Date: 11/21/2019

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

NEW PROGRAM CODE TO CREATE

Institution	KAU - Kauai CC	Campus	KAU - Kauai CC
Level	UG - Undergraduate	Effective Term	Fall 2020

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) IN	Instructional	☐ See Banner form STVCOLL
Department	(4) BUS	Business	☐ See Banner form STVDEPT
Degree/Certificate	(6) CA	Certificate of Achievement	☐ See Banner form STVDEGC
Major	(4) HOST	Hospitality and Tourism	☐ See Banner form STVMAJR
Concentration	(4) HMGT	Hospitality Management	☐ 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:

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)? *See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html*	☒ Yes	☐ No

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

REPLACE PROGRAM CODE

EXISTING PROGRAM CODE TO REPLACE

Program Code	CO-HOST-HMGT	Program Description	Hospitality and Tourism
Institution	Kau - Kauai CC	Campus	Kau - Kauai CC
College	Instructional	Department	Business
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] , **old 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 2021] , **old program code will no longer be available to 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.

ADDITIONAL COMMENTS

Requesting to change CO-HOST-HMGT to CA-HOST-HMGT.

ATTACHMENTS

BOR Approved: Associate, Bachelor and Graduate Degrees, and sole credential certificates

☐ BOR Meeting Minutes & Supporting Documents OR Memo with President's Approval, with cc to Vice President for Academic Planning and Policy.

☐ Curriculum

Chancellor Approved: 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.

☒ Curriculum

VERIFICATIONS

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

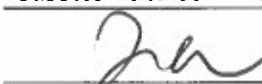| Registrar (Print Name)	Financial Aid Officer (Print Name)	For Community Colleges, verification of consultation with OVPCC Academic Affairs:
Kailana Soto	Jeff Anderson	~~Suzette Robinson~~ Tammi Chun
[signature] 12/4/19	*[signature]* 12/10/19	*[signature]* DEC 19 2019
Signature　　Date	Signature　　Date	Signature　　Date

Form modified: June 2017

Kaua'i Community College
University of Hawai'i
Program Action Request (Modification)

1. Program title: Hospitality and Tourism

2. Program requirements:

PRESENT (Until End of: Summer 2020)	Hospitality Essentials CO	Hospitality and Tourism CO	Hospitality Management CO	Hospitality and Tourism CA	Hospitality and Tourism AAS	PROPOSED (Effective: Fall 2020)	CO Hospitality Essentials	CO Hospitality and Tourism	CA Hospitality Management	CA Hospitality and Tourism	AAS Hospitality and Tourism
ACC 124 or ACC 201					3	ACC 124 or ACC 201					3
BLAW 200					3	BLAW 200					3
HOST 100	3	3		3	3	HOST 100	3	3	3	3	3
HOST 101	3	3		3	3	HOST 101	3	3	3	3	3
HOST 150			3	3	3	HOST 150			3	3	3
HOST 152			3	3	3	HOST 152			3	3	3
HOST 154				3	3	HOST 154				3	3
HOST 280			3	3	3	HOST 280			3	3	3
HOST 293				3	3	HOST 293				3	3
BUSINESS ELECTIVE: BUS 120; ECON 130 or 131					3	**BUSINESS ELECTIVE:** BUS 120; ECON 130 or ECON 131					3
COMPUTER/TECHNOLOGY: BUSN 171 or ICS 101		3	3	3	3	**COMPUTER/TECHNOLOGY:** BUSN 171 or ICS 101		3	3	3	3
CULTURAL ENVIRONMENT: ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150					3	**CULTURAL ENVIRONMENT:** ANTH 200; BOT 105; HWST 107, PHIL 100; or REL 150					3
ELECTIVE: Any 100-level or higher course					6	**ELECTIVES:** Any 100-level or higher course					6
NATURAL ENVIRONMENT: Any 100-level or higher DB or DP designated course AND a one-credit science (DY) lab					4	**NATURAL ENVIRONMENT:** Any DB or DP course AND a one-credit science (DY) lab course					4
ORAL COMMUNICATION: SP 151		3	3		3	**ORAL COMMUNICATION:** SP 151		3	3		3
SOCIAL ENVIRONMENT: ECON 130 or ECON 131					3	**SOCIAL ENVIRONMENT:** ECON 130 or ECON 131					3
THINKING, REASONING/MATH: BUSN 188; MATH 100, MATH 103, MATH 115, or higher					3	**THINKING, REASONING/MATH:** BUSN 188; MATH 103, MATH 115, or higher					3
WRITTEN COMMUNICATION: For CO and CA: Core Options For AAS: ENG 100, ENG 200 or higher	3	3	3	3	6	**WRITTEN COMMUNICATION:** Core Options	3	3	3	3	
						WRITTEN COMMUNICATION: ENG 100, ENG 200 or higher					6
Total credits	9	15	18	27	61	**Total credits**	9	15	24	27	61

Rev. 06/25/2019

3. **Program type:**

☒ Associate in Applied Science (AAS)	☒ Certificate of Achievement (CA)
☐ Associate in Arts (AA)	☒ Certificate of Competence (CO)
☐ Associate in Arts–Concentration	☐ Academic Subject Certificate (ASC)
☐ Associate in Science (AS)	under Liberal Arts AA degree
☐ Associate in Science Natural	☐ Academic Subject Certificate (ASC)
Sciences–Concentration (ASNS)	under Hawaiian Studies AA degree

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

The Hospitality and Tourism (HOST) program at Kaua'i Community College is designed to ensure students' success in their chosen hospitality careers. The program is designed to meet the needs of those who are already employed in the hospitality services industry, as well as those who wish to prepare themselves for entry into this global field. We welcome you to experience the diversity and professionalism that make this career choice a sustainable opportunity.

Program admission requirements:

None.

Program graduation requirements (select all that apply):

☒ 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 HOST alpha courses required for the Hospitality and Tourism program is also required for graduation.

☐ Additional graduation requirements:

5. **The program student learning outcomes (PSLOs) were approved on 09/10/2014 and (select one of the following):**

☒ The PSLOs below remain the same as the last approved PAR.
☐ The PSLOs below have been revised from the last approved PAR and the approval date has been updated.

1. Develop critical thinking skills to effectively function in the hospitality and tourism industry.
2. Demonstrate an awareness of diversity and exhibit professional work ethics that promote positive service interactions and teamwork skills.
3. Utilize interpersonal written and oral communication skills necessary for effective organizational operations.
4. Incorporate the principles of Aloha to promote the sustainability of Hawaiian cultural values in the hospitality industry.

Rev. 06/25/2019

6. **Proposed changes to take effect in Fall** 2020

    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.

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

    Hawaiʻi CC, Kapiʻolani CC, Leeward CC, and UH Maui College

8. **Reason for this program action:**

    The proposed changes move the CO in Hospitality Management to a CA in Hospitality Management. This change will increase CA completions and improve program performance.

    If applicable, select all that apply and include the existing and proposed title and certificate or degree for each item that is changing.

    ☐ Degree changed to certificate
    ☐ Certificate changed to degree
    ☒ Certificate changed to another certificate

    1) CO in Hospitality Management changing to CA in Hospitality Management

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

    ☒ The Board of Regents has approved this program
    ☐ Board of Regents approval is pending (as of this proposal)
    ☐ Board of Regents approval not needed

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

Certificate/Degree	Number of Semesters
CO (Hospitality Essentials)	1
CO (Hospitality and Tourism)	1
CA (Hospitality Management)	3
CA (Hospitality and Tourism)	3
AAS (Hospitality and Tourism)	4

11. **Program course sequence:** Complete one for each certificate/degree.

Hospitality Essentials Certificate of Competence				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 100	3	X		
HOST 101	3	X		
Written Communication: Core Options	3			
Total credits	9	=====	=====	=====

Hospitality and Tourism Certificate of Competence				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 100	3	X		
HOST 101	3	X		
Written Communication: Core Options	3			
Spring Semester 2		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
Computer/Technology	3			
Oral Communication: SP 151	3		X	
Total credits	15	=====	=====	=====

Hospitality Management Certificate of Achievement				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 100	3	X		
HOST 101	3	X		
Written Communication: Core Options	3			
Spring Semester 2		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 150	3		X	
Computer/Technology	3			
Oral Communication: SP 151	3		X	
Fall Semester 3		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 152	3	X		
HOST 280	3	X		
Total credits	24	=====	=====	=====

Hospitality and Tourism Certificate of Achievement				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 100	3	X		
HOST 101	3	X		
Written Communication: Core Options	3			
Spring Semester 2		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 150	3		X	
HOST 154	3		X	
Computer/Technology	3			
Fall Semester 3		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 152	3	X		
HOST 280	3	X		
HOST 293	3	X		
Total credits	27	=====	=====	=====

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Hospitality and Tourism Associate in Applied Science Degree				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 100	3	X		
HOST 101	3	X		
Cultural Environment	3			
Written Communication	3			
Electives	3			
Spring Semester 2		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
HOST 150	3		X	
HOST 154	3		X	
Business Elective	3			
Oral Communication: SP 151	3		X	
Thinking, Reasoning/Mathematics	3			
Fall Semester 3		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 124 or ACC 201	3	X		
HOST 152	3	X		
HOST 280	3	X		
Computer/Technology	3			
Electives	3			
Spring Semester 4		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
BLAW 200	3		X	
HOST 293	3		X	
Natural Environment	4			
Social Environment	3			
Written Communication	3			
Total credits	61	=====	=====	=====

12. **Additional attachments.**

LIBERAL ARTS (AA Degree) PROPOSALS ONLY:
☐ A list of all active courses that fall under the following designation categories: Alternative Communication; diversification; foundations; Hawaiian, Asian and Pacific Issues; and Health and Wellness; and Pacific Cultures
☐ Detailed program course sequence with specific courses and categories (if not provided with question #11)

PROGRAM ACTION REQUEST APPROVAL

Originator:

Candace M. Tabuchi _(signature)_   10/14/2019

Print Name and Signature   Date

Approved by:

Division Chair:

Ann Kennedy _(signature)_   10/14/19

Print Name and Signature   Date

Assessment Committee
Coordinator (PSLOs):

Mary Summers _(signature)_   14 Oct '19

Print Name and Signature   Date

Integrated Technology
Coordinator (course sequence):

(signature)   10/17/19

Shaunte Sadora   Date

Curriculum Committee:

JAMES D. ANDREWS

James D. Andrews _(signature)_   11/8/19

Print Name and Signature   Date

Frankie Harriss _(signature)_   19 NOV 2019

Frankie Harriss, Vice Chancellor for Academic Affairs   Date

Helen A. Cox _(signature)_   11/19/19

Helen Cox, Chancellor   Date

UNIVERSITY of HAWAI'I

KAUA'I
COMMUNITY COLLEGE

November 21, 2019

MEMORANDUM

TO: Donald Straney
            Vice President for Academic Planning and Policy

VIA: Frankie Harriss
            Vice Chancellor for Academic Affairs

FROM: Helen A. Cox
            Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 11/19/2019 effective Fall 2020.

Program certificate change
Hospitality and Tourism
Certificate of Competence (C.O.) – Hospitality Management changing to Certificate of Achievement
(C.A.) – Hospitality Management