

ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified March 2019

Date: 03/23/2021

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 CO-ACCT-AOA Program Description Accounting
Institution KAU - Kauai Community College Campus KAU - Kauai Community College
College IN - Instructional Department BUS
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 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 Fall 2022, 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 CO in Accounting Office Assistant Fall 2022.

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)

Kailana Soto

Kailana A. Soto 4/30/21
Signature Date

Financial Aid Officer
(Print Name)

Jeff Anderson

Jeff Anderson 5/15/21
Signature Date

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

DELLA TERAOKA

Della Teraoka 5/19/2021
Signature Date

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

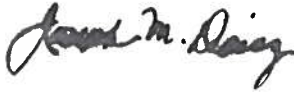


May 05, 2021

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: Termination of Programs

I have approved the following:

1. AS in Plant Biology and Tropical Agriculture effective Spring 2021 due to low enrollment and minimizing costs during a time of necessary budgetary austerity and right-sizing.
2. CO in Accounting Office Assistant effective Fall 2022 due to increasing automation in the accounting industry, which has made this certificate less relevant.

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

VCAA Office Use Only	
Effective Fall	<u>2022</u>
Date Approved	<u>04/21</u>
Replaces	<u>2020</u>

1. Program title: Accounting
2. Program requirements:

PRESENT (Until End of: Summer 2022)	CO Basic Accounting	CO Accounting Office Assistant	CA Accounting Assistant	CA Payroll Preparer	CA Small Business Accounting	CA Tax Preparer	CA Accounting	AAS Accounting	PROPOSED (Effective: Fall 2022)	CO Basic Accounting	CA Accounting Assistant	CA Payroll Preparer	CA Small Business Accounting	CA Tax Preparer	CA Accounting	AAS Accounting
ACC 124	3	3	3	3	3	3	3	3	ACC 124	3	3	3	3	3	3	3
ACC 125	3	3	3		3	3	3	3	ACC 125	3	3		3	3	3	3
ACC 126								3	ACC 126							3
ACC 132				3	3		3	3	ACC 132			3	3		3	3
ACC 134						3	3	3	ACC 134					3	3	3
ACC 137						3		3	ACC 137					3		3
ACC 193V								1	ACC 193V							1
ACC 252	3		3		3		3	3	ACC 252	3	3		3		3	3
ACC 255		3	3		3	3	3	3	ACC 255		3		3	3	3	3
BLAW 200								3	BLAW 200							3
Computer/Technology: ACC 252, ACC 255; BUSN 171; ICS 101, or ICS 111		3	3	6	3	3		3	Computer/Technology: ACC 252, ICS 101, or ICS 111		3	6	3	3		3
Oral Communication: Core Options								3	Oral Communication: SP 151, SP 185, SP 231 or SP 251							3
Electives: Any 100-level or higher course			3	6	3	3	3	6	Electives: Any 100-level or higher course		3	6	3	3	3	6
									AAS Degree General Education Requirements							
Written Communication: Core Options		3	3	3	3	3	3	3	Communication: Core Options		3	3	3	3	3	3
Written Communication: ENG 100								3	Communication: ENG 100							3
Cultural Environment: HWST 107, HWST 111; PHIL 100; or Core Options								3	Cultural Environment: HWST 107, HWST 111; PHIL 100; or Core Options							3
Natural Environment: Any 100-level or higher Natural Science, DB, DP, or Core Options								3	Natural Environment: Any 100-level or higher Natural Science, DB, DP, or Core Options							3
Social Environment: ECON 130, ECON 131; MGT 124; POLS; SOC; or Core Options							3	6	Social Environment: ECON 130, ECON 131; MGT 124; POLS; SOC; or Core Options						3	6
Thinking, Reasoning/ Mathematics: Core Options (excluding ACC 124 and ACC 201)		3	3	3			3	3	Thinking, Reasoning, and Mathematics: Core Options excluding ACC 124 and ACC 201		3	3			3	3
Total credits	9	18	24	24	24	24	30	61	Total credits	9	24	24	24	24	30	61

3. **If applicable, indicate if certain certificate or degree tracks are being terminated or stopped out.**

All tracks that have strikethrough in the "Proposed" side of the chart (see #2) are being stopped out.

Term to reactivate track: _____

Note: The maximum stop out is 2 years.

All tracks that have been removed from the "Proposed" side of the chart (see #2) are being terminated.

Students should no longer be recruited or admitted into the Accounting Office Assistant CO program as of Fall 2021.

For either option, answer all of the following:

A. The number of students currently enrolled in each track that is being stopped out or terminated.

1 student.

B. Include a plan or steps that will be taken to phase out the program if there are students currently enrolled in or close to completing the program (a copy of this PAR will be shared with the Director of Institutional Effectiveness once it's approved).

Notify students that the certificate is being stopped out and encourage them to pursue the Accounting Assistant which just requires two additional courses.

4. **If applicable, include the existing and proposed certificate/degree and title for all tracks that are changing its 1) title and/or 2) type of certificate or degree. Skip this question if it doesn't apply.**

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

The accounting curriculum promotes the dynamic yet practical nature of the accounting profession. An emphasis on the integration of knowledge and technology forms a solid foundation that will support versatile career and educational endeavors. Students are engaged in skills and competencies to succeed as paraprofessionals in business environments such as bookkeeping, payroll processing, tax preparation or supporting roles in government, new or continuing small businesses, or other large industries such as hospitality, tourism, or agriculture. All certificates and degrees allow students to blend a mixture of college-level, technical, occupational, and/or baccalaureate-leading, transferable courses. The curriculum is considerate of socio-economic and academic diversity and encourages life-long learning.

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

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 always be selected.**
- A grade of "C" or higher in all ACC alpha courses required for the Accounting program is also required for graduation.
- Additional graduation requirements:

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

- The PSLOs below remain the same as the last approved PAR and were approved on 11/17/2017.
- The PSLOs below have been revised from the last approved PAR and the latest PSLOs were approved on / / .

1. Convey financial information clearly and appropriately to the audience and purpose.
2. Organize, analyze, interpret, and present timely and accurate financial information.
3. Apply accounting principles and techniques as needed.
4. Use standard and emerging technologies to perform basic office functions and to improve quality and productivity.
5. Maintain professional and personal development.
6. Demonstrate work attitude, behavior, and appearance that contribute to continued employability.
7. Use critical thinking skills that reflect legal and ethical standards and values of the accounting profession.

7. PART I. JUSTIFICATION – Justification for all program changes (if stopping out or terminating, provide justification):

Increasing automation in the accounting industry makes the certificate less relevant. This is a termination request to be effective Fall 2022 with the intent to stop admission in the Fall 2021. Students should no longer be recruited or admitted into the Account Office Assistant CO program as of Fall 2021.

PART II. JUSTIFICATION – Request for ACCJC approval. Review the [Substantive Change Inquiry form](#) to determine if ACCJC approval is necessary and select one of the following (if you have any questions about the Substantive Change Inquiry form, contact the VCAA):

The Substantive Change Inquiry form has been completed and is included with this proposal. Upon Curriculum Committee approval of the PAR, the VCAA will review the form and request ACCJC approval when necessary.

None of the conditions in the Substantive Change Inquiry form apply to this proposal.

8. Proposed changes to take effect in 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.

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

Hawai'i CC, Kapi'olani CC, Leeward CC, and UH Maui College

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

- The Board of Regents has already approved this program
 Board of Regents approval is pending (as of this proposal)
 This is a standalone CO and Board of Regents approval is not needed

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

Certificate/Degree	Number of Semesters
CO (Basic Accounting)	2
CA (Accounting Assistant)	2
CA (Payroll Preparer)	2
CA (Small Business Accounting)	2
CA (Tax Preparer)	2
CA (Accounting)	3
AAS degree (Accounting)	4

12. Program sequence: Complete one suggested pathway for each certificate/degree based on the course and category requirements provided in the chart for question #2. If you have any questions about the course sequence, contact the Integrated Technology Coordinator.

Note: All course sequence footnotes are notes for staff to advise students and are not intended for student use.

Basic Accounting Certificate of Competence					
Fall Semester 1			For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU	
ACC 124	3	X			
Spring Semester 2			For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU	
ACC 125	3		X		
ACC 252 ¹	3		X		
Total credits	9	=====	=====	=====	

¹ To fulfill the requirement for ACC 252, students may take ACC 126 in Fall Semester 3.

Accounting Assistant Certificate of Achievement				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 124 ¹	3	X		
ACC 255	3	X		
Communication: Core Options (ENG 100 is recommended)	3			
Computer/Technology: ICS 101 or ICS 111	3			
Spring Semester 2		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 125 ¹	3		X	
ACC 252	3		X	
Electives: Any 100-level or higher course	3			
Thinking, Reasoning, and Mathematics: Core Options excluding ACC 124 and ACC 201 (MATH 115 is recommended)	3			
Total credits	24	=====	=====	=====

¹To fulfill the requirements for ACC 124 and/or ACC 125, students may take ACC 201. If ACC 201 is taken in lieu of both ACC 124 and ACC 125, the student must complete an additional 3 credits of ACC course(s) that is not already required for this Certificate of Achievement.

Payroll Preparer Certificate of Achievement				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 124 ¹	3	X		
Communication: Core Options (ENG 100 is recommended)	3			
Computer/Technology: ACC 255, ICS 101 or ICS 111 (ACC 255 is recommended)	3			
Electives: Any 100-level or higher course	3			
Spring Semester 2		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 132	3		X	
Computer/Technology: ACC 252, ICS 101 or ICS 111 (ACC 252 is recommended)	3			
Electives: Any 100-level or higher course	3			
Thinking, Reasoning, and Mathematics: Core Options excluding ACC 124 and ACC 201 (MATH 115 is recommended)	3			
Total credits	24	=====	=====	=====

¹To fulfill the requirements for ACC 124, students may take ACC 201.

Small Business Accounting Certificate of Achievement				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 124 ¹	3	X		
ACC 255	3	X		
Communication: Core Options (ENG 100 is recommended)	3			
Computer/Technology: ICS 101 or ICS 111	3			
Spring Semester 2		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 125 ¹	3		X	
ACC 132	3		X	
ACC 252	3		X	
Electives: Any 100-level or higher course	3			
Total credits	24	=====	=====	=====

¹To fulfill the requirements for ACC 124 and/or ACC 125, students may take ACC 201. If ACC 201 is taken in lieu of both ACC 124 and ACC 125, the student must complete an additional 3 credits of ACC course(s) that is not already required for this Certificate of Achievement.

Tax Preparer Certificate of Achievement				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 124 ¹	3	X		
ACC 134	3	X		
ACC 255	3	X		
Communication: Core Options (ENG 100 is recommended)	3			
Spring Semester 2		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 125 ¹	3		X	
ACC 137	3		X	
Computer/Technology: ACC 252, ICS 101 or ICS 111	3			
Electives: Any 100-level or higher course	3			
Total credits	24	=====	=====	=====

¹To fulfill the requirements for ACC 124 and/or ACC 125, students may take ACC 201. If ACC 201 is taken in lieu of both ACC 124 and ACC 125, the student must complete an additional 3 credits of ACC course(s) that is not already required for this Certificate of Achievement.

Accounting Certificate of Achievement				
Fall Semester 1		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 124 ¹	3	X		
ACC 255	3	X		
Communication: Core Options (ENG 100 is recommended)	3			
Electives: Any 100-level or higher course	3			
Spring Semester 2		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 125 ¹	3		X	
ACC 132	3		X	
ACC 252	3		X	
Thinking, Reasoning, and Mathematics: Core Options excluding ACC 124 and ACC 201 (MATH 115 is recommended)	3			
Fall Semester 3		For courses only, indicate semester offering(s) with an X.		
Course Alpha/No.	Credits	F	S	SU
ACC 134	3	X		
Social Environment: ECON 130, ECON 131; MGT 124; POLS; SOC; or Core Options	3			
Total credits	30 ²	=====	=====	=====

¹To fulfill the requirements for ACC 124 and/or ACC 125, students may take ACC 201.

²If the student has taken ACC 201, he/she will earn a total of 27 credits upon completion of this Certificate of Achievement.

Accounting 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	
ACC 124 ¹	3	X			
ACC 255	3	X			
Communication: ENG 100	3				
Computer/Technology: ICS 101 or ICS 111	3				
Cultural Environment: HWST 107, HWST 111; PHIL 100; or Core Options	3				
Spring Semester 2		For courses only, indicate semester offering(s) with an X.			
Course Alpha/No.	Credits	F	S	SU	
ACC 125 ¹	3		X		
ACC 132	3		X		
Electives: Any 100-level or higher course	3				
Oral Communication: SP 151, SP 185, SP 231 or SP 251	3		X		
Thinking, Reasoning, and Mathematics: Core Options excluding ACC 124 and ACC 201 (MATH 115 is recommended)	3				
Fall Semester 3		For courses only, indicate semester offering(s) with an X.			
Course Alpha/No.	Credits	F	S	SU	
ACC 126 ²	3	X			
ACC 134	3	X			
BLAW 200	3				
Electives: Any 100-level or higher course	3				
Social Environment: ECON 130, ECON 131; MGT 124; POLS; SOC; or Core Options	3				
Spring Semester 4		For courses only, indicate semester offering(s) with an X.			
Course Alpha/No.	Credits	F	S	SU	
ACC 137	3		X		
ACC 193V ³	1		X	X	
ACC 252	3		X		
Communication: Core Options (ENG 200 is recommended)	3				
Natural Environment: Any 100-level or higher Natural Science, DB, DP, or Core Options	3				
Social Environment: ECON 130, ECON 131; MGT 124; POLS; SOC; or Core Options	3				
Total credits		61 ⁴	=====	=====	=====

¹To fulfill the requirements for ACC 124 and/or ACC 125, students may take ACC 201.

²To fulfill the requirement for ACC 126, students may take ACC 202.

³If ACC 201 is taken in lieu of both ACC 124 and ACC 125, the student must complete an additional 2 credits of ACC 193V for this AAS degree.

⁴If the student has taken ACC 201, he/she will earn a total of 60 credits upon completion of this AAS degree.

PROGRAM ACTION REQUEST APPROVAL

Submitted by:  1/20/21
Print Name and Signature Date

Note: Submit the signed printed copy (including the electronic Word file) to the VCAA Secretary who will route the proposal for approvals.


Approved by:

Division Chair:  1/20/21
Print Name and Signature Date

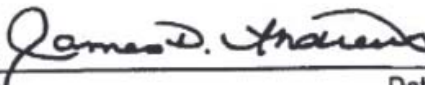
Assessment Committee
Coordinator (PSLOs):

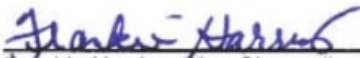
Candace M. Tabuchi  2/1/2021
Print Name and Signature Date

Integrated Technology
Coordinator (course sequence):

 02/17/21
Shaunte Sadora Date

Curriculum Committee:

James D. Andrews  3/9/21
Print Name and Signature Date

 22 APR 2021
Frankie Harriss, Vice Chancellor for Academic Affairs Date

For VCAA – ACCJC approval is needed: Yes No

 4/22/2021
Joseph Daisy, Chancellor Date

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