

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

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

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Kauai CC (KAU)	College: Instructional	Department: BUS
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: CA-HOPE		
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 HOST Description <i>HOSPITALITY AND TOURISM</i> Existing Concentration: Code Description		
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner: New Code [4 char/space limit]: Description [30 char/space limit]: 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?		
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 <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
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 <small>(If yes, students may select the code as their only program of study.)</small>		

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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 checked="" type="checkbox"/>	Fall 2015
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2015
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2015
	General Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2016
	Academic History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2016

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: STVCAMP, STVCOLL, STVDIVS, STVDEPT

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):

Requesting a change in program code from HOPE to HOST in order to align the certificates with the AAS degree title. No additional changes to the program have been made. The titles should have been updated when the request for the AAS degree title was submitted.

SUPPORTING DOCUMENTATION

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- Board of Regents meeting minutes and supporting documents provided to the BOR
- Memo from UH President
- Memo from Chancellor
- Curriculum (required for requests for new programs/majors/minors/certificates)
- Gainful Employment Program notification to the US Department of Education
- Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u>James R. Dove</u>	Date <u>3/10/15</u>	
Registrar (If different from Requestor)		
<u>Kailana Soto</u>	<u>Kailana A. Soto</u>	<u>3/13/15</u>
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		
<u>Jeff Anderson</u>	<u>Jeff Anderson</u>	<u>3/16/15</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u>Suzette Robinson</u>	<u>Suzette Robinson</u>	<u>5/27/15</u>
Print name	Signature	Date
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 Email: iro-mail@lists.hawaii.edu
 Sinclair Annex 2, Room 4 Fax: 808-956-9870
 Honolulu, HI 96822 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	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	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: Hospitality and Tourism (Certificate of Achievement)

Length of program: 1.5 years

Special program designation: N

Program: Hospitality and Tourism (Certificate of Competence)

Length of program: 0.5 years

Special program designation: N

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. Lane 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.)



UNIVERSITY of HAWAII¹
KAUAI
COMMUNITY COLLEGE

March 6, 2015

MEMORANDUM

TO: John Morton
Vice President for Community Colleges

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

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

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 Kaumualii Highway Lihue, HI

27. Name of program

Hospitality and Tourism

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

52.0901

Date first provided

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

Number of Weeks

45

Clock hours (number of hours) of instruction

45

Number of credit hours

44

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

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



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

Effective Fall	_____
Date Approved	_____
Replaces	_____

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

1. Type of Program Action: New Modification Deletion

PRESENT	PROPOSED												
	Hospitality Essentials CO	Hotel Operations CO	Hospitality Sales and Marketing CO	Hospitality Management CO	Hotel Operations CA	Hospitality and Tourism AAS							
HOST 101	3	3	3		3	3	HOST 101	3	3		3	3	3
HOST 125	3	3	3		3	3	HOST 125	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 193V					3	3							
HOST 290				3		3	HOST 290			3			3
							HOST 293V					3	3
ACC 124 or ACC 201					3	3	ACC 124 or ACC 201					3	3
BLAW 200						3	BLAW 200			3			3
BUSN 89		1					BUSN 89		1				
BUSN 121		3											
BUSN 130			3	3			BUSN 130			3	3		
BUSN 160	1	1			1	1	BUSN 160	1	1			1	1
BUSN 166	1	1			1	1	BUSN 166	1	1			1	1
ECOM 100			3										
MGT 120			3				MGT 120 or MGT 122				3		
MGT 122				3	3								
SMKT 150			3			3							
COMPUTER TECHNOLOGY (one): BUSN 121, BUSN 130; ICS 100, ICS 101					3	3	COMPUTER TECHNOLOGY (one): BUSN 121, BUSN 130; ICS 100, ICS 101		3			3	3
CULTURAL ENVIRONMENT (one): ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150		3			3	3	CULTURAL ENVIRONMENT (one): ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150		3			3	3
ELECTIVE (two for AAS): Any 100 level or higher course						6	ELECTIVE (two for AAS): Any 100-level or higher course						6
							MARKETING: ECOM 100; ENT 130; MKT 130; SMKT 150				6	3	3
NATURAL ENVIRONMENT: Any 100 level or higher natural science or DB or DP designated course AND a one-credit science (DY) lab						4	NATURAL ENVIRONMENT: Any 100-level or higher natural science, DB, or DP designated course AND a one-credit science (DY) lab						4
ORAL COMMUNICATION (one): BUS 130; SP 151			3	3	3	3	ORAL COMMUNICATION (one): BUS 130; SP 151			3	3	3	3
SOCIAL ENVIRONMENT (one): BUS 120; ECON 130					3	3	SOCIAL ENVIRONMENT (one): BUS 120; ECON 130					3	3
THINKING/REASONING MATH (one): BUSN 189; MATH 100, MATH 103, MATH 115, MATH 135, MATH 205 or higher; PHIL 110					3	3	THINKING/REASONING MATH (one): BUSN 189; MATH 100, MATH 103, MATH 115, MATH 135, MATH 205 or higher; PHIL 110					3	3
WRITTEN COMMUNICATION: Core Options For the AAS, must be courses 100 level or higher				3	3	3	WRITTEN COMMUNICATION: For CO and CA, ENG 22. For the AAS, Core Options.			3		3	3
TOTAL CREDITS	8	15	21	21	44	60	TOTAL CREDITS	8	15	21	21	44	60

Present Options:

GENERAL SKILLS/ED CORE OPTIONS, FALL 2012

Category	Cr	Course Options
A.A.S. DEGREE		
Written Communication	3	BUS 175; ENG 21, ENG 22, ENG 100, ENG 104 or higher; JOUR 205; LING 102; any WI course, or any FW designation

Proposed Options:

GENERAL SKILLS/ED CORE OPTIONS, SPRING 2013

Category	Cr	Course Options
A.A.S. DEGREE		
Written Communication	3	BUS 175; ENG 100, ENG 104 or higher; JOUR 205; LING 102; any WI course; or any FW designation

2. Program Type:

- | | |
|---|---|
| <input checked="" 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 type="checkbox"/> Associate in Science (AS) | |
| <input type="checkbox"/> Associate in Science Natural Sciences–Concentration (ASNS) | |

3. Program Title:

Hospitality and Tourism (HOST)

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.

Current certificates include the following:

- Certificate of Competence (CO) in Hospitality Essentials (8 credits)
- Certificate of Competence (CO) in Hospitality and Tourism (15 credits)
- Certificate of Competence (CO) in Hospitality Management (21 credits)
- Certificate of Competence (CO) in Hospitality Sales and Marketing (21 credits)
- Certificate of Achievement (CA) in Hospitality and Tourism (44 credits)
- Associate in Applied Science (AAS) in Hospitality and Tourism (60 credits)

A spring 2006 University of Hawai'i System Articulation Agreement facilitates matriculation of students and transfer of courses across the University System.

The Hospitality and Tourism program has an articulated career ladder with the University of Hawai'i West O'ahu Business program leading to a Bachelor's in Business degree. Kaua'i Community College students completing the Associate in Applied Science degree UH West O'ahu Articulation Option in Hospitality Services have the opportunity to transfer to UH West O'ahu. Students wishing to participate in the Bachelor's in Business program must notify their KCC academic advisor that they want to track into the UH West O'ahu Articulation Option Associate in Applied Science degree program.

Program Admission Requirements: None.

Graduation Requirements:

A grade of "C" or higher in all Hospitality and Tourism program courses is required for graduation. A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is needed to meet graduation requirements.

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

1. Demonstrate 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.

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, Kapi'olani CC, and Hawai'i CC.

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

The proposed changes reflect the revised Program Learning Outcomes and minor revisions in the curriculum to better align the required courses in the program. Additionally, the title of the CO in Hotel Operations and the CA in Hotel Operations will be changed to Hospitality and Tourism to synchronize the program certificate and degree titles.

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 (Hospitality Essentials)	1 semester
CO (Hospitality and Tourism)	1 semester
CO (Hospitality Management)	2 semesters
CO (Hospitality Sales and Marketing)	2 semesters
CA (Hospitality and Tourism)	3 semesters
AAS (Hospitality and Tourism)	4 semesters

PROGRAM ACTION REQUEST APPROVAL

PROGRAM: Hospitality and Tourism CO, CA, and AAS

Effective date: Fall 2015

PSLOs Approved by:	_____ Assessment Committee Chairperson	2/16/15 Date
Proposed by:	_____ Originator	2/6/2015 Date
Requested by:	_____ Department/Division Chairperson	2/16/15 Date
Approved by:	_____ Curriculum Committee Chairperson	2/9/15 Date
	_____ Vice Chancellor for Academic Affairs	2/17/15 Date
	_____ Chancellor	2/12/15 Date