Chancellor → VPAA ☑
Curriculum ☑
PL = 1.0 ☑
SP = N ☑

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

REQUESTOR CONTACT INFORMATION

Date: 3/4/2015	Effective term of request (Semester-Year): Fall 2015
Name: Kathlen Lee	Title: Educational Specialist
Campus: Kauai Community College	Office/Department: Math and Science
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: MS

☑ 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 **SSM** Description **SUSTAINABLE SCIENCE MANAGEMENT**   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]: _____ Description [30 char/space limit]: _____

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?

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.)

UNIVERSITY OF HAWAI'I
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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: *CA-SSM*

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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 new program code for the new certificate of competence track that has been added to the Sustainability Science program.

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: _____

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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

Print name	_Kailana A Soto_ Signature	_3/13/15_ 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

Print name	Signature	_3/16/15_ 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

Print name	Signature	_4/14/15_ 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: _4/15/2015_
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

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Program Length and Special Program Designation

March 5, 2015

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

Program: Sustainability Science

Length of program: 2 semesters *1.0 year*

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   3/11/15
              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)

Removal of certificate
Accounting:
Certificate of Competence (C.O.) – Entrepreneurship

kmll

c   Division Chairs
     Glenn Alquiza
     Gigi Drent
     Patricia McGrath
     Cherie Mooy
     Richard Randolph

	Effective Fall	_2015_
	Date Approved	_5/14_
	Replaces	_2/15_

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

PRESENT	CA	PROPOSED	CO	CA
SUSTAINABILITY SCIENCE REQUIREMENTS	6	**SUSTAINABILITY SCIENCE CORE REQUIREMENTS**		
SSM 101	3	SSM 101	3	3
ENRG 101	3	ENRG 101	3	3
SUSTAINABLITY SCIENCE ELECTIVES	6	**ELECTIVES**	6	6
AG 103 (2) *AND* AG 103B (1)		AG 103 (2) and AG 103B (1)		
HORT 200 (3)		HORT 200 (3)		
SSM 110 (3)		SSM 110 (3)		
SSM 201 (3)		SSM 201 (3)		
GENERAL EDUCATION	4-5	**GENERAL EDUCATION**		4-5
Biological Science BIOL 123/BIOL 123L (4), BIOL 171/BIOL 171L (4); BOT 101 (4), BOT 130/BOT 130L (4); HORT 200 (3); MICR 130/MICR 140 (5); *OR* SCI 121/SCI 121L (4)		BIOL 123/BIOL 123L (4), BIOL 171/BIOL 171L (4); BOT 101 (4), BOT 130/BOT 130L (4); HORT 200 (3); MICR 130/MICR 140 (5); *OR* SCI 121/SCI 121L (4)		
GENERAL EDUCATION ELECTIVES *(No more than four credits from any one category)*	9-10	**GENERAL EDUCATION ELECTIVES** *(No more than four credits from any one category)*		9-10
Accounting/Finance ACC 124 (3), ACC 125 (3), ACC 201 (3), *OR* ENT 150 (3)		**Accounting/Finance** ACC 124 (3), ACC 125 (3), ACC 201 (3); *OR* ENT 150 (3)		
Mathematics MATH 115 (3) *OR* MATH 140 (3) or higher		**Mathematics** MATH 115 (3) *OR* MATH 140 (3) or higher		
Physical Science CHEM 151/CHEM 151L (4) *OR* CHEM 162/CHEM 162L (4)		**Physical Science** CHEM 151/CHEM 151L (4) *OR* CHEM 162/CHEM 162L (4)		
Written Communication BUS 175 (3) *OR* ENG 100 (3)		**Written Communication** BUS 175 (3) *OR* ENG 100 (3)		
Total	25-27		12	25-27

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:** Sustainability Science

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

The Sustainability Science Certificate of Competence (CO) and Certificate of Achievement (CA) are interdisciplinary and focus on understanding and finding solutions to real world problems. They address some of the most critical challenges Kaua'i, Hawai'i, and the world face, and the skills and knowledge students gain in the program provide a solid background in science, math, and other disciplines preparing them for the local workforce and/or transfer into many different Associate and Bachelor degree programs in the University of Hawai'i system.

Program Admission Requirements:

The student must be enrolled at Kaua'i Community College.

Graduation Requirements:

A GPA of 2.0 or higher for all courses applicable toward the certificate is needed to meet graduation requirements.

5. **Program Student Learning Outcomes:** PSLOs were approved by the Assessment Committee on 2/5/14.

1. Detail valid sustainability concerns and potential solutions, the inter-related nature of these concerns, and their implications in an island context.
2. Identify and describe the basic scientific components behind existing and emerging technologies in a variety of areas related to sustainability.
3. Demonstrate skills needed to work towards sustainability in a variety of contexts, including collaboration, making presentations, preparing reports, and the use of appropriate science and technology and other information gathering techniques to access information.
4. Design comprehensive solutions to basic sustainability problems that are well researched and supported.
5. Use scientific principles or methods to critically evaluate proposed solutions to basic sustainability problems.

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:

This specific program is not offered at any other campus; however UH Maui College offers a BAS in Sustainable Science Management. This program is offered at KCC in order to address student interest in sustainability topics, to help foster a community of learners on Kaua'i well versed in sustainability problems and solutions, to provide training for jobs, and to provide a pathway for transfer into sustainability fields.

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

This program action adds a 12-credit Certificate of Competence.

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

10. **Indicate the number of semesters required to complete each certificate and degree:**
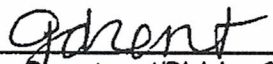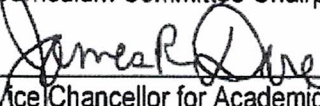
Certificate/ Degree	Number of Semesters
CO	2 semesters
CA	2 semesters

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PROGRAM ACTION REQUEST APPROVAL

PROGRAM: Sustainability Science CO and CA

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

             _____ 2/1/15
             Vice Chancellor for Academic Affairs   Date

             _____ 2/2/15
             Chancellor   Date