

- ✓ Chancellor --> VPAA
- ✓ Curriculum
- ✓ PL = 1.0
- ✓ SP = N

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: March 3, 2015	Effective term of request (Semester-Year): Fall 2014
Name: Katy Ho	Title: VCAA
Campus: Honolulu CC	Office/Department: Academic Affairs
Phone: 845-9158	Email: kathyho@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Honolulu CC (HON)	College: CO	Department: ECED
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code: CO-ECED-CDA		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: Certificate of Competence	
If requesting an existing Major code and/or Concentration code in Banner: Existing Major: ECED Early Childhood Education Existing Concentration: CDA Childhood Development Assoc <small style="display: block; margin-left: 20px;">Code Description Code Description</small>		
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small style="display: block; margin-left: 200px;">(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small style="display: block; margin-left: 200px;">(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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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	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

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: **AS-ECED**

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE		Banner forms: STVCAMP, STV_COLL, 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]:	

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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

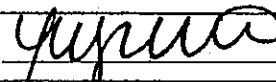

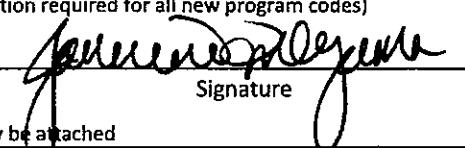
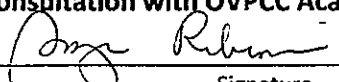
5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

In Spring 2014 the college and Chancellor approved to modify the Certificate of Completion in Early Childhood Education to a Certificate of Competence (CO) in Early Childhood Education in response to the Community College system's decision to eliminate the Certificate of Completion. An Academic Program code was not created at that time.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input checked="" type="checkbox"/> Memo from Chancellor via curriculum action <input checked="" type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u></u>		Date <u>3/13/15</u>
Registrar (If different from Requestor) Josephine Stenberg	<u></u>	<u>3/16/15</u>
Print name	Signature	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) Jasmine Oyama	<u></u>	<u>03/25/2015</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u>Suzette Robinson</u>	<u></u>	<u>3/30/15</u>
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAIO)
 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 IRAIO and Banner Central.

FOR INTERNAL USE ONLY	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:




UNIVERSITY of HAWAII*
HONOLULU
COMMUNITY COLLEGE

March 16, 2015

MEMORANDUM

TO: Risa Dixon
Vice President for Academic Affairs

FROM: Erika Lacro
Chancellor 

SUBJECT: Program Actions at Honolulu Community College

I had approved the following program actions in January 2014 and February 2015.

New

Certificate of Achievement (effective Fall 2015)
CA-FIRE-ER (Emergency Medical Response)

Certificate of Competence (effective Fall 2014)
CO-ECED-CDA
CO-FT-CG (Computerized Grading, Marking, and Patternmaking)
CO-FT-CR (Cutting Room Functions)
CO-FT-FP (Flat Patternmaking)

c: Pearl Iboshi, IRAO




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c: Pearl Iboshi, IRAO

University of Hawai'i Honolulu Community College
CURRICULUM ACTION PROPOSAL
 Modify a Program

Program Name: Early Childhood Education	Proposer: Linda Buck	Effective Term: Fall 2014
Division: Tech II		
Department: Early Childhood Education		

PROPOSAL SUMMARY (Include reasons for modifying program.):

Per the University of Hawai'i Community College Policy #5.203, the Certificate of Completion has been deleted. The Early Childhood Education Program will delete the Certificate of Completion in Early Childhood Education and create the **Certificate of Competence (CO) in Early Childhood Education.**

SIGNATURES

YES NO This Proposal Requires BOR Approval Authorization/Date: _____

Proposal: Linda Buck 11.25.13 Pool 12/5/13 Ruey - DEC -9
Initiator / Date Division Chair / Date Program Dean / Date

Approval: [Signature] 11.25.13 [Signature] 12/20/13
Division Curriculum Committee Chair / Date Committee on Programs & Curricula Chair / Date

[Signature] JAN -9 2014 _____
Vice Chancellor of Academic Affairs / Date Chancellor / Date

University of Hawai'i Honolulu Community College
CURRICULUM ACTION PROPOSAL
 Modify a Program

Program Name: Early Childhood Education		Effective Term: Fall 2014	
Instructions: 1. Complete <u>only</u> items being modified. Continue overflow text under "Additional Information". 2. Attach photocopies of all Catalog pages that are affected with changes marked. 3. If the Program Modification requires course changes, attach applicable Course Modification forms together as a package.			
PROGRAM DATA		EXISTING	PROPOSED
	Program Name, Alpha:		
	Program Mission:		
	Program Description:		
	Program SLO:		
	Program Requirements:	Prerequisite: Prerequisite or Co-requisite: Recommended Prep: Other Requirement:	Prerequisite: Prerequisite or Co-requisite: Recommended Prep: Other Requirement:
	Degrees & Certificates:	Certificate of Completion	Certificate of Competence
	Course Addition:		
	Course Deletion:		
	Credits:		
	Course Sequence:	<i>(Attach)</i>	<i>(Attach)</i>
	Minimum Credits Required:		
	Other:		
MISC. UPDATES	Program Liaison:		
	Website:		
	Address/Location:		
	Faculty:		
	Cost of Textbooks/Supplies:		
	Advisory Committee:		
IMPACT	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Are any PROGRAMS impacted by this proposal? If "Yes" describe below.		
	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Are any COURSES impacted by this proposal? If "Yes" describe below.		
<input type="checkbox"/> YES <input type="checkbox"/> NO Were the affected Programs/Departments consulted and notified?			
Describe impact on Programs and/or Courses.			
Additional Information:			

COMPETENCE Competence

CERTIFICATE OF COMPLETION: The Certificate of Completion in Early Childhood Education requires a 16-credit sequence designed to give the candidate the most basic skills needed to work with children from infancy through eight years of age. This certificate also meets the ECE/CD coursework requirements of DHS for teachers and lead caregivers who hold an AAS, AS, AA or Bachelor's degree in a field other than early childhood. To obtain the Certificate of Completion, students must also demonstrate proficiency in English at ENG 22/60 or ESL 23, and in Math at MATH 9 levels. Students must earn a grade of 'C' or higher in all courses in the sequence.



CERTIFICATE OF ACHIEVEMENT - PRESCHOOL: The Certificate of Achievement-Preschool is obtained by completing 32 credits of core courses in Early Childhood Education. It meets the requirements for coursework in Early Childhood Education/ Child Development (ECE/CD) for teachers in Early Childhood Programs accredited by the National Association for the Education of Young Children (beginning in 2010) who hold an AAS, AS, or AA not in ECE/CD. To obtain the Certificate of Achievement students must also demonstrate proficiency in English at English 100 or higher and in Math at Math 50, Math 24 or higher. Students must earn a "C" or higher in all courses in the sequence.

Criminal history record checks are a workplace requirement in early education and care settings. This check must be completed satisfactorily within two weeks of enrollment into ECED 191, Field Based Practicum in Early Childhood. The cost of the record check, currently \$24.00, is the responsibility of the student.

PROGRAM REQUIREMENTS:

certificate of competence in Child Development Association (CCO-CDA) by
by CO - Child Development Associate (CDA) Preparation (CO-CDA) by

		Certificate of Competence Credits
ECED ED -105	Introduction to Early Childhood Education	3
ECED ED -110	Developmentally Appropriate Practices	3
ECED ED -131	Early Childhood Development: Theory into Practice	3
Minimum Credits Required		9

The Certificate of Competence in Child Development Associate (CDA) preparation meets requirements for:

- 6 credits beyond BEd for teachers in private early childhood programs licensed by the Department of Human Services (DHS)
- 120 clock hours of formal CDA credential training