

**ADMISSION STOP-OUT OR TERMINATION  
OF PROGRAM CODE**

**CLEAR FORM**

Form #CR-AP5  
Modified June 2017

Date: 01/15/2021

**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 CA-PBS Program Description Plant Biology and Trop Ag  
Institution KAU - Kauai Community College Campus KAU - Kauai Community College  
College IN - Instructional Department MS  
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 Spring 2021, 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 Spring 2021, 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 Certification of Achievement in Plant Biology and Tropical Agriculture.

**IRAQ USE ONLY: DATE RECEIVED**

**ATTACHMENTS**

**Admission stop-out<sup>1</sup> 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-out<sup>1</sup> 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

Kailana Soto      1/20/21  
Signature                      Date

Financial Aid Officer  
(Print Name)

Jeff Anderson

Jeff Anderson      1/20/21  
Signature                      Date

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

Suzette Robinson

Della Teraska      2/8/2021  
Signature                      Date

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

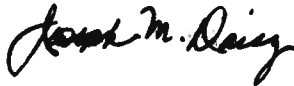


January 15, 2021

**MEMORANDUM**

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

VIA: Erika Lacro  
Vice President for Community Colleges

FROM: Joseph Daisy  
Chancellor 

SUBJECT: Stop Out and Termination of Programs

I have approved the following due to low enrollment and to minimize campus costs during a time of necessary budgetary austerity:

1. Beekeeping CO (stop out effective Fall 2021 and termination effective Spring 2022)
2. Plant Biology and Tropical Agriculture CA (termination effective Spring 2021)
3. Sustainability Science CA (termination effective Spring 2021)



January 13, 2021

**MEMORANDUM**

TO: Joseph M. Daisy, EdD  
Chancellor

FROM: Frankie Harriss, EdD *Frankie Harriss*  
Vice Chancellor for Academic Affairs

SUBJECT: REQUEST TO TERMINATE SUSTAINABILITY SCIENCE  
CERTIFICATE OF ACHIEVEMENT (CA) AND PLANT BIOLOGY  
AND TROPICAL AGRICULTURE CERTIFICATE OF  
ACHIEVEMENT (CA)

SPECIFIC ACTION REQUESTED:

It is requested that the Sustainability Science Certificate of Achievement (CA) and Tropical Agriculture Certificate of Achievement (CA) be terminated

RECOMMENDED EFFECTIVE DATE:

Spring 2021

ADDITIONAL COST:

None.

PURPOSE:

The requested terminations are the result of consistently low enrollments across these certificates and is an effort to minimize campus costs during a time of necessary budgetary austerity.

BACKGROUND INFORMATION AND JUSTIFICATION:

Board of Regents Policy, RP 5.201 states: "reviews of particular programs may be undertaken at any time as deemed necessary", and "a program with a low number of degree/certificates of achievement conferred will undergo a campus level review." These certificate programs have had low enrollment and few certificates and degrees awarded. As a result, they were stopped out through July 1, 2020, and have not accepted new students. Moreover, the PBTA program was granted Provisional status on May 15, 2014, and was never awarded Established status. From 2014-2020, there have only been:

- 7 graduates earning the Sustainability Science Management (CA) and
- 7 graduates earning the Plant Biology and Tropical Agriculture (CA).

The Program Coordinator and primary faculty for the Plant Biology and Tropical Agriculture (PBTA) program moved to a position at UH Hilo in August 2018. Budgetary limitations have kept the campus from immediately replacing the faculty member and the current hiring freeze required the campus to cancel the search begun to fill this position for August 2020. Without a full-time faculty member to revise and revitalize the PBTA program, the program's immediate success is improbable. Approval from the president will also be sought to terminate the PBTA (AS) in a separate memo. The college intends to keep PBTA/agriculture COs and to place them under a CTE pathway. For those students seeking a research-based agriculture career, the college intends to create an Associate of Science Natural Science agriculture pathway.

For Sustainability Science, the campus has instead made a commitment to embed Sustainability Science across the curriculum to benefit students on all majors rather than to retain the low enrolled CA.

UHCCP 5.203 Program Credentials: Degree and Certificates III.B.2.f. provides the Chancellor with authority to approve CAs that consist of courses within an existing Board approved associate degree. Thus, the Chancellor has the authority to take action on these CAs directly.

Additionally, Kaua'i CC has complied with the expectations of ACCJC Accreditation Standards and as per RP 5.201, "Commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs..." All students on this currently stopped-out program (stopped out August 31, 2018 thru July, 2020) have been provided a pathway to completion. By default these programs have remained stopped out thru this date.

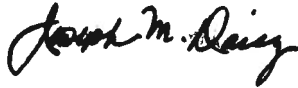
ACTION RECOMMENDED:

It is requested that the Sustainability Science Certificate of Achievement (CA) and Plant Biology and Tropical Agriculture Certificate of Achievement (CA) be terminated.

January 13, 2021

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APPROVED/DISAPPROVED:



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Joseph M. Daisy, EdD  
Chancellor



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Date

January 14, 2021

Dr. Joseph Daisy  
Chancellor  
Kaua'i Community College  
3-1901 Kaumualii Hwy  
Lihue, HI 96766

Dear Chancellor Daisy,

Your Accreditation Liaison Officer has informed the ACCJC that your institution will eliminate the following certificates:

- Sustainability Science (Certificate of Achievement, 25-27 credits)
- Plant Biology and Tropical Agriculture (Certificate of Achievement, 35 credits)

Based on the description and appropriate teach-out plans provided, it has been determined a substantive change review by the Commission is **not** required. Thank you for bringing this to our attention and please let us know if there are any changes in the information provided by the College.

On behalf of the Commission, thank you for your continued commitment to accreditation and academic quality in higher education.

Sincerely,



Elizabeth Dutton  
Accreditation Process Manager

cc: Dr. Valerie Barko, Accreditation Liaison Officer  
Ms. Martina Fernandez-Rosario, U.S. Department of Education