

# ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5  
Modified June 2017

Date: 01/25/2021

## 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 See comments Program Description See comments  
Institution KAU - Kauai Community College Campus KAU - Kauai Community College  
College IN - Instructional Department MS  
Level UG - Undergraduate

Are current students "grandfathered" under the program code?  Yes  No  
Should the old program code be available for use in Banner?  Yes  No

Effective Spring 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 Spring 2021, 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 the following effective Spring 2021:

CO-CHO (program description: Adult Residential Care Home Operator)  
CO-CHW (program description: Community Health Worker)  
CO-SHA (program description: School Health Aide)

IRA0 USE ONLY: DATE RECEIVED

**ATTACHMENTS**

Admission stop-out<sup>1</sup> 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-out<sup>1</sup> 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 A Soto 1/26/21  
Signature Date

Financial Aid Officer  
(Print Name)

Jeff Anderson

Jeff Anderson 1/27/21  
Signature Date

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

DELLA TERAKA

Della Teraka 2/8/2021  
Signature Date

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

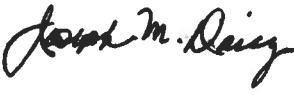


January 25, 2021

**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 Programs

I have approved the following program terminations due to low enrollment and to minimize campus costs during a time of necessary budgetary austerity:

1. Adult Residential Care Home Operator (effective Spring 2021)
2. Community Health Worker CO (effective Spring 2021)
3. School Health Aide CO (effective Spring 2021)
4. Sustainability Science CO (effective Fall 2021)



January 22, 2021

**MEMORANDUM**

TO: Joseph M. Daisy, EdD  
Chancellor

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

SUBJECT: REQUEST TO TERMINATE COMMUNITY HEALTH WORKER  
(CHW), SCHOOL HEALTH AIDE (SHA), AND ADULT CARE  
HOME OPERATOR (CHO) CERTIFICATES OF COMPETENCE  
(CO)

**SPECIFIC ACTION REQUESTED:**

It is requested that the Community Health Worker (CHW) Certificate of Competence (CO), School Health Aide (SHA) Certificate of Competence (CO), and Adult Care Home Operator (CHO) Certificate of Competence (CO) be terminated spring 2021.

**RECOMMENDED EFFECTIVE DATE:**

Spring 2021

**ADDITIONAL COST:**

None.

**PURPOSE:**

The requested terminations are the next step subsequent to these three certificates of competence having been stopped out. The certificates had been stopped out due to low enrollments and were only able to be offered periodically rather than regularly. Qualified full time faculty members are already overloaded with nursing program duties and running these programs would mean overload

or hiring of lecturers. Elimination of these certificates is an effort to minimize campus costs during a time of necessary 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 three certificate programs have had low enrollment and were stopped out:

- CHW: Community Health Worker: stopped out fall 2019,
- SHA: School Health Aide: stopped out fall 2019, and
- CHO: Adult Care Home Operator: stopped out fall 2020.

During stop-out the college has assessed whether or not these certificates are essential to mission delivery and community need. Cohorts for these certificates are too small to justify the costs. These certificate programs are not part of an existing full-time faculty member's teaching workload and consequently requires paying overload or hiring of lecturers. Other campuses offer these certificates, so this is an excellent opportunity for sharing of resources across the system.

Additionally, the Adult Care Home Operator (CHO) program is more suitable to our Office of Continuing Education and Training (OCET) where revenue can be generated through enrollments and is more appealing to our business community members in a format other than 16 weeks of classes. The last time the college ran this program, it was successfully conducted through OCET.

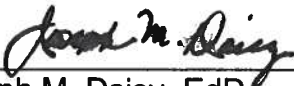
[UHCCP 5.203 Program Credentials: Degree and Certificates III.B.2.j.](#) provides the Chancellor with the authority to approve a CO as a, "stand-alone college credential for students who have successfully completed a sequence of career and technical education courses not within a BOR-approved CTE program 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.

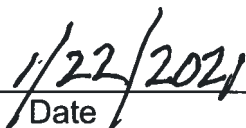
Finally, Kaua'i CC has complied with the expectations of ACCJC Accreditation Standards and as per [RP 5.201](#), "Commitments to students already officially enrolled in such programs shall be met..." Subsequent to having been stopped-out, there are no students remaining on these certificate programs.

ACTION RECOMMENDED:

It is requested that the Community Health Worker (CHW) Certificate of Competence (CO), School Health Aide (SHA) Certificate of Competence (CO), and Adult Care Home Operator (CHO) Certificate of Competence (CO) be terminated spring 2021.

APPROVED/DISAPPROVED:

  
\_\_\_\_\_  
Joseph M. Daisy, EdD  
Chancellor

  
\_\_\_\_\_  
Date