

UNIVERSITY OF HAWAII'
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 3/9/2015	Effective term of request (Semester-Year): Fall 2015
Name: Kathleen Lee	Title: Educational Specialist
Campus: Kauai Community College	Office/Department: Trade Technology
Phone: (808) 245-8204	Email: kathleen@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: Kauai CC (KAU)	College: Instructional	Department: TT	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree:		Certificate: CA Certificate of Achievement	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:	Code	ET	Description
			ELECTRON/ICU
Existing Concentration:		Code	Description
			TECHNOLOGY
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]:	NSAD	Description [30 char/space limit]:	Network & System Admin
If a similar major/concentration code exists in Banner, please list the code:			
Is this major/concentration code being used the same way at other UH campuses? Yes			
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
(Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Financial Aid Officer consultation required for all new program codes)			
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(if yes, students may select the code as their only program of study.)			

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Replacing or eliminating an existing program code:
 If replacing an existing program code, are current students "grandfathered" under the old code? Yes No
 Should the old program code be available for use in Banner? Yes No

Will the old program code be available for:

Banner Module	Yes	No	Ending Term (Semester-Year)
Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No
 (Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE Banner forms: STV/CAMP, STV/COLL, STVDIVS, STV/DEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

The Electronics Technology program is adding a new certificate of achievement to its program.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input checked="" type="checkbox"/> Memo from Chancellor <input checked="" type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input checked="" type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____

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CAMPUS VERIFICATION	
Requestor Signature <u><i>James R. G. Jone</i></u>	Date <u>3/10/17</u>
Registrar (If different from Requestor) Kailana Soto	Signature <u><i>Kailana Soto</i></u> Date <u>3/13/15</u>
Email/memo in lieu of Registrar's signature may be attached	
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) Jeff Anderson	Signature <u><i>Jeff Anderson</i></u> Date <u>3/16/15</u>
Email/memo in lieu of Financial Aid Officer's signature may be attached	
For Community Colleges, verification of consultation with OVRCC Academic Affairs: Suzette Robinson	Signature <u><i>Suzette Robinson</i></u> Date <u>4/14/15</u>
Email/memo in lieu of signature may be attached	

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
 1633 Bachman Place
 Sinclair Annex 2, Room 4
 Honolulu, HI 96822
 Email: iro-mail@lists.hawaii.edu
 Fax: 808-956-9870
 Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

FOR INTERNAL USE ONLY	
Program code [12]:	Date form/docs received:
CIP code [6]:	Program Description [30]:
	CIP description [30]:

Program Length and Special Program Designation

March 9, 2015

The following information is submitted in addition to the IRAO Code Request form.

Program: Electronics Technology (Computer Support Specialist)

Length of program: 2 semesters

Special program designation: N

Program: Electronics Technology (Network and System Administration/Administrator)

Length of program: 3 semesters

Special program designation: N



UNIVERSITY of HAWAII*
KAUAI
COMMUNITY COLLEGE

March 6, 2015

MEMORANDUM

TO: John Morton
Vice President for Community Colleges

FROM: Helen A. Cox
Chancellor

Helen A. Cox

SUBJECT: OUT-OF-STATE TRAVEL

I will be attending the League for Innovations conference in Boston, Massachusetts from the evening of March 6, 2015 – March 11, 2015. I will then be on vacation from March 12, 2015 – March 15, 2015, returning to the office on Monday, March 16. During my absence, the following will act on my behalf and have signing authority:

March 7 – March 11: Jim Dire, Vice Chancellor of Academic Affairs
March 12 – March 13: Earl Nishiguchi, Vice Chancellor for Student Affairs

c: President David Lassner
Kauai CC Administrative Team
Kauai CC Human Resources Office
Kauai CC Business Office
UH Foundation, Donna Vuchinich
UH Foundation, Tracy Ide
ORS, Yaa-Yin Fong
ORS, Cheryl Reeser
RCUH, Nelson Sakamoto

3-1901 Kaunuaui Highway
Lihu'e, Hawaii 96766-9500
Telephone: (808) 245-8210
Fax: (808) 245-0101

An Equal Opportunity/Affirmative Action Institution

Do not click the browser's Back button if you change your data.
You must click the "OK/Save Data" button at the bottom of the page to save your changes.

Section E (page 2 of 3) Help	OPE ID: 00161400	School Name:	Kauai Community College
Your Nondegree/Vocational Program application has been submitted.			3-1901 Kaunualii Highway Lihue, HI

27. Name of program

Electronics Technology

CIP code (*A list of CIP Codes accompanies this application.*)

11.1001

Date first provided

08/24/2015 (mm/dd/yyyy format)

Number of Weeks

45

Clock hours (number of hours) of instruction

870

Number of credit hours

35

Type of Hours (check one)

 semester
 trimester
 quarter
 clock

Is each course within the program acceptable for full credit toward your associate degree or higher degree?

 Yes
 No

 Check here to delete this Educational Program.

If you did NOT make any changes on this page, you may return to the [Index](#) to select another section of the application.

If you made changes on this page, please check the desired action below and then click on the "Save Data" button.

You must click the "OK/Save Data" button to save your changes.

Please select one of the following 3 actions:

- Check here if you are satisfied with your entries on this page.
 - Check here to perform the action selected below even if there are edit errors on this page.
(Note: These errors must be corrected before you submit the application.)
 - Check here if you do not want to update your data or start an application.
(Use this option if all you wish to do is review your data.)
-

Where do you want to go next?

- Return to Question 27
- Add another program
- Display next program
- Continue to Section L
- Go to Section
- Return to Index
- Submit the Application.

(After you finish making all of the changes to your application, you MUST submit it to ED.)

or

I hereby certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if my institution provides false or misleading information, (a) the U.S. Department of Education may deny the institution's request for eligibility to participate in federal student financial aid programs and/or revoke eligibility once it has been granted and (b) the institution may be liable for all federal student financial aid funds it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student financial aid funds.

Signature of President/CEO/Chancellor

James R. Dine For Helen Cox

Date

03/06/2015 (mm/dd/yyyy format)

Name of institution

Kauai Community College

Name of President/CEO/Chancellor

Check here if this is the same person as in Question 10 (^{Dr.} Helen Cox). If not, complete the information below.

Prefix First name MI Last name Suffix

Job Title

Business street address

City

State Zip Zip+4

Foreign Province Country Postal Code

Telephone number (including area code)

() - ext:

Fax number (including area code)

() - ext:

Telephone Number Foreign fax
(Complete international telephone number)

E-mail address

If you did NOT make any changes on this page, you may return to the [Index](#) to select another section of the application.

If you made changes on this page, please check the desired action below and then click on the "Save Data" button.

You must click the "OK/Save Data" button to save your changes.

Please select one of the following 3 actions:

- Check here if you are satisfied with your entries on this page.
- Check here to perform the action selected below even if there are edit errors on this page.
(Note: These errors must be corrected before you submit the application.)
- Check here if you do not want to update your data or start an application.
(Use this option if all you wish to do is review your data.)



March 10, 2015

MEMORANDUM

TO: Risa E. Dickson
Vice President for Academic Affairs

VIA: *James R. Dire 3/11/15*
James R. Dire
Vice Chancellor for Academic Affairs

FROM: Helen A. Cox *Helen A. Cox*
Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 2/12/2015 effective Fall 2015.

New

Electrical Installation and Maintenance:

Certificate of Competence (C.O.) – Solar Energy Technology/Technician

Electronics Technology:

Certificate of Competence (C.O.) – Computer Support Specialist

Certificate of Achievement (C.A.) – Network and System Administration/Administrator

Sustainability Science:

Certificate of Competence (C.O.) – Sustainability Science

Program title change

Accounting:

Certificate of Competence (C.O.) – Tax Preparer (previously Individual Income Tax Preparer)

Hospitality and Tourism:

Certificate of Competence (C.O.) – Hospitality and Tourism (previously Hotel Operations)

Certificate of Achievement (C.A.) – Hospitality and Tourism (previously Hotel Operations)

Memorandum to Vice President for Academic Affairs Risa E. Dickson
March 10, 2015
Page 2

Removal of certificate

Accounting:

Certificate of Competence (C.O.) – Entrepreneurship

kml

c Division Chairs
 Glenn Alquiza
 Gigi Drent
 Patricia McGrath
 Cherie Mooy
 Richard Randolph

APPENDIX B
Kaua'i Community College
University of Hawai'i
Program Action Request

Effective Fall	
Date Approved	
Replaces	

1. Type of Program Action: New Modification Deletion

PRESENT	CO (Electronics)	CO (Cisco I)	CO (Cisco II)	CA	AS	PROPOSED	CO (Cisco I)	CO (Cisco II)	CO (Electronics)	CO (Computer Support Specialists)	CA	CA (Network and System Administrator/Administrator)	AS
ETRO 18	3					ETRO 18			3	3		3	
ETRO 120				3	3	ETRO 120					3		3
ETRO 120L				1	1	ETRO 120L					1		1
ETRO 121	2			2	2	ETRO 121			2		2		2
ETRO 122				3	3	ETRO 122					3		3
ETRO 122L				1	1	ETRO 122L					1		1
ETRO 140B		3			3	ETRO 140B	3			3		3	3
ETRO 140C		3			3	ETRO 140C	3					3	3
ETRO 143				3	3	ETRO 143					3		3
ETRO 143L				1	1	ETRO 143L					1		1
ETRO 161					3	ETRO 161							3
						ETRO 187				4		4	4
ETRO 240B			3		3	ETRO 240B		3				3	3
ETRO 240C			3		3	ETRO 240C		3				3	3
						ETRO 244						4	
						ETRO 275						3	
ETRO 280					3	ETRO 280							3
ETRO 287					3								
ETRO 287L					1								
ICS 100	3					ICS 100			3				
ICS 101				3	3	ICS 101					3	3	3
ICS 111				4	4	ICS 111					4		4
MATH 103					3	MATH 103							3
SCI 122					3	SCI 122							3
SCI 122L					1	SCI 122L							1
Cultural Environment: Core Options					3	Cultural Environment: Core Options							3
Oral Communication: SP 251				3	3	Oral Communication: SP 251					3	3	3
Social Environment: Core Options					3	Social Environment: Core Options							3
Written Communication: ENG 100				3	3	Written Communication: ENG 100					3	3	3
TOTALS	8	6	6	27	62	TOTALS	6	6	8	10	27	35	62

A.S. DEGREE, Spring 2013		
Category	Cr	Course Options
Cultural Environment	3	Any Humanities course numbered 100 or higher or any DA, DH, or DL designation
(General Education) Social Environment	3	Any Social Science course numbered 100 or higher or any DS designation

2. Program Type:

- | | |
|---|---|
| <input type="checkbox"/> Associate in Applied Science (AAS) | <input checked="" type="checkbox"/> Certificate of Achievement (CA) |
| <input type="checkbox"/> Associate in Arts (AA) | <input checked="" type="checkbox"/> Certificate of Competence (CO) |
| <input type="checkbox"/> Associate in Arts–Concentration | <input type="checkbox"/> Academic Subject Certificate (ASC) |
| <input checked="" type="checkbox"/> Associate in Science (AS) | |
| <input type="checkbox"/> Associate in Science Natural Sciences–Concentration (ASNS) | |

3. Program Title: Electronics Technology

4. Program Description (for catalog):

Students enrolled in the Electronics Technology program receive an education in basic electronics, computer technology, computer programming, RF and optical systems, and networking that includes knowledge of DC/AC/Semiconductor circuits, digital electronics, lasers, computers, and networks. Graduates may enter the workforce as entry-level technicians or continue their education in Electronics or Computer Engineering Technology baccalaureate programs.

Program Admission Requirements:

(1) Qualified for ENG 100; (2) Placement in MATH 103; or (3) Approval of instructor.

Graduation Requirements:

A GPA of 2.0 or higher for all courses applicable toward the certificate or degree is needed to meet graduation requirements.

5. Program Student Learning Outcomes: PSLOs were approved by the Assessment Committee on 9/3/14.

- Demonstrate an appropriate mastery of the knowledge, techniques, and skills in the use of contemporary tools of electronics technology.
- Demonstrate theoretical and technical knowledge of components, systems, and control processes that govern the outcomes of systems for purposes of operation, maintenance, and improvement.
- Apply current technical knowledge in the analysis and solution of technical problems.
- Function effectively on teams interacting with all levels of personnel, fully participating, and adding to the dynamics of the group.
- Communicate effectively orally, in writing, and by means of the various electronic communication devices.

- Exhibit professional, ethical, and social responsibilities showing a respect for diversity and an awareness of contemporary professional, societal, and global issues.
- Explain the importance of commitment to quality, timeliness, and continuous professional improvement in adapting to emerging technologies.

6. **Proposed Date of First Offering:** Fall 2015

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

UH Maui College, Hawai'i Community College

8. **Reason for this Program Action:**

ETRO 187 was revised in 2013 to replace ETRO 287 and ETRO 287L courses in the Associate in Science (AS) degree. It is also part of a new Certificate of Competence (CO) and Certificate of Achievement (CA) being proposed.

The Computer Support Specialist CO is being proposed as part of the Perkins grant that was approved for the 2014-15 year. The grant request is directed at enhancing the much needed Information and Communication Technology (ICT) opportunities at Kaua'i Community College. There is presently no defined certificate or pathway to prepare students for an entry-level Computer Support Specialist position. This is typically a foundational step to higher paying jobs in the ICT industry. Of the three courses included, ETRO 187 prepares students for the highly industry-recognized A+ certification, which is almost always included in job requirements for a Computer Support Specialist.

The Cisco Network Administrator CA will prepare students for a career in Computer Networking Administration. Students completing this CA will be prepared to take the certification exams for four industry certifications and almost a fifth (CompTIA A+, Cisco CCENT, Cisco CCNA Routing and Switching Essentials, Cisco CCNA Security, and over halfway to the Linux LPI certification). The combination of the CA and industry certifications will provide opportunities in the Network Administration career field. This CA is also the first step to a future AS degree in Network System Administration.

9. **Board of Regents Approval Needed:** Yes No

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

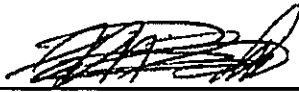

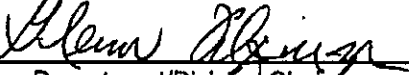


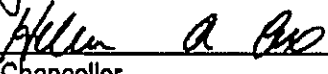
Certificate/ Degree	Number of Semesters
CO (Cisco I, Cisco II, Electronics)	1 semester
CO (Computer Support Specialist)	2 semesters
CA	3 semesters
AS degree	4 semesters

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PROGRAM ACTION REQUEST APPROVAL

PROGRAM: Electronics Technology CO, CA, and AS

Effective date: Fall 2015

PSLOs Approved by:		2/6/15
	Assessment Committee Chairperson	Date
Proposed by:		2/6/15
	Originator	Date
Requested by:		2-6-15
	Department/Division Chairperson	Date
Approved by:		2/9/15
	Curriculum Committee Chairperson	Date
		2/21/15
	Vice Chancellor for Academic Affairs	Date
		2/12/15
	Chancellor	Date