

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 3/4/2015	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: kathlen@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAIR	
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: CO Certificate of Competence		
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: EIMT	Description	Code	Description
	<i>ELECTRICAL INSTALL</i>		
	<i>MAINT TECH</i>		
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): SET	Description (30 char/space limit): Solar Energy Technology/Techn		
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			
<small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" 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			
<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 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: 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 code for a new certificate of competence that was added to the Electrical Installation and Maintenance Technology program. CIP code for SET is 15.0505.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <p> <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 type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____ </p>

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CAMPUS VERIFICATION	
Requestor Signature <u>James R. Dine</u>	Date <u>3/10/15</u>
Registrar (if different from requestor) Kailana Soto	Date <u>3/13/15</u>
Print name _____ Signature <u>Kailana Soto</u>	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) Jeff Anderson	Date <u>3/16/15</u>
Print name _____ Signature <u>Jeff Anderson</u>	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:	
Suzelle Robinson	Date <u>4/14/15</u>
Print name _____ Signature <u>Suzelle Robinson</u>	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
 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 4, 2015

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

Program: Electrical Installation and Maintenance Technology (Solar Energy Technology/Technician)

Length of program: 2 semesters

Special program designation: N



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
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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	2015
Date Approved	2/15
Replaces	1/14

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

1. Type of Program Action: New Modification Deletion

PRESENT	CO	CA	AAS	PROPOSED	CO Solar Energy Technology/Technician	CO	CA	AAS
ELEC 22	3	3	3	ELEC 22	3	3	3	3
ELEC 30		4	4	ELEC 30			4	4
ELEC 32		6	6	ELEC 32			6	6
ELEC 40		4	4	ELEC 40			4	4
ELEC 41	3	3	3	ELEC 41		3	3	3
ELEC 42		6	6	ELEC 42			6	6
ELEC 46		6	6	ELEC 46			6	6
ELEC 70	3	3	3	ELEC 70	3	3	3	3
ELEC 75		3	3	ELEC 75	3			
				ELEC 75 or ELEC 85			3	3
				ELEC 85	3			
BLPR 22	3	3	3	BLPR 22		3	3	3
ETRO 18	3	3	3	ETRO 18		3	3	3
				FENG 23	2			
Cultural Environment: Core Options			3	Cultural Environment: Core Options				3
Natural Environment: PHYS 101 or higher			3	Natural Environment: PHYS 101 or higher				3
Oral Communication: SP 151			3	Oral Communication: SP 151				3
Social Environment: Core Options			3	Social Environment: Core Options				3
Thinking, Reasoning/ Mathematics: MATH 100 or higher		3	3	Thinking, Reasoning/ Mathematics: MATH 100 or higher (except MATH 111 and MATH 112)			3	3
Written Communication: Core Options			3	Written Communication: Core Options				3
TOTAL CREDITS	15	47	62	TOTAL CREDITS	14	15	47	62

GENERAL SKILLS/ED CORE OPTIONS, SPRING 2013		
Cultural Environment	3	ANTH 200, ANTH 220; BOT 105; CULN 130; HOST 101, SP 185; any Humanities course; or any DA, DH, or DL designation, including languages
Social Environment	3	BUS 120; ED 105, ED 131, ED 140, ED 245; HOST 125; HPER 195; MGT 122; PHIL 101; any Social Science course; or any DS designation
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: Electrical Installation and Maintenance Technology (EIMT)

4. Program Description (for catalog):

The Electrical Installation and Maintenance Technology (EIMT) program is comprehensive and fulfills the requirements for entry-level positions in the electrical field. EIMT provides technical knowledge needed as well as the essential hands-on skills that meet the condition for achieving success in the electrical field. Emphasis is placed on wiring in accordance with both the provisions contained in the National Electrical Code and the energy conservation codes. Successful completion of the EIMT program will prepare an individual to take the State of Hawai'i Maintenance Electrician License test.

Program Admission Requirements:

Program prerequisites: (1) Placement in ENG 21 or higher and qualified for MATH 75; (2) 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 9/17/14.

1. Read and understand blueprints sufficiently to use them to plan a project.
2. Select materials properly for a given project that comply with published codes and deliver energy efficient outcomes.

- 3. Maintain and care for the tools required in the electrical industry.
- 4. Utilize Occupational Safety and Health Administration (OSHA) and State safety regulations to minimize risk and protect self and others.
- 5. Communicate successfully orally and in writing using computer technology.
- 6. Demonstrate the craftsmanship standards of dependability, punctuality, and quality.

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:

Hawai'i CC and Honolulu CC.

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

The EIMT program is being revised to add an additional Certificate of Competence (CO) in Renewable Energy. The CO will allow students who are attending Kaua'i CC to receive a 14-hour CO in Renewable Energy under the EIMT program. The focus of the training will be Photovoltaic Systems and Solar Thermal Systems.

ELEC 85 is added to the proposed CO in Renewable Energy, the CA in EIMT, and the AAS in EIMT. Students will be able to select either ELEC 75 or ELEC 85 based on their career choice in the CA and AAS in EIMT. All prerequisites and co-requisites will apply.

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

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


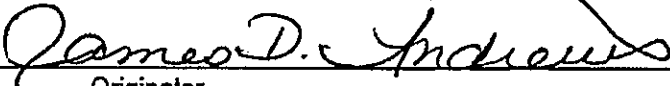

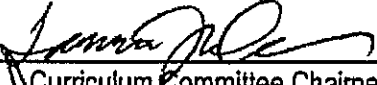
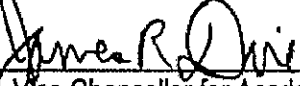
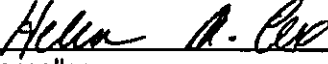
Certificate/ Degree	Number of Semesters
CO Solar Energy Technology/Technician	2 semesters
CO EIMT	2 semesters
CA EIMT	4 semesters
AAS EIMT	5 semesters

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PROGRAM ACTION REQUEST APPROVAL

PROGRAM: EIMT CO, CA, and AAS

Effective date: Fall 2015

PSLOs Approved by:		2/06/15
	Assessment Committee Chairperson	Date
Proposed by:		2/06/2015
	Originator	Date
Requested by:		2-6-15
	Department/Division Chairperson	Date
Approved by:		2/9/15
	Curriculum Committee Chairperson	Date
		2/11/15
	Vice Chancellor for Academic Affairs	Date
		2/12/15
	Chancellor	Date