NEW OR MODIFY PROGRAM CODE

Form #CR-AP1
Modified October 2019

☒ **New Program Code** ☐ **Modify Program Code**   Date: 1/21/2022

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	Fall ~~2023~~ 2022

		Code (Max. Characters)	Description	Check if requesting new code:
College	(2)	IN	Instructional	☐ See Banner form STVCOLL
Department	(4)	DMED	Digital Media	☐ See Banner form STVDEPT
Degree/Certificate	(6)	CA	Certificate of Achievement	☐ See Banner form STVDEGC
Major	(4)	CM	Creative Media	☐ See Banner form STVMAJR
Concentration	(4)	~~EMPV~~ AVET	~~Evnt Tech, Mus, Photogphy, Vid~~ Audio Video Event Tech	☐ 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:

If new major, please list the BOR's approved Classification of Instructional Programs (CIP) 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.   1.5

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 (for modifying existing program codes, specify the term to turn on/off the online application, the recruitment/admission term, and the general student/history/degree term.)

Requesting to add CA-CM-EMPV to streamline 7 certificates of competence to 2 certificates of achievement.

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: Creative Media
> ☐ 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**	DELLA. TERAOKA
Kailana A. Soto 2/8/22	*[signature]* 2/23/22	*Della Teraoka* 3/31/2022
Signature Date	Signature Date	Signature Date

UNIVERSITY of HAWAI'I
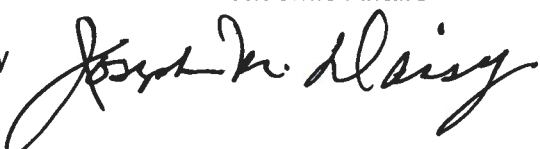
KAUA'I
COMMUNITY COLLEGE

January 21, 2022

MEMORANDUM

TO: Debora Halbert
        Associate Vice President for Academic Planning and Policy

VIA: Tammi Oyadomari-Chun
        Associate Vice President for Academic Affairs

FROM: Joseph Daisy
        Chancellor

CC: Erika Lacro
        Vice President for Community Colleges

SUBJECT: Curriculum Approval

I have approved the following effective Fall 2022:

New
Creative Media
Certificate of Achievement (C.A.) – Animation, Graphics, and Website Design
Certificate of Achievement (C.A.) – Event Technology, Music, Photography, and Video

In addition, I have approved the following terminations effective Fall 2023 (student admission stopped out effective Spring 2022):

Termination
Creative Media
Certificate of Competence (C.O.) – Animation
Certificate of Competence (C.O.) – Digital Photography
Certificate of Competence (C.O.) – Digital Video
Certificate of Competence (C.O.) – Event Technology
Certificate of Competence (C.O.) – Graphic Arts
Certificate of Competence (C.O.) – Music Production
Certificate of Competence (C.O.) – Web Design

CM
Creative Media
InWorkflow | Fall 2022

Proposal Information

Workflow Status
> PAR > IRAO
Kathlen Lee - Review

Proposer

✔ **Patricia (Pat) McGrath (Submitter)**
Submitted 9-10-2021

✔ Stephen Watkins (Owner)

(FYI) \\ FYI

✉ Evelyn Kamai

✉ Kathlen Lee

(Assessment Committee) \\ Assessment Coordinator

✔ **Candace Tabuchi**
Approved 9-17-2021

Division (Language, Arts, and Humanities) \\ Division Chair/Director

✔ **Patricia (Pat) McGrath**
Approved 9-17-2021

(Curriculum Committee) \\ Curriculum Level FYI

✉ Kathlen Lee

✉ Evelyn Kamai

(Curriculum Committee) \\ Curriculum Chair/Co-chair

✔ **Alexis Erum**
Approved 11-17-2021

— Eric San George

(Administration) \\ VCAA

✔ **Frankie L Harriss**
Approved 1-21-2022

(Administration) \\ Chancellor

✔ **Joseph M Daisy**
Approved 1-21-2022

(PAR) \\ IRAO

Kathlen Lee

(PAR) \\ PAR Final Upload

Evelyn Kamai

Kathlen Lee

(Post Approval Node) \\ Financial Aid

Jeff B Anderson

Division (Language, Arts, and Humanities) \\ Division Chair/Director

Patricia (Pat) McGrath

(Post Approval Node) \\ Curriculum Committee Chair/Co-chairs

James D Andrews

Wade Tanaka

(Post Approval Node) \\ Additional FYI

Wade Tanaka

Kailana Soto

Sarah Shirai

Maritza Medina

Shaunte Sadora

Changes
- START TERM
- SUBSTANTIVE CHANGE INQUIRY CONDITIONS
- IS A CERTIFICATE/DEGREE BEING ADDED TO THE EXISTING PROGRAM?
- participants
- PROPOSAL TYPE

Show All ⌄

Start Term

Proposed
START TERM
Fall 2022

Existing
START TERM
Fall 2019

TITLE
Creative Media

Proposer/Division

Proposed
PROPOSER
Stephen Watkins

Existing
PROPOSER
Kathlen Lee

DIVISION APPROVAL
Language, Arts, and Humanities

2ND DIVISION APPROVAL NEEDED?

Proposal Type

Proposed

PROPOSAL TYPE ❓

Modification of existing program (WITH partial stop out or termination)

Existing
PROPOSAL TYPE ❓

Modification of existing program (NO partial stop out or termination)

Financial Aid Notice

EXISTING CERTIFICATES/DEGREE ONLY: HAS THE TOTAL CREDITS FOR AT LEAST ONE EXISTING CERTIFICATE OR THE DEGREE INCREASED OR DECREASED?
No

Proposed
IS A CERTIFICATE/DEGREE BEING ADDED TO THE EXISTING PROGRAM?
Yes

Existing
IS A CERTIFICATE/DEGREE BEING ADDED TO THE EXISTING PROGRAM?
No

Original Proposal

Proposed
ORIGINAL PROPOSAL SUBMITTED BY PROPOSER

- PAR_CM--2021v2.doc

Existing
ORIGINAL PROPOSAL SUBMITTED BY PROPOSER

Substantive Change Inquiry

Proposed
SUBSTANTIVE CHANGE INQUIRY CONDITIONS ❓

One or more condition(s) on the form apply (i.e., change in total credits)

Existing
SUBSTANTIVE CHANGE INQUIRY CONDITIONS ❓

None of the conditions on the form apply

Proposed
SUBSTANTIVE CHANGE INQUIRY FORM IS COMPLETED AND ATTACHED

- Form_Substantive Change Inquiry--Creative Media.pdf

Existing
SUBSTANTIVE CHANGE INQUIRY FORM IS COMPLETED AND ATTACHED

PAR Revisions

Proposed
ATTACHED PAR REVISIONS (IF APPLICABLE)

- PAR_CM--2021 CC Approved_KLREVISED2.doc

Existing
ATTACHED PAR REVISIONS (IF APPLICABLE)

Final PAR - ADMIN USE ONLY

Proposed
FINAL PAR - THIS WILL NOT BE UPDATED ONCE THIS PROPOSAL IS APPROVED; TO VIEW THE LATEST PAR, GO TO CAMPUSDOCS ❓

Existing
FINAL PAR - THIS WILL NOT BE UPDATED ONCE THIS PROPOSAL IS APPROVED; TO VIEW THE LATEST PAR, GO TO CAMPUSDOCS ❓

- Creative Media PAR fall 2021.doc

Attachments

Proposed
ATTACHMENTS (IF APPLICABLE)

- Creative Media_12MAR2021_MEMO_VPCC.pdf

Existing
ATTACHMENTS (IF APPLICABLE)

Program title:	Creative Media

Proposed effective term: Fall 2022

Programs typically start in the Fall; however, if proposing a term other than Fall (e.g., Spring or Summer), include the term and provide a brief rationale below.

Proposal Details	
Mark X	**Proposal Type**
	New program proposal
X	Program modification
X	Partial program stop out or termination (it not modifying the rest of the PAR, only update green highlighted questions)
For modifications only: Mark X for all areas updated below (new proposals complete entire PAR)	
X	#1. Description/Admission requirements/Graduation requirements
	#2. Other UH campus offerings
	#3. Board of Regents approval
	#4. PSLOs
X	#5. Stop out/Termination information
X	#6. Program requirements
X	#7. Program sequence

Rationale for new program or all program changes:
Streamlined shift from seven KauCC Certificates of Competence into only two Certificates of Achievement. COs in Animation, Digital Photography, Digital Video, Event Technology, Graphic Arts, Music Production, and Web Design are being collapsed into 2 new CAs: CA in Music, Video, Photography, Audio/Visual and CA in Web, Writing, Graphics, Animation. Reduction in cost of operating program per March 12, 2021 memo to VPCC Erika Lacro from Creative Media Cross College Group RE: PHASE II RECOMMENDATION (attached). Note that this memo included an error, stating that the CAs to be proposed would be 12-credit certificates; this is actually not permitted. New CAs must be at least 24 credits, as proposed in this change.

1. **Program description (for catalog):**

   The Creative Media program provides students with a comprehensive introduction to a variety of digital communication disciplines: Event Technology, Music, Photography, Video, Animation, Graphics, and Website Design. Featuring accomplished industry experts, advanced computer labs, and professionally equipped studios, Kaua'i Community College's Creative Media program guides students to develop viable industry benchmark skills. Important components of the program are the Creative Media Consortium, which connects industry experts with students to facilitate career opportunities and continuous curriculum improvement, and a commitment to service in the community, matching student teams to work with real non-profit clients on Kauai to develop new digital materials.

   Students may earn certificates in Creative Media to provide job upgrades and entry-level skills, or an Associate of Science (A.S.) Degree in Creative Media. After earning an A.S. Degree students may continue to UH West O'ahu to obtain a Bachelor of Applied Science Degree with a concentration in Creative Media or a Bachelor of Arts in Humanities with a concentration in Creative Media.

   Program admission requirements (if applicable – skip if it doesn't apply):

   Program graduation requirements (select all that apply):

X	All programs require a cumulative GPA of 2.0 or higher for all courses applicable toward the certificate or degree. **Note: This is a standard statement applicable to all programs and should <u>always</u> be selected.**
	A grade of "C" or higher in all [include ALPHA] alpha courses required for the [include Program Title] program is also required for graduation.

      Additional graduation requirements:

2.   **Is this program offered at another UH campus?**

  X Yes   No

If **Yes,** specify campus. If **No,** why is this program offered at KCC:

The program is offered at Hawaiʻi CC, Leeward CC, and UH Maui College.

3.   **Board of Regents approval (select one of the following):**

  X The Board of Regents has approved this program

     Board of Regents approval is pending (as of this proposal)

     Board of Regents approval not needed

4.   **Program student learning outcomes (PSLOs). Select one of the following:**

  X The PSLOs below remain the same as the last approved PAR and were approved on 04/23/2018.

     The PSLOs below have been revised from the last approved PAR and the latest PSLOs were approved on <u>MM/DD/YYYY</u>.

     The PSLOs below are for a new program and were approved on <u>MM/DD/YYYY</u>.

1. Use design elements and principles to create professional creative media projects.
2. Skillfully and safely operate creative media equipment.
3. Demonstrate mastery-level skills using creative media software applications.
4. Practice professional, ethical, and legal principles.
5. Develop objectives for new projects and measure the effectiveness of completed projects.
6. Demonstrate exceptional interpersonal communication and collaborative skills.

5.   **Terminated or stopped out certificates/degree. Fill out the chart for the certificates/degree that will be stopped out or terminated.**

Certificate/ Degree Type (i.e., CA)	Title	Mark X for only one column		Term to Reactivate* or Term to Stop Student Admission
		Term to Stop Out (i.e., Fall 2020)	Term to Terminate (i.e., Fall 2020)	
CO	Animation (0 current students)		Fall 2023	Spring 2022
CO	Digital Photography (2 current students)		Fall 2023	Spring 2022
CO	Digital Video (1 current student)		Fall 2023	Spring 2022
CO	Event Technology (0 current students)		Fall 2023	Spring 2022
CO	Graphic Arts (1 current student)		Fall 2023	Spring 2022
CO	Music Production (1 current student)		Fall 2023	Spring 2022
CO	Web Design (2 current students)		Fall 2023	Spring 2022

*Stop out period should not be longer than the program length (i.e., maximum stop out for degrees is 2 years).

6. **Program requirements. Include all courses and categories required for each certificate/degree. Highlight all changes and strikethrough information to be deleted or replaced. If content is replaced, use two different highlight colors to identify the changes. For example: MARKETING OPTIONS: ~~ENT 130 or MKT 120~~ ENT 130; MKT 120; or MKT 130**

Courses/Categories	CA Animation, Graphics, and Website Design	CA Event Technology, Music, Photography, and Video	AS Creative Media
ART 101	3		
ART 107D		3	3
ART 112	3	3	3
ART 125	3		3
ART 207D		3	
ART 293			3
CM 110		3	3
CM 120		3	3
CM 156	3		
CM 170		3	3
CM 180	3		3
CM 190	3		3
ENG 100	3		
ETRO 101			
ART 101 or CM 156			3
CM 156 or ETRO 101		3	
CM 210 (CM 111) or CM 220 (CM 121)		3	
ETRO 101 or ICS 101	3		3
Creative Media Electives (Four of the following): ART 101, ART 113, ART 207D; CM 156, CM 210, CM 220; ENT 125; ETRO 101; or ICS 101			12
A.S. Degree General Education Requirements			
Communication: ENG 100			3
Cultural Environment: Core Options			3
Mathematics: MATH 100 or higher			3
Natural Environment: Core Options			3
Social Environment: Core Options			3
Total credits	**24**	**24**	**60**

7. **Program sequence. Complete one suggested pathway for each certificate/degree. If you have any questions about the sequence, contact the Integrated Technology Coordinator.**

Animation, Graphics, and Website Design Certificate of Achievement				
Fall Semester 1		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ART 112	3	X	X	
ART 125	3	X		
ENG 100	3	X	X	
Spring Semester 2		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ART 101	3	X	X	
CM 180	3		X	
Fall Semester 3		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
CM 156	3	X		
CM 190	3	X		
ETRO 101 or ICS 101	3			
Total credits	24	=====	=====	=====

Event Technology, Music, Photography, and Video Certificate of Achievement				
Fall Semester 1		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ART 107D	3	X	X	
ART 112	3	X	X	
CM 156 or ETRO 101	3			
Spring Semester 2		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
CM 110	3	X	X	
CM 120	3	X	X	
CM 170	3		X	
Fall Semester 3		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ART 207D	3	X	X	
CM 210 or CM 220	3			
Total credits	24	=====	=====	=====

Creative Media Associate in Science Degree				
Fall Semester 1		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ART 112	3	X	X	
ART 125	3	X		
ART 101 or CM 156	3			
ETRO 101 or ICS 101	3			
Communication: ENG 100	3	X	X	
Spring Semester 2		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ART 107D	3	X	X	
CM 110	3	X	X	
CM 120	3	X	X	
CM 170	3		X	
CM 180	3		X	
Fall Semester 3		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
CM 190	3	X		
Creative Media Electives: ART 101, ART 113, ART 207D; CM 156, CM 210, CM 220; ENT 125; ETRO 101; or ICS 101	6			
Natural Environment: Core Options	3			
Social Environment: Core Options	3			
Spring Semester 4		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ART 293	3		X	
Creative Media Electives: ART 101, ART 113, ART 207D; CM 156, CM 210, CM 220; ENT 125; ETRO 101; or ICS 101	6			
Cultural Environment: Core Options	3			
Mathematics: MATH 100 or higher	3			
Total credits	60	=====	=====	=====

ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified March 2019

Date: 01/21/2022

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	See comments	Program Description	Creative Media
Institution	KAU - Kauai Community College	Campus	KAU - Kauai Community College
College	IN - Instructional	Department	DMED
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 2023 , 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 2026 , 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

Requesting to terminate the following to streamline 7 certificates of competence to 2 certificates of achievement:

CO-CM-ANIM (Animation)
CO-CM-DP (Digital Photography)
CO-CM-DV (Digital Video)
CO-CM-EVNT (Event Technology)
CO-CM-GRAP (Graphic Arts)
CO-CM-MUSP (Music Production)
CO-CM-WEBD (Web Design)

IRAO USE ONLY: DATE RECEIVED

ATTACHMENTS

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-outs, termination of a Certificate (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)	Financial Aid Officer (Print Name)	For Community Colleges, verification of consultation with OVPCC Academic Affairs:
Kailana Soto	Jeff Anderson	DELLA TERAOKA
Kailana A. Soto 2/18/2022	*[signature]* 2/25/22	*Della Teraoka* 3/31/2022
Signature Date	Signature Date	Signature Date

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

Form modified: June 2017

UNIVERSITY of HAWAI'I'
KAUA'I
COMMUNITY COLLEGE
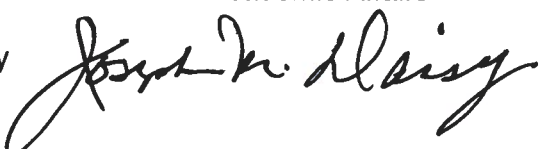
January 21, 2022

MEMORANDUM

TO: Debora Halbert
          Associate Vice President for Academic Planning and Policy

VIA: Tammi Oyadomari-Chun
          Associate Vice President for Academic Affairs

FROM: Joseph Daisy
          Chancellor

CC: Erika Lacro
          Vice President for Community Colleges

SUBJECT: Curriculum Approval

I have approved the following effective Fall 2022:

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Certificate of Achievement (C.A.) – Animation, Graphics, and Website Design
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Certificate of Competence (C.O.) – Digital Video
Certificate of Competence (C.O.) – Event Technology
Certificate of Competence (C.O.) – Graphic Arts
Certificate of Competence (C.O.) – Music Production
Certificate of Competence (C.O.) – Web Design