

# ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5  
Modified March 2019

Date: 02/10/2021

## REQUESTOR CONTACT INFORMATION

Name	<u>Kathlen Lee</u>	Campus	<u>Kaua'i CC</u>
Title	<u>Educational Specialist</u>	Email	<u>kathlen@hawaii.edu</u>
Office/Dept	<u>Academic Affairs</u>	Phone	<u>(808) 245-8204</u>

## PROGRAM CODE FOR ADMISSION STOP-OUT ONLY OR TERMINATION (PLEASE CHECK ONE)

Program Code	<u>See comments</u>	Program Description	<u>Geographic Info Systems</u>
Institution	<u>KAU - Kauai Community College</u>	Campus	<u>KAU - Kauai Community College</u>
College	<u>IN - Instructional</u>	Department	<u>MS</u>
Level	<u>UG - Undergraduate</u>		

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 CO-GIS and CO-GISA.

IRAQ 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      2/19/21  
Signature                                  Date

Financial Aid Officer  
(Print Name)

Jeff Anderson

Jeff Anderson      2/19/21  
Signature                                  Date

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

DELLA TERAOKA

Della Teraoka      6/7/2021  
Signature                                  Date

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



February 10, 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 Program

A handwritten signature in black ink that reads "Joseph M. Daisy".

I have approved the following due to low enrollment and limited course offerings:

1. Geographic Information Systems CO (termination effective Fall 2022)
2. Advanced Geographic Information Systems CO (termination effective Fall 2022)



February 10, 2021

**MEMORANDUM**

TO: Joseph M. Daisy, EdD  
Chancellor

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

SUBJECT: REQUEST TO STOP OUT AND SUBSEQUENTLY TERMINATE  
GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE OF  
COMPETENCE (CO) AND ADVANCED GEOGRAPHIC  
INFORMATION SYSTEMS CERTIFICATE OF COMPETENCE  
(CO)

SPECIFIC ACTION REQUESTED:

It is requested that the Geographic Information Systems Certificate of Competence (CO) and Advanced Geographic Information Systems Certificate of Competence (CO) be stopped out fall 2021 and terminated fall 2022.

RECOMMENDED EFFECTIVE DATE:

Stop out fall 2021 and termination fall 2022

ADDITIONAL COST:

None.

PURPOSE:

These certificates have been largely inactive due to challenges in building a qualified lecturer pool for three consecutive years and subsequently low enrollments due to limited course offerings during this time frame. These certificates are not part of an existing full-time faculty member's teaching workload and consequently requires paying overload or hiring of lecturers.

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Elimination of these certificates is an effort to minimize campus costs, by necessarily reducing lecturer costs during a time of essential budgetary austerity and towards the president's goal of right-sizing our institutions.

**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." To that end, these two certificates have had low enrollments and with minimal student interest, coupled with budgetary constraints, these certificates should be stopped out and terminated so that campus resources can be allocated to more viable programs. There was merely one CO awarded from this program each of the following semesters: spring 2017, fall 2017, and fall 2018.

Additionally, this Geographic Information Systems program might be more suitable to our Office of Continuing Education and Training (OCET) where revenue can be generated through enrollments and is possibly more appealing to our working and industry community members in a format other than 16 weeks of classes and during which one might build upon their workforce skill set.

[UHCCP 5.203](#) *Program Credentials: Degree and Certificates* III.B.2.j. provides the Chancellor with the authority to approve a CO as a, "stand-alone college credential for students who have successfully completed a sequence of career and technical education courses not within a BOR-approved CTE program that has been identified as fulfilling an employable set of skills recognized by Business and Industry". Thus, the Chancellor has the authority to take action on these COs directly.

Finally, 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...". The college is first stopping-out and will subsequently terminate these certificate programs in compliance with standard expectations.

**ACTION RECOMMENDED:**

It is requested that the Geographic Information Systems Certificate of Competence (CO and Advanced Geographic Information Systems Certificate of Competence (CO) be stopped out fall 2021 and terminated spring 2022.

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APPROVED/DISAPPROVED:



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Joseph M. Daisy, EdD  
Chancellor

2/10/2021

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Date