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: Trade Technology
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: TT

☑ New program code   ☐ Change/replace existing program code:

Level: ☑ Undergraduate   ☐ Graduate   ☐ First-Professional   ☐ Post-Baccalaureate   ☐ Other:

Degree:	Certificate: CO Certificate of Competence

If requesting an existing Major code and/or Concentration code in Banner:

Existing Major: Code ET   Description *ELECTRONICS TECHNOLOGY*   Existing Concentration: Code _____   Description _____

If requesting a new ☐ Major code or ☑ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: CSSP   Description [30 char/space limit]: Computer Support Specialist

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?   ☐ Yes   ☑ No
(Please consult your Financial Aid Officer on Program Participation Agreement impact)

Is this program/major/certificate financial aid eligible?   ☐ Yes   ☑ 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?   ☑ Yes   ☐ No
(If yes, students may select the code as their only program of study.)

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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	☐	☐	_____
Recruitment	☐	☐	_____
Admissions	☐	☐	_____
General Student	☐	☐	_____
Academic History	☐	☐	_____

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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:

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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]:

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 Electronics Technology program. CIP code for CSSP is 11.1006.

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: _____

CRF 325

Rev. 07-2011

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

CAMPUS VERIFICATION		
Requestor Signature _James R Dire_		Date _3/10/15_
Registrar (If different from Requestor)		
Kailana Soto	_Kailana A. Soto_	3/13/15
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)		
Jeff Anderson	_signature_	3/16/15
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:		
Suzette Robinson	_signature_	4/14/15
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]:

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Rev. 07-2011

Program Length and Special Program Designation

March 9, 2015

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

Program: Electronics Technology (Computer Support Specialist)

Length of program: 2 semesters

Special program designation: N

Program: Electronics Technology (Network and System Administration/Administrator)

Length of program: 3 semesters

Special program designation: N

UNIVERSITY of HAWAI'I
KAUA'I
COMMUNITY COLLEGE

March 10, 2015

MEMORANDUM

TO: Risa E. Dickson
Vice President for Academic Affairs

VIA: James R. Dire
Vice Chancellor for Academic Affairs

FROM: 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)

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

	Effective Fall
	Date Approved _____
	Replaces _____

1. **Type of Program Action:** ☐ New   ☒ Modification   ☐ Deletion

PRESENT	CO (Electronics)	CO (Cisco I)	CO (Cisco II)	CA	AS	PROPOSED	CO (Cisco I)	CO (Cisco II)	CO (Electronics)	CO (Computer Support Specialist)	CA	CA (Network and System Administration/Administrator)	AS
ETRO 18	3					ETRO 18			3	3		3	
ETRO 120				3	3	ETRO 120					3		3
ETRO 120L				1	1	ETRO 120L					1		1
ETRO 121	2			2	2	ETRO 121			2		2		2
ETRO 122				3	3	ETRO 122					3		3
ETRO 122L				1	1	ETRO 122L					1		1
ETRO 140B		3			3	ETRO 140B	3			3		3	3
ETRO 140C		3			3	ETRO 140C	3					3	3
ETRO 143				3	3	ETRO 143					3		3
ETRO 143L				1	1	ETRO 143L					1		1
ETRO 161					3	ETRO 161							3
						ETRO 187				4		4	4
ETRO 240B			3		3	ETRO 240B		3				3	3
ETRO 240C			3		3	ETRO 240C		3				3	3
						ETRO 244						4	
						ETRO 275						3	
ETRO 280					3	ETRO 280							3
ETRO 287					3								
ETRO 287L					1								
ICS 100	3					ICS 100			3				
ICS 101				3	3	ICS 101					3	3	3
ICS 111				4	4	ICS 111					4		4
MATH 103					3	MATH 103							3
SCI 122					3	SCI 122							3
SCI 122L					1	SCI 122L							1
Cultural Environment: Core Options					3	Cultural Environment: Core Options							3
Oral Communication: SP 251				3	3	Oral Communication: SP 251					3	3	3
Social Environment: Core Options					3	Social Environment: Core Options							3
Written Communication: ENG 100				3	3	Written Communication: ENG 100					3	3	3
TOTALS	8	6	6	27	62	TOTALS	6	6	8	10	27	35	62

A.S. DEGREE, Spring 2013		
Category	Cr	Course Options
Cultural Environment	3	Any Humanities course numbered 100 or higher or any DA, DH, or DL designation
(General Education) Social Environment	3	Any Social Science course numbered 100 or higher or any DS designation

2. **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)
☐ Associate in Science Natural Sciences–Concentration (ASNS)

3. **Program Title:** Electronics Technology

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

Students enrolled in the Electronics Technology program receive an education in basic electronics, computer technology, computer programming, RF and optical systems, and networking that includes knowledge of DC/AC/Semiconductor circuits, digital electronics, lasers, computers, and networks. Graduates may enter the workforce as entry-level technicians or continue their education in Electronics or Computer Engineering Technology baccalaureate programs.

Program Admission Requirements:

(1) Qualified for ENG 100; (2) Placement in MATH 103; or (3) 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 9/3/14.
   - Demonstrate an appropriate mastery of the knowledge, techniques, and skills in the use of contemporary tools of electronics technology.
   - Demonstrate theoretical and technical knowledge of components, systems, and control processes that govern the outcomes of systems for purposes of operation, maintenance, and improvement.
   - Apply current technical knowledge in the analysis and solution of technical problems.
   - Function effectively on teams interacting with all levels of personnel, fully participating, and adding to the dynamics of the group.
   - Communicate effectively orally, in writing, and by means of the various electronic communication devices.

- Exhibit professional, ethical, and social responsibilities showing a respect for diversity and an awareness of contemporary professional, societal, and global issues.
- Explain the importance of commitment to quality, timeliness, and continuous professional improvement in adapting to emerging technologies.

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, Hawai'i Community College

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

   ETRO 187 was revised in 2013 to replace ETRO 287 and ETRO 287L courses in the Associate in Science (AS) degree. It is also part of a new Certificate of Competence (CO) and Certificate of Achievement (CA) being proposed.

   The Computer Support Specialist CO is being proposed as part of the Perkins grant that was approved for the 2014-15 year. The grant request is directed at enhancing the much needed Information and Communication Technology (ICT) opportunities at Kaua'i Community College. There is presently no defined certificate or pathway to prepare students for an entry-level Computer Support Specialist position. This is typically a foundational step to higher paying jobs in the ICT industry. Of the three courses included, ETRO 187 prepares students for the highly industry-recognized A+ certification, which is almost always included in job requirements for a Computer Support Specialist.

   The Cisco Network Administrator CA will prepare students for a career in Computer Networking Administration. Students completing this CA will be prepared to take the certification exams for four industry certifications and almost a fifth (CompTIA A+, Cisco CCENT, Cisco CCNA Routing and Switching Essentials, Cisco CCNA Security, and over halfway to the Linux LPI certification). The combination of the CA and industry certifications will provide opportunities in the Network Administration career field. This CA is also the first step to a future AS degree in Network System Administration.

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

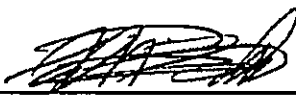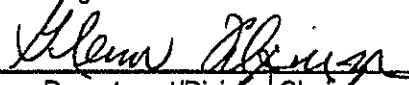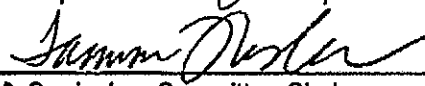10. **Indicate the number of semesters required to complete each certificate and degree.**
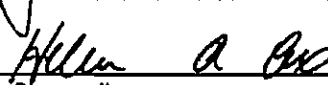
Certificate/ Degree	Number of Semesters
CO (Cisco I, Cisco II, Electronics)	1 semester
CO (Computer Support Specialist)	2 semesters
CA	3 semesters
AS degree	4 semesters

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PROGRAM: Electronics Technology CO, CA, and AS

Effective date: Fall 2015

PSLOs Approved by: _____   2/6/15
                            Assessment Committee Chairperson   Date

Proposed by: _____   2/6/15
                   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