, Jan 10, 2019 at 8:19 AM

Hi Kathlen,

Thanks for your quick response! I'm still learning the process of these forms, as I just started with Tammi last week. I'll start the approval process on that request.

Thanks for your help and patience.
Jeri

Jeri Burke
Administrative & Fiscal Support Specialist
Academic and Student Affairs
University of Hawaii System-Community Colleges
2327 Dole Street, Room 25
Honolulu, HI 96822

PH: 808.956.8960
Email: jerilynb@hawaii.edu

[Quoted text hidden]

Kathlen Lee <kathlen@hawaii.edu>
To: Jeri Burke <jerilynb@hawaii.edu>

Thu, Jan 10, 2019 at 9:06 AM

Hi Jeri,

The code requests are always somewhat confusing (at least for me it is) so let me know if I still need to submit a President's memo. I can still route it if it's better to be safe than sorry. Just let me know. :)

Thanks,
Kathlen

[Quoted text hidden]



UNIVERSITY of HAWAII
KAUAI
COMMUNITY COLLEGE

August 25, 2018

Accrediting Commission for Community and Junior Colleges
10 Commercial Blvd., Suite 204
Novato, CA 94949

Dear Commission,

As a result of the program assessment and review process and the College's commitment to continuous improvement, the College is informing the Accrediting Commission for Community and Junior Colleges that it is eliminating several academic programs that have consistently had low or no enrollment. These include:

- Auto Body Repair and Painting , Certificate of Achievement;
- Auto Body Repair and Painting, Associate in Applied Science;
- Medical Office Receptionist, Certificate of Completion;
- Sustainability Science, Certificate of Achievement;
- Plant Biology and Tropical Agriculture, Associate of Science;
- Plant Biology and Tropical Agriculture, Certificate of Achievement;
- Business Technology, Associate in Applied Science;
- Business Technology, Certificate of Achievement; and the
- Business Technology, Certificate of Competence.

These program deletions will not adversely impact the College's ability to deliver on its mission:

Kaua'i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.

Sincerely,

Helen Cox, Ph.D.
Chancellor

Valerie A. Barko, Ph.D.
ALO

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