

ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

CLEAR FORM

Form #CR-AP5
Modified June 2017

Date: October 1, 2018

REQUESTOR CONTACT INFORMATION

Name Susan Kazama *Susan Kazama* Campus Kapi'olani CC
Title Interim Vice Chancellor for Academic Affairs Email smurata@hawaii.edu
Office/Dept Academic Affairs Phone 808-734-9519

PROGRAM CODE FOR ADMISSION STOP-OUT ONLY OR **TERMINATION** (PLEASE CHECK ONE)

Program Code CA-MKT Program Description CA Marketing
Institution KAP - Kapiolani Community College Campus KAP - Kapiolani Community College
College _____ Department Business/Legal/Technology
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 Fall 2010, 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 2018, 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

Termination of previous name. Program name change occurred in 2010. CA in Marketing became CA in Retail Management in 2010.

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)

Jerilynn Lorenzo

~~ENDOKAWA~~

Jerilynn R. Lorenzo 1/9/19
Signature Date

Financial Aid Officer
(Print Name)

Jennifer Bradley

Jennifer Bradley 1/9/19
Signature Date

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

[Signature]
Signature Date

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



UNIVERSITY of HAWAII
KAPĪ'OLANI
COMMUNITY COLLEGE

Office of the Chancellor

January 9, 2019

To: Donald O. Straney, Vice President, Academic Planning and Policy, University of Hawai'i

From: Louise Pagotto, Chancellor

A handwritten signature in black ink, appearing to read 'Louise Pagotto'.

Subject: **ADMISSION STOP OUT OF ASSOCIATE IN SCIENCE AND RELATED CERTIFICATES IN MARKETING**

On October 11, 2018, pursuant to Board of Regents Executive Policy # 5.202 Section IV.B., I approved a two-year admission stop out of the Associate in Science in Marketing, the Certificate of Achievement in Retail Management, and Certificates of Competence in Customer Service, and Retailing.

The stop out is to take effect Fall 2018-Spring 2020, thereby allowing current students to complete these programs while the program faculty develop and submit for approval a new associate in science in entrepreneurship. Once the entrepreneurship program is approved, approval will be sought from President Lassner to terminate the marketing program.

C: Susan Kazama, Interim VCAA
John Richards, Dean, CTE
Susan Pope, Educational Specialist

University of Hawai'i

KAPI'OLANI COMMUNITY COLLEGE

Office of the Vice Chancellor of Academic Affairs

FACSIMILE TRANSMITTAL

September 16, 2010

To: **ATTENTION JEAN OSUMI**
Hawai'i P-20

FAX number 956-9870
Phone number 956-7101

From: **Louise Tsuneyoshi for Louise Pagotto**

FAX number 808-734-9828
Phone number 808-734-9155

Subject **UH-Code Request – KapCC**

Pages to follow: **5 (Code Request Form (2) & Program Action Request (3))**

Notes:

KAPI'OLANI COMMUNITY COLLEGE
University of Hawai'i
PROGRAM ACTION REQUEST (Form: 2/22/02)

(Attach an Action Request Memorandum Stating the Justification for This Request; Submit One Request for Each Proposal)

1a. Type of Program Action Modification

1b. If modification of an existing program, what kind of modification?

Changing the number of program credits, Changing the program name, Modifying list of required courses in the curriculum, Modifying program description, Changing program competencies to program SLOs.

1c. If new program, attach a program proposal for the Board of Regents, attach a copy of the "permission to plan" documents.

2. Program Type Certificate of Achievement

3. Program Name and Program Description:

Certificate of Achievement in Retail Management

The Certificate of Achievement in Retail Management incorporates principles, concepts and technical skills that lead students to competence in the field of retailing. This certificate is a comprehensive academic program designed to prepare current and future retail employees. This program is also intended to prepare students so they are better prepared to fill the numerous and varied management opportunities that are available in the retail industry.

4. Effective Term (semester/year): Fall/2009

5. Revise pages 22 - 23 in the 2008 - 2009 version of the KCC General Catalog.:

6. Is this program offered at another UH Campus? (please choose one, omit other) YES.

If YES, specify campus, and program name. If NO, why is this program offered at KCC:

Campus: Leeward Community College

Program Name: Retail Foundations

7. Justification (state the justification in the Action Request Memorandum attached to this form. If the proposal is to modify a program, describe the current program, describe the proposed modification to the program, then describe how the modified program will be different from the current program.)

Overview of this Program Action:

This is a modification of the Certificate of Achievement in Marketing. The name change (from Certificate of Achievement in Marketing to Certificate of Achievement in Retail Management) reflects the alignment with the Leeward Community College certificate degrees and the Western Association of Food Chains (W AFC) Retail Management Certificate Program. (See attachment)

W AFC is a non-profit association dedicated to solely support educational programs for the food chain industry. W AFC endorsement of this Retail Management Curriculum adds prestige to the program. Some participating community colleges

are American River, Shasta College, City College of S.F., Evergreen, San Jose College, Skyline, Bakersfield, Fresno City, and Modesto to name a few.

The number of semesters to complete the certificate: Two semesters.
All classes will be offered during the Fall and Spring semesters.

Curriculum Actions:

The modification of the Certificate of Achievement in Retail Management curriculum involves the following:

1. Modification of program description.
2. Modification of general education requirements: adding SP 151, or SP 181, or SP 251. This modification will better prepare students for presentations and public speaking than EBUS 101: Teamwork Fundamentals and EBUS 220: Persuasive Business Communication.
3. Deleting EBUS 101 and EBUS 220.
4. Modification of general education English requirement from ENG 160 or ENG 209 or ENG 205 to also include ENG 100 or ESL 100 or ENG 160 or ENG 209. By including ENG 100 or ESL 100 gives students more options to fulfill the English requirement.
5. Modification of business requirements: adding ACC 201, ICS 100 or ICS 101, and MGT 124. Adding accounting, information and computer science and management courses gives the students the critical business principles and concepts as well as technologies as recommended by the Marketing Advisory Committee and WAFAC.
6. Modification of business requirements: adding ICS 100 or ICS 101.
7. Deleting MKT 160. Deleting course as recommended by the Marketing Advisory Committee.
8. Increasing the number of credits from 30 to 33 credits.

Program Changes

The changes in the CA degree reflects industry trends and recommendations made by the Marketing Advisory Committee. The committee recommended breadth rather than depth in the program with graduates possessing a broad understanding of retailing and with good oral and written communication skills. Labor market statistics show a need for trained personnel for the retail industry. This certificate will provide students in the Marketing program a career-ladder option to their Associate in Science degree in Marketing. The change will also align the certificate with the Vertical Articulation agreement for the Marketing program of study and Retailing program of study with the Hawai'i Department of Education Business Pathway. (See attachment)

No Additional Staff

No new positions will be required. Existing faculty and lecturers will be sufficient to implement the program. Courses will be managed to meet daytime, evening, and weekend program requirements. All courses will be taught by existing faculty and lecturers by managing course assignments and teaching loads.

David T. Nakamajo
 Requested by: David T. Nakamajo Business Education April 15, 2009
 (Name) (Department) (Date)

Approved by: Rosie Harrington Paella Jan. 26, 2009
 (Department Chairperson) (Date of Department Vote)

JW Wakabayashi 5-5-09
 (Curriculum Chairperson) (Date)

Theresa B. Dan 5/15/09
 (Faculty Senate Chairperson) (Date)

Wanna Kirk 6/13/09
 (Dean of Curriculum Management) (Date)

Barbara 6/25/09
 (Chancellor) (Date)

University of Hawai'i Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Louise Pagotto
 Title: Vice-Chancellor for Academic Affairs
 Phone Number: 734-9519
 Email Address: pagotto@hawaii.edu
 Campus/Office/Department/Address: Kapi'olani Community College, Curriculum Management,
4303 Diamond Head Road, Honolulu, HI 96816

Action Requested:

- NEW Program Code (new major/concentration, etc.)
 - NEW Subject Code
 - Change of existing code
- Type (subject, program, etc): _____

Old: _____
 New: _____
 OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): Fall 2009 Is this major financial aid eligible? YES NO

Major: RETM Major Description: Retail Management Comment: _____
 Is the major code being used the same way at other UH campuses? YES NO NO NO NO NO
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: _____

Concentration (if applicable): _____ Concentration Description: _____
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____
 Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: Certificate of Achievement in Retail Management
 College: Kapi'olani C.C. (RR) _____ Department: Business Education

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO

If requesting a program name change, will the old code be available for:

- Recruitment? YES NO List the end term of old code: _____
- Admissions? YES NO List the end term of old code: _____
- General Student? YES NO List the end term of old code: _____
- Academic History? YES NO List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): _____

Code: _____ Description: _____ Department: _____
 Does the same or similar subject code exist in Banner? YES NO If YES, please list code: _____
 Is the subject code being used the same way at other UH campuses? YES NO

University of Hawai'i
Code Request Form

OTHER: Change in name from Certificate of Achievement in Marketing to Certificate of Achievement in Retail Management. Updated CA-MKT code request will be sent to IRO after certain students have been moved to the new code

Please briefly describe your request and explain why you are requesting the codes:

Students applying for VA benefits must have the correct certificate title reflected in their records

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See Guide to Academic Program Actions and Approval at http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor signed 06/21/09
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Louise Pagotto

Louise Pagotto

Name of Requestor (print or type) _____

9/16/10
Date

Send completed form with supporting documentation to:

Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) • 1633 Bachman Place • Sindrair Annex 2, Room 4 • Honolulu, HI 96822
Fax: 808-956-9870 Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received YES NO

Approval Status YES NO

Major code YES NO

Content code YES NO

Program code YES NO

Subject code YES NO

NOTES:

Entered into SMAPRLEISOACURR: _____

Entered into STVMAJR: _____

Entered into STVSUBJ: _____

Code processing completion date: _____

Copies sent to: _____