

New Program Code       Modify Program Code

Date: \_\_\_\_\_

**REQUESTOR CONTACT INFORMATION**

Name \_\_\_\_\_ Campus \_\_\_\_\_  
 Title \_\_\_\_\_ Email \_\_\_\_\_  
 Office/Dept \_\_\_\_\_ Phone \_\_\_\_\_

**NEW PROGRAM CODE TO CREATE**

Institution \_\_\_\_\_ Campus \_\_\_\_\_  
 Level \_\_\_\_\_ Effective Term \_\_\_\_\_

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) _____	_____	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) _____	_____	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) _____	_____	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: \_\_\_\_\_

Justification to warrant a new major/concentration code similar to an existing major/concentration code: \_\_\_\_\_

If new major, please list the BOR's approved Classification of Instructional Programs (CIP) Code: \_\_\_\_\_

Is this major/concentration code being used the same way at the other UH campuses?  Yes  No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*  Yes  No

**RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION**

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?  Yes  No

Is this program/major/certificate financial aid eligible?  Yes  No

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

**Program Length**

*In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.*

Special Program Designations  A  B  N  P  T  U

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

Required Terms of Enrollment:  Fall  Spring  Summer  Extended

**IRAO USE ONLY: DATE RECEIVED**

**ADDITIONAL COMMENTS** (for modifying existing program codes, specify the term to turn on/off the online application, the recruitment/admission term, and the general student/history/degree term.)

**ATTACHMENTS**

**BOR Approved:** Sole-credential Certificates, Associate (excluding ATS), Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents  Curriculum

**Chancellor Approved:** Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.  
 Curriculum

**CERTIFICATES ONLY: Please check one (1) statement.** This certificate is a...

- BOR approved certificate. BOR Meeting/Approval Date: \_\_\_\_\_  
 Chancellor approved within an authorized BOR program. BOR Program: \_\_\_\_\_  
 Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

**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  
OVPC Academic Affairs:**

Della Terraoka

*Jerilynn L. EnoKawa*

Signature

Date

*Jennifer Bradley*

Signature

Date

*Della Terraoka*

Signature

2/26/2021

Date



UNIVERSITY *of* HAWAII'  
**KAPĪ'OLANI**  
COMMUNITY COLLEGE

Office of the Chancellor

January 7, 2021

TO: Erika Lacro  
Vice President for Community Colleges

FROM: Louise Pagotto  
Chancellor, Kapi'olani Community College

SUBJECT: REQUEST PROGRAM CODE MODIFICATION FOR THE ASSOCIATE IN ARTS (AA)  
DEGREE IN LIBERAL ARTS (LBRT) WITH A CONCENTRATION IN EDUCATION (EDUC) TO A  
CONCENTRATION IN ELEMENTARY EDUCATION (EDEL)

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Kapi'olani Community College is submitting a request for the modification of a Program Code to provide a clear pathway for students interested in pursuing a Bachelor's degree in Elementary Education.

The request is to modify the program code AA-LBRT-EDUC to AA-LBRT-EDEL, to become active in Spring 2021.

Approved/ Not Approved

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Erika Lacro, UHCC VP

# AA-LBRT-EDEL

## AA-Liberal Arts-ElementaryEducation

Current | Fall 2020 – Indefinite

### BANNER CODE FOR PROGRAM ⓘ

AA-LBRT-EDEL

### BANNER TITLE FOR PROGRAM ⓘ

AA-Liberal Arts-ElementaryEducation

### CIP CODE FOR PROGRAM ⓘ

## A.) General Catalog Information (‘Ike Mo‘oha‘awina)

### A.1) PROGRAM TITLE (PO‘O PAPAHAHA) ⓘ

Associate in Arts Degree in Liberal Arts with a Concentration in Elementary Education

### A.2) PROGRAM LEVEL TYPE (KŪLANA PAPAHAHA) ⓘ

Associate

### A.3) DEGREE TYPE (‘ANO O KE KĒKELĒ) ⓘ

Associate in Arts

### A.4) PROGRAM DESCRIPTION FOR CATALOG (HULIKO‘A PAPA NO KA MO‘OHA‘AWINA) ⓘ

The AA degree in Liberal Arts with a concentration in Elementary Education provides students with a 60-credit program that satisfies all of the requirements for the AA degree in Liberal Arts, and prepares them with the necessary competencies to be successful working as an educational paraprofessional in elementary school settings, and/or entering a teacher licensure-track program at baccalaureate institutions. Targeted advising and a carefully planned course sequence also enable students to successfully transfer to university teacher education programs in Hawai‘i that have education-related majors, such as the University of Hawai‘i at Mānoa, College of Education. Furthermore, this degree creates a pathway for students interested in pursuing other education-related careers.

### A.5) CAREER OPTIONS FOR CATALOG (NĀ KOHO ‘OIHANA NO KA MO‘OHA‘AWINA) ⓘ

The purpose of the concentration in Elementary Education is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor’s degree in the area of Elementary Education. Students will be prepared for entry-level positions in the workplace such as teacher assistants, educational paraprofessionals, community program teachers, and paraprofessional tutors.

### A.6) CATALOG GRID

- ELEM ED Program-Catalog Grid (2).docx
- Catalog grid for AA in LBRT with Elementary Education.docx

**A.7) CURRICULUM GRID COMMENTS (MANA‘O KŪ PAPA HA‘AWINA) ⓘ**

\* For students transferring to the UHM & UHWO College of Education Programs, a grade of “C” or higher is required in these courses.

The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (H) course. Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.

**A.8) MISSION STATEMENT (ALA NU‘UKIA) ⓘ****A.9) PROGRAM ACCREDITATION INFORMATION (‘IKEPILI HUI ‘ĀPONO POLOKALAMU) ⓘ****A.10) APPLICATION PERIOD TO BE LISTED IN THE CATALOG ⓘ****B.) Program Learning Outcomes**

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**B.1) PROGRAM LEARNING OUTCOMES (PAPAHANA KŪLE‘A ‘LKE) ⓘ**

AA - Liberal Arts - Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.

LINKED COURSE OUTCOMES

--- None ---

AA - Liberal Arts - Ethically, compose, convey, and interpret varied perspectives with respect to an intended audience using visual, oral, written, social, and other forms of communication.

LINKED COURSE OUTCOMES

--- None ---

AA - Liberal Arts - Evaluate one's own ethics and traditions in relation to those of other peoples and embrace the diversity of human experience while actively engaging in local, regional, and other global communities.

LINKED COURSE OUTCOMES

--- None ---

AA - Liberal Arts - Through various modes of inquiry, demonstrate how aesthetics engage the human experience, revealing the interconnectedness of knowledge and life.

LINKED COURSE OUTCOMES

--- None ---

AA - Liberal Arts - Explore and synthesize knowledge, attitudes, and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

LINKED COURSE OUTCOMES

--- None ---

AA LBRT conc Elem & 2nd Ed - Build and maintain partnerships with students, their families, school personnel, and community stakeholders to positively impact students' lives.

LINKED COURSE OUTCOMES

--- None ---

AA LBRT conc Elem & 2nd Ed - Advocate for quality education and the right to education for all learners.

LINKED COURSE OUTCOMES

--- None ---

AA LBRT conc Elem & 2nd Ed - Apply critical thinking, reflection, and problem-solving skills to make informed decisions as a teacher.

LINKED COURSE OUTCOMES

--- None ---

AA LBRT conc Elem & 2nd Ed - Conduct educational research using sound quantitative and qualitative methods.

LINKED COURSE OUTCOMES

--- None ---

AA LBRT conc Elem & 2nd Ed - Demonstrate professionalism, ethical practices, and effective communication and collaboration skills in all interactions and situations as a teacher.

LINKED COURSE OUTCOMES

--- None ---

AA LBRT conc Elem & 2nd Ed - Develop and/or utilize: (a) appropriate curricula, (b) technology, (c) instructional approaches, (d) assessments, (e) classroom management techniques, including specific behavioral supports/strategies to foster positive and inclusive learning environments for all students.

LINKED COURSE OUTCOMES

--- None ---

AA LBRT conc Elem & 2nd Ed - Reflect on, appraise, and increase personal and professional development and efficacy as a teacher.

LINKED COURSE OUTCOMES

--- None ---

## C.) Program Requirements

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### C.1) PROGRAM ENTRANCE REQUIREMENTS/PREREQUISITES (KOINA KOMO)

AA Degree Requirements: Some courses fulfill both the University of Hawai'i at Mānoa and Kapi'olani Community College general education core requirements. Others fulfill only Kapi'olani Community College requirements. Students intending to transfer to University of Hawai'i at Mānoa must be careful when selecting courses that satisfy only Kapi'olani Community College requirements. Students should note that baccalaureate degree requirements vary at University of Hawai'i at Mānoa and should see their academic advisor for program details. As part of the AA curriculum, students must complete two writing intensive (WI) courses. The Hawaiian/ASL/foreign language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102) and/or through demonstrated proficiency at same level.

Course Substitutions: Substitutions to the AA degree requirements may be granted if identical substitutions are officially granted by a college at University of Hawai'i at Mānoa. Please see an academic advisor for details. Students majoring in Liberal Arts may substitute other courses for a specific requirement if the Vice Chancellor for Academic Affairs agrees that the substitution is required at the college to which the student intends to transfer. The student must complete and submit a course waiver form with supporting documentation.



## First Semester

**15**

Total Credits

No Rules

## General Education Courses (required)

**9**

Total Credits

- Complete all of the following
  - Earned at least 3 credits from: Courses from -
    - ▼ AA Foundations Written Communication
  - Earned at least 3 credits from: Courses from -
    - MATH 111 - Mathematics for Elementary Teachers I (3)
  - Earned at least 3 credits from: Courses from -
    - ▼ AA FGA Global and Multicultural Perspectives Electives
    - ▼ AA FGB Global and Multicultural Perspectives Electives
    - ▼ AA FGC Global and Multicultural Perspectives Electives

## Required Courses for Major or Concentration

**6**

Total Credits

- Earned at least 6 credits from: Courses from -
  - ED 285 - Classroom Management within the Instructional Process (3)
  - ED 290 - Foundations of Education (3)



## Second Semester

**15**

Total Credits

No Rules

## General Education Courses (required)

**6**

Total Credits

- Complete all of the following
  - Earned at least 3 credits from: Courses from -
    - MATH 112 - Mathematics for Elementary Teachers II (3)
  - Earned at least 3 credits from: Courses from -
    - ▼ AA FGA Global and Multicultural Perspectives Electives
    - ▼ AA FGB Global and Multicultural Perspectives Electives
    - ▼ AA FGC Global and Multicultural Perspectives Electives

## Required Courses

**3**

Total Credits

- Earned at least 3 credits from: Courses from -
  - FAMR 230 - Human Development (3)

## Required Courses for Major or Concentration

**6**

Total Credits

- Earned at least 6 credits from: Courses from -
  - ED 283 - Family-Professional Partnerships in Education (3)
  - ED 289 - Educational Psychology (3)

## Third Semester

**15**

Total Credits

No Rules

## Required Courses

**10**

Total Credits

- Complete all of the following
  - Earned at least 6 credits from: Courses from -
    - HWST 107 - Hawai'i: Center of the Pacific (3)
    - ED 284 - Foundations of Inclusion in Teaching (3)
  - Complete 1 of the following
    - Earned at least 3 credits from: Courses from -
      - ▼ AA Diversification Biological Sciences
    - Earned at least 3 credits from: Courses from -
      - ▼ AA Diversification Physical Sciences
  - Earned at least 1 credits from: Courses from -
    - ▼ AA Diversification Laboratory Science

## Required Courses for Major or Concentration

**5**

Total Credits

- Earned at least 5 credits from: Courses from -
  - ED 277 - Introduction to Multicultural Education (3)
  - ED 278 - (Alpha) Special Topics in Education (2)

## Fourth Semester

15

Total Credits

No Rules

## General Education Courses (required)

3

Total Credits

- Earned at least 3 credits from: Courses from -
  - THEA 221 - Beginning Acting I (3)

## Required Courses

6

Total Credits

- Complete all of the following
  - Earned at least 3 credits from: Courses from -
    - ▼ AA Diversification Arts
  - Complete 1 of the following
    - Earned at least 3 credits from: Courses from -
      - ▼ AA Diversification Biological Sciences
    - Earned at least 3 credits from: Courses from -
      - ▼ AA Diversification Physical Sciences

## Required Courses for Major or Concentration

6

Total Credits

- Earned at least 6 credits from: Courses from -
  - ED 276 - Technology in Education (3)
  - ED 294 - Education Capstone Seminar and Practicum (3)

## Grand Total Credits: 60

### C.2) SATISFACTORY PROGRESS REQUIREMENTS (KOINA HOLOMUA KŪPONO) ⓘ

The minimum required GPR will be set as 2.0 (C) and the minimum acceptable grade will be set as 1.0 (D).



No Rules

**C.3) PROGRAM COMPLETION REQUIREMENTS (KOINA PAPAHAHA HO'OPAU) ⓘ**

Minimum of 60 credits from the first, second, third, and fourth semester sequence of required courses.



No Rules

**C.4) STAR GPS REGISTRATION PRIORITY LIST**

- ELEM ED Program-Course Sequence.docx

## **D.) BOR Information Pre-Fall 2016 ('Ike Pili Papa o NĀ Kahu Kula)**

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**D.1) PROGRAM JUSTIFICATION (HO'ĀPONO PAPAHAHA) ⓘ****D.2) PROGRAM MISSION AND OBJECTIVES (PAPAHAHA ALA NU'UKIA ME KA PAHUHOPU HĀIKI) ⓘ****D.3) PROGRAM CURRICULUM PLAN (MO'OHA'AWINA) ⓘ****D.4) PROGRAM TARGET GROUP (NA WAI E KOMO) ⓘ****D.5) PROGRAM RESOURCES (PONO PAPAHAHA) ⓘ****D.6) PROGRAM EFFICIENCY (PAPAHAHA HOLO PONO) ⓘ****D.7) PROGRAM EFFECTIVENESS (PAPAHAHA KŪLE'A) ⓘ****D.8) ATTACH A BOR SUBMISSION HERE ⓘ****D.9) ATTACH A MEMO CONFIRMING BOR APPROVAL HERE ⓘ**

## **E.) New Academic Programs Fall 2016 and Later**

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**E.1) PROGRAM PURPOSE AND OUTCOMES****E.1a) DESCRIBE THE PURPOSE OF THE PROPOSED PROGRAM IN TERMS OF MEETING STUDENT, COMMUNITY OR STATE NEEDS**

**E.1b) IDENTIFY THE PROGRAM OUTCOMES, WHAT THE STUDENT WILL KNOW AND BE ABLE TO DO AT THE COMPLETION OF THE PROGRAM.**

**E.1c) DESCRIBE THE FIT OF THE PROPOSED PROGRAM WITH SYSTEM/CAMPUS MISSION AND STATE NEED.**

## **E.2) PROGRAM ORGANIZATION**

**E.2a) PROVIDES A DESCRIPTION OF CURRICULUM ORGANIZATION, TOTAL CREDITS TO COMPLETE THE PROGRAM INCLUDING ALL PREREQUISITE REQUIREMENTS, ADMISSION POLICIES, ADVISING, AND OTHER ASPECTS OF THE PROGRAM, WITH REFERENCE TO ITS GOALS/OUTCOMES.**

**E.2b) INCLUDES AN ACADEMIC MAP FOR CERTIFICATE OF ACHIEVEMENT, ASSOCIATE AND BACHELOR DEGREES THAT DEMONSTRATES ON TIME COMPLETION.**

**E.2c) PROVIDES JUSTIFICATION FOR A PROGRAM THAT IS MORE THAN 30 CREDITS FOR A CERTIFICATE OF ACHIEVEMENT OR 60 CREDITS FOR AN ASSOCIATE DEGREE OR 120 CREDITS FOR A BACHELOR'S DEGREE.**

**E.2d) DESCRIBES PROVISIONS FOR ARTICULATION WITH UH COMMUNITY COLLEGE DEGREES FOR BACHELOR'S DEGREES.**

## **E.3) STUDENT DEMAND**

**E.3a) DESCRIBES THE PROFILE OF STUDENTS WHO WILL LIKELY ENROLL IN THE PROGRAM AND INCLUDES A DISCUSSION ON THE LIKELIHOOD OF THE PROGRAM ATTRACTING NEW STUDENTS TO THE CAMPUS OR EXISTING STUDENTS.**

**E.3b) PROVIDES EVIDENCE OF STUDENT INTEREST (I.E. NEEDS ASSESSMENT).**

**E.3c) INCLUDES AN ESTIMATE NUMBER OF MAJORS PER YEAR WITH AN EXPLANATION ON HOW THIS NUMBER WAS DETERMINED.**

## **E.4) PROGRAM RESOURCES AND EFFICIENCY**

**E.4a) DESCRIBE RESOURCES REQUIRED FOR PROGRAM IMPLEMENTATION AND FIRST CYCLE OPERATION.**

**E.4b) DESCRIBE THE EXPECTED SOURCES OF FUNDS, INCLUDING SOURCES OF REALLOCATED FUNDS.**

**E.4c) COMPARE ANTICIPATED COST PER SSH, COST PER MAJOR, SSH/FACULTY, AVERAGE CLASS SIZE OR OTHER QUANTITATIVE MEASURE WITH OTHER PROGRAMS IN THE COLLEGE AND SIMILAR PROGRAMS ON OTHER UH CAMPUSES.**

**E.4d) LIST SIMILAR PROGRAMS AT OTHER UH CAMPUSES AND DESCRIBE HOW THE PROPOSED PROGRAM DIFFERS OR IS SIMILAR TO THESE PROGRAMS. PROVIDE THE RATIONALE FOR THE NEW PROGRAM IF A SIMILAR PROGRAM OR PROGRAMS EXIST.**

E.5) PROGRAM EFFECTIVENESS

E.5a) DESCRIBE THE PLAN FOR ASSESSING THE QUALITY OF STUDENT LEARNING.

E.5b) IDENTIFY RELEVANT PROGRAM ACCREDITATION AND PLANS TO MEET ACCREDITATION REQUIREMENTS.

E.6) ATTACH A COMPLETED DOCUMENT WITH ALL OF THE INFORMATION FROM 1-5 ABOVE. NOTE THAT THE PAGE LIMIT IS 15 PAGES. 📎

## F. Attachments (Pāku'ina)

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F.1) ATTACH MEMO OR OTHER DOCUMENT(S) FROM ACCREDITING BODY HERE (IF APPLICABLE).

F.2) ATTACH MISCELLANEOUS DOCUMENT(S) HERE. 📎

## H.) Instructions

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