University of Hawaiʻi
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: Kapiʻolani Commumity 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: Advanced Profesional Certificate

❑ OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

❑ **NEW Program Code**   Effective Term (semester/year): fall 2011

Major: CULN   Major Description: Culinary Arts   Is this major financial aid eligible?   ☒YES ❑NO

Is the major code being used the same way at other UH campuses?   ❑YES ❑NO   Comment: _____

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: Advanced Professional Certificate

College: Kapiʻolani C.C.   Department: Culinary Arts

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: _____

College: _____   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

❑ **OTHER:** In addition to the AS degrees in Culinary Arts, Kapiʻolani C.C. now has an Advanced
Professional Certificate in Culinary Management, approved by the UH Board of Regents.

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

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 _April 21, 2011_ (date) meeting with supporting documentation provided to BOR
- ❑ Memo from campus Chancellor
- ❑ 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 _[signature]_ 6/11/11

Name of Requestor (print or type)	Signature	Date

Send completed form with supporting documentation to:
Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) ● 1633 Bachman Place ● Sinclair 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:　　　　　　　　　　　　　　　　　　　　　　　NOTES:
Major code:　　❑YES　　　❑NO　_____
Concentr. code:　❑YES　　❑NO　_____
Program code:　❑YES　　　❑NO　_____
Subject code:　❑YES　　　❑NO　_____

Entered into SMAPRLE/SOACURR: _____　　Code processing completion date: _____
Entered into STVMAJR: _____　　Copies sent to: _____
Entered into STVSUBJ:

WASC's Community and Junior College Commission to the Senior Colleges and Universities Commission meant that the change was required after the offering of the second baccalaureate degree. Going forward, all further baccalaureate degrees would be part of the Senior Colleges and Universities Accrediting environment. Chair Karr said that he remembered that when Chancellor Sakamoto requested approval of a second degree (Bachelor of Applied Science in Engineering Technology, May 2009), that UHMC would not request another Bachelor Degree for two or three years. Chancellor Sakamoto said that he reviewed the tapes, and he said that at that May 2009 meeting he told the Regents that UHMC was working on three additional baccalaureate degrees.

Chair Karr asked what the salary is for the average green job. Dr. Taylor said that the average salary nationally for a person with a Bachelor's degree is about $50,000.

Regent Gee moved and Regent de la Peña seconded the motion for approval of a Provisional Bachelor of Applied Science in Sustainable Science Management at UHMC, which was unanimously approved.

Kapiʻolani Community College

Establishment of a Provisional Advanced Professional Certificate in Culinary Management

Kapiʻolani Community College (KCC) Chancellor, Leon Richards, said the Provisional Advanced Professional Certificate (APC) in Culinary Management is part of an effort by KCC to partner with UH-West Oʻahu (UHWO) to provide students in the Career and Technical Education programs an opportunity to earn a Bachelor Degree in Applied Sciences (BAS). It is a system-wide program in the sense that graduates of the other community college culinary arts programs will be able to enroll in this program.

KCC Vice Chancellor for Academic Affairs, Louise Pagotto, said that the APC is designed to keep culinary talent in the state. Currently, there is no opportunity to get advanced training in the culinary arts. KCC's proposed third-year certificate of 18 credits is based on developing advanced culinary skills. Students who received the APC could continue on to UHWO for a BAS in Culinary Management. The targeted students for the proposed APC are graduates of American Culinary Federation (ACF) Accredited two-year programs. All two-year campuses in the state are accredited by the ACF. Renovations are scheduled for the kitchen to make room for the program on the KCC campus.

Regent Gee asked if there is a demand for the APC. Frank Haas, the Dean for the Hospitality, Business, and Legal Education Academic Program, said that the APC will allow people to enter at a higher wage level. Currently, there is a demand for food service managers, chefs, and head cooks. What is missing for people who want to go into food management is a business acumen that will come with a BAS in Culinary Management from UHWO. Dean Haas said the two-year programs will continue to provide graduates for entry-level positions. The APC, by itself or combined with the BAS in Culinary Management, will provide the workforce with food-management positions.

Regent Gee asked if it was possible to charge premium tuition for the APC to recover the cost of instruction. Chancellor Richards said that the cost of the program is in line with the current understanding that the third-year courses will be charged the UHWO tuition. KCC expects international students who are in the two-year program to enroll in the APC program, which will help with revenues.

Regent Gee asked if KCC has the resources if the program is approved. Chancellor Richards said that KCC will reallocate funds internally to account for the two full-time faculty members, and has existing resources for renovation of the facilities. Vice Chancellor Pagotto said that that there is no need for additional facilities at UHWO because the courses that are part of the BAS are all management courses and not culinary courses.

Regent Holzman commended KCC's partnership with UHWO.

Regent Lee concurred with the statement that there is a lack of qualified local managers, both in the front and back of the house, with management skills. Many graduates understand the culinary side, but not the management side. He doesn't see any courses addressing that issue in the APC. Chancellor Richards said that students would receive management training in organizational behavior courses and statistics in business courses in UHWO's BAS in Culinary Management. Dean Haas said that most of the content in the APC is focused on advanced culinary content, although there is a management course. Regent Lee clarified that to gain management training, students would have to continue to UHWO's BAS in Culinary Management. Ron Takahashi, Food Service Department Chair, said that KCC's culinary students take classes in purchasing and cost control, focusing specifically on restaurant management skills.

Regent Gee asked about a partnership with the UH-Mānoa School of Travel Industry Management (TIM), given the nature of hospitality management there. Chancellor Richards said that there is a degree pathway to TIM, but culinary students would need to take general education requirements and while some do, others decide to go the route of the BAS.

Chair Karr said that there is no provision for additional costs in the request, and asked if there would be any additional costs. Chancellor Richards said that as long as the program stays on the KCC campus in the renovated building, there would be no additional cost. Chair Karr asked about the two vacant positions that would be reallocated to the APC program. Chancellor Richards agreed that there would be additional funds used to fill the two vacant positions that currently are not being funded.

Chair Karr said that all action memos and actions recommended should include "Provisional" in all cases.

Regent Martinson said that there is no financial management course in the UHWO's BAS in Culinary Management. Vice Chancellor Pagotto said that there is an Accounting for Entrepreneurs (BUSA 396) course offered. Regent Martinson said that accounting and finance are different. Ron Takahashi said that UHWO was trying to find a group of courses that would meet as many of the articulations as it could, and added that courses can be re-

evaluated. Vice Chancellor Pagotto said that Regent Martinson's point is well-taken and that there is always a chance to re-evaluate the curriculum and see where they may want to make changes, through annual and comprehensive program reviews. Regent Martinson said that it was important to have alignment in delivering a product and what the industry needs. Regent Lee said that Regent Martinson is correct; that if a graduate had a BAS in Culinary Management, then he would expect them to understand finances. He would encourage them to look over the courses again, especially at UHWO. It would make the degree more powerful. Vice Chancellor Pagotto said that KCC would talk to UHWO.

Regent Gee moved and Regent Holzman seconded the motion for approval of the Establishment of a Provisional Advanced Professional Certificate (APC) in Culinary Management at Kapiʻolani Community College, which was unanimously approved.

Board of Regents

Approval of Additional Amendments to Board of Regents' Policies

Chair Karr reminded the Board that it approved the Board of Regents' Bylaws and Chapters 1-8 and 10-12 at the previous Board meeting in March. Additional amendments to the Bylaws and all chapters are up again for approval, with full discussion of Chapter 9.

Chair Karr noted the new amendments introduced after consultation with the unions, and that most chapters have cosmetic edits.

The following are items of concern brought up by the Regents for each Chapter:

Bylaws: None

Chapter 1: None

Chapter 2: None

Chapter 3: None

Chapter 4: None

Chapter 5: Regent Holzman asked about the standard of "comparable access" for offsite instruction. EVP Johnsrud said that the language is required for WASC standards. It does not mean equal; it means comparable. Regent Holzman thought there should be an additional sentence indicating how UH would offer comparable access and what it would mean. EVP Johnsrud agreed that it is a judgment call, but added that the services listed (admissions, orientation, financial aid, registration, advisement, tutoring, and library services) are basic to getting into the course, paying for the course, and moving through the course. Those fundamental services are offered electronically. Regent Holzman said that he would like a definition of what "comparable" means. EVP Johnsrud said that if UH tried to compromise the language, it would run afoul of accreditation standards. Regent Holzman asked UH to stipulate how it would plan to achieve comparable access, i.e., through online services, to limit or define what it means. President Greenwood said that