

ADMISSION STOP-OUT OR TERMINATION
OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified June 2017

Date: 1/30/2019

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-SHA Program Description School Health Aide
Institution KAU - Kauai Community College Campus KAU - Kauai Community College
College IN - Instructional Department HED
Level UG - Undergraduate

Are current students "grandfathered" under the program code?

☐ Yes ☒ No
☐ Yes ☒ No

Should the old program code be available for use in Banner?

Effective Fall 2019, 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 2019, 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 Fall 2021, 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 ☒ Turn back on Fall 2021.

ADDITIONAL COMMENTS

Requesting to stop out School Health Aide program at this time as community demand for this program has been met.

IRAO USE ONLY: DATE RECEIVED

ATTACHMENTS

Admission stop-out¹ 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-out¹ 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 2/11/19
Signature Date

Financial Aid Officer
(Print Name)

Jeff Anderson

Jeff Anderson 2/15/19
Signature Date

For Community Colleges,
verification of consultation with
OVPCC Academic Affairs:
~~Suzette Robinson~~ Tammi Chun

Tammi Chun APR 17 2019
Signature Date

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



UNIVERSITY of HAWAII
KAUA'I
COMMUNITY COLLEGE

January 30, 2019

MEMORANDUM

TO: Donald Straney
Vice President for Academic Planning and Policy

VIA: Tammi Oyadomari-Chun *Tammi Oyadomari-Chun*
Interim Academic Affairs Program Officer

FROM: Helen A. Cox *Helen A. Cox*
Chancellor

SUBJECT: Stop Out of Programs

I have approved the stop out of the Certificate of Competence in Community Health Worker and the Certificate of Competence in School Health Aide effective Fall 2019. Community demand for both programs have been met. The Health Education division will continue to partner with DOH to assess the need for another cohort in two years and is also considering offering both programs under the Office of Continuing Education and Training. Both programs will be reactivated in Fall 2021 if no further action is taken.

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UNIVERSITY of HAWAII
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Date: January 28, 2019

Proposal for Temporary Stop-Out or Termination of Program

Full Name of Program: School Health Aide

Indicate degree/certificate(s): ☐ AA ☐ AS ☐ AAS ☐ CA ☒ CO ☐ ASC

Effective Term: ☒ Fall ☐ Spring Year: 2019

Please indicate:

☒ Stop-out: Students will not be recruited or admitted into this program **temporarily**.

This program should be reactivated in ☒ Fall ☐ Spring Year: 2021

Note: AA, AS, and AAS stop-outs are greater than 2 years. Certificates are less than 2 years.

☐ Terminate: Students will not be recruited or admitted into this program **permanently**.

Justification: Community demand is filled at this time. Will continue to partner with DOH to assess need in two years for another cohort. Also considering it being an OCET offering in future.

Submitted by: Tammie Napoleon
Proposer Name

Tammie Napoleon 1/28/19
Signature and Date

Approved by:

Tammie Napoleon
Division Chair Name

Tammie Napoleon 1/28/19
Signature and Date

Will Duggan
Curriculum Chair/Co-chair Name

Will Duggan 1/29/19
Signature and Date

Frankie Harriss
Vice Chancellor, Academic Affairs

29 Jan 2019
Signature and Date

Helen Cox
Chancellor

Helen Cox 1/29/19
Signature and Date

Routing: Proposer > Division Chair > VCAA > CC Chair/Co-chair > VCAA > Chancellor > Banner Specialist



KauCC: Stop Out requests for School Health Aide & Com Health Worker

Kathlen Lee <kathlen@hawaii.edu>
To: Grant Kim <grantkim@hawaii.edu>
Cc: Jeri Burke <jerilynb@hawaii.edu>

Mon, Feb 11, 2019 at 3:02 PM

Hi Grant,

We intend to temporarily stop out or inactivate both programs until Fall 2021. However, we are not awarding certificates at this time nor are we enrolling students into the program prior to Fall 2021. These two programs were for a specific group of individuals who have already received their certificates. Considering that there are no students in the program, we put an effective term (Fall 2019); however, if this is not necessary (since there are no students in the program so no awards to be given), you may disregard this. Since this is a temporary stop-out we are asking to have the program reactivated in Fall 2021.

Kailana did indicate that she accidentally marked the check box below the 3rd effective term box (for both programs, they should not have been checked).

I hope this makes sense. Let me know if you have any questions.

Thanks,
Kathlen

On Fri, Feb 8, 2019 at 2:36 PM Grant Kim <grantkim@hawaii.edu> wrote:

Hi Kathlen,

Per the CO-SHA and CO-CHW stop outs, it is clear you would like both these programs to stop out recruitment/admissions in Fall 2019, but the next action needs clarification. Do you want to no longer enroll/award degrees in Fall 2021, no longer enroll/award degrees in Fall 2019 (thus in Fall 2019, recruitment/admissions/enroll, /award degrees will all be turned off), or reactive recruitment/admissions in Fall 2021? Typically, either the second or third 'Effective' term box is filled in, usually not both.

Thanks,
Grant

On Wed, Feb 6, 2019 at 9:26 AM Jeri Burke <jerilynb@hawaii.edu> wrote:

Good morning Grant,

Attached are 2-Admission Stop-Out or Termination of Program Code forms from Kauai CC for these programs:

1. School Health Aide
2. Community Health Worker

Please let me know if you will need additional information.

Thanks.
Jeri

Jeri Burke
Administrative & Fiscal Support Specialist