# 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 | CO-SSM | Program Description | Sustainability Science |
| 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** _Fall 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 Certificate of Competence in Sustainability Science in Fall 2021 (student recruitment/admission no longer available Spring 2021).

IRAO USE ONLY: DATE RECEIVED

# ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

## ATTACHMENTS

**Admission stop-out[1] 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[1] 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) | Financial Aid Officer (Print Name) | For Community Colleges, verification of consultation with OVPCC Academic Affairs: |
|---|---|---|
| **Kailana Soto** | **Jeff Anderson** | DELLA TERAOKA |
| *Kailana Soto* 1/24/21 | *[signature]* 1/27/21 | *Della Teraoka* 2/8/2021 |
| Signature        Date | Signature        Date | Signature        Date |

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

Form modified: June 2017

UNIVERSITY *of* HAWAI'I

# KAUA'I
### COMMUNITY COLLEGE

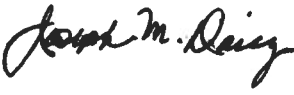January 25, 2021

## 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 21, 2021

## MEMORANDUM

TO:      Joseph M. Daisy, EdD
         Chancellor

FROM:    Frankie Harriss, EdD
         Vice Chancellor for Academic Affairs

SUBJECT: REQUEST TO STOP-OUT AND THEN TERMINATE
         SUSTAINABILITY SCIENCE CERTIFICATE OF COMPETENCE
         (CO)

SPECIFIC ACTION REQUESTED:

It is requested that the Sustainability Science Certificate of Competence (CO) be stopped-out for spring 2021 and terminated fall 2021.

RECOMMENDED EFFECTIVE DATE:

Spring 2021

ADDITIONAL COST:

None.

PURPOSE:

The requested stop-out and termination is the result of consistently low enrollments for this certificate and is an effort to minimize campus lecturer costs during a time of necessary budgetary austerity and in accordance with the right-sizing initiative.

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." This certificate program has had low enrollment and few certificates and degrees awarded. The related SSM CA was stopped out through July 1, 2020 and was recently terminated on January 13, 2021. From 2016-2018 there were only 13 total students having earned this Sustainability Science CO (2016, one graduate; 2017, two graduates; 2018, ten graduates; and 2019, zero graduates). One graduate was a member of the faculty (non-revenue generating). One remaining student has declared this CO and in collaboration with counseling the college will ensure that students earns the CO this semester via a course substitution.

For Sustainability Science, the campus has instead made a commitment to embed Sustainability Science across the curriculum to benefit students on all majors rather than to retain this low enrolled CO.

UHCCP 5.203 *Program Credentials: Degree and Certificates* III.B.2.i. provides the Chancellor with authority to approve COs that are, "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 stop-out and terminate this CO. Additionally, this CO does not explicitly meet an industry or business credential/standard.

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...No new program admissions shall take place". The remaining student on this CO will earn the CO this spring and by stopping-out the program no further students will be added so that the CO can be officially terminated fall 2021.

ACTION RECOMMENDED:

It is requested that the Sustainability Science Certificate of Competence (CO) be stopped out spring 2021 and terminated fall 2021.

APPROVED/DISAPPROVED:

_____          _____
Joseph M. Daisy, EdD                                    Date
Chancellor

1-21-2021