OK-Lauren

University of Hawai'i
Code Request Form for Academic Programs

NEW OR MODIFY PROGRAM CODE

Form #CR-AP1
Modified June 2017

☒ **New Program Code** ☐ **Modify Program Code** Date: 11/24/2017

REQUESTOR CONTACT INFORMATION

Name	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

NEW PROGRAM CODE TO CREATE

Institution	KAP - Kapiolani Community College	Campus	KAP - Kapiolani Community College
Level	UG - Undergraduate	Effective Term	fall 2018, Banner 201910

	Code (Max. Characters)		Description	Check if requesting new code:
College	(2)	~~AS~~ AR	Arts & Sciences	☐ See Banner form STVCOLL
Department	(4)	~~AS~~ AR	Arts & Sciences	☐ See Banner form STVDEPT
Degree/Certificate	(6)	CO	Certificate of Competence	☐ See Banner form STVDEGC
Major	(4)	NSCI	Natural Science	☐ See Banner form STVMAJR
Concentration	(4)	~~BIOT~~ BITG	~~Biotechnician~~ Biotechnology	☒ See Banner form STVMAJR
Minor	(4)			☐ 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:

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. 1.0

Special Program Designations
See Special Program Designations Code Definitions on IRAO Program Code Request webpage
☐ A ☐ B ☒ N ☐ P ☐ T ☐ U

Required Terms of Enrollment: ☒ Fall ☒ Spring ☐ Summer ☐ Extended

IRAO USE ONLY: DATE RECEIVED

University of Hawai'i
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ADDITIONAL COMMENTS

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: A.S. in Natural Sciences

☐ 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 OVPCC Academic Affairs:**
Jerilynn Enokawa	Jennifer Bradley	Tammi Oyadomari-Chun
Jerilynn Enokawa 12/28/17	01/02/2018	9/20/18
Signature Date	Signature Date	Signature Date

Form modified: June 2017

UNIVERSITY of HAWAI'I
KAPI'OLANI
COMMUNITY COLLEGE

MEMORANDUM

January 17, 2018

TO: Donald Straney
Vice President for Academic Planning & Policy

FROM: Louise Pagotto
Interim Chancellor, Kapi'olani Community College

SUBJECT: Program Code Request for the new Certificate of Competence in Biotechnology at Kapi'olani Community College

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Kapi'olani Community College is submitting a program code request for the new Certificate of Competence in Biotechnology under the Associate in Science degree in Natural Sciences, to become effective in fall 2018. The proposed new code is CO-NSCI-BITG.

4303 Diamond Head Road
Honolulu, Hawai'i 96816-4421
Telephone: (808)734-9565
Facsimile: (808)734-9162
Website: www.kapiolani.hawaii.edu

CO-NSCI-BITG | Certificate of Competence in Biotechnology

Future | Fall 2018 – Indefinite

BANNER CODE FOR PROGRAM
CO-NSCI-BITG

BANNER TITLE FOR PROGRAM
Certificate of Competence in Biotechnology

CIP CODE FOR PROGRAM

A.) General Catalog Information ('Ike Mo'oho'awina)

A.1) PROGRAM TITLE (PO'O PAPAHANA)
Certificate of Competence in Biotechnology

A.2) PROGRAM LEVEL TYPE (KŪLANA PAPAHANA)
Certificate

A.3) DEGREE TYPE ('ANO O KE KĪKELĒ)
Certificate of Competence

A.4) PROGRAM DESCRIPTION FOR CATALOG (HULIKO'A PAPA NO KA MO'OHA'AWINA)
The Certificate of Competence in Biotechnology prepares students for entry level work in laboratories specializing in microbiology, molecular biology, cell biology and immunology. The curriculum offers a strong theoretical foundation in biotechnology and extensive opportunities for honing the laboratory skills needed to work in biotech laboratories. This certificate is particularly suited as a supplemental credential for students in the Medical Laboratory Technician program.

A.5) CAREER OPTIONS FOR CATALOG (NĀ KOHO 'OIHANA NO KA MO'OHA'AWINA)
Entry level employment in research labs and in commercial biotechnology laboratories and production facilities. Employment in laboratories utilizing molecular diagnostics

A.6) CATALOG GRID
- aaa real Biotech CO Matrix for Students.doc

A.7) CURRICULUM GRID COMMENTS (MANA'O KŪ PAPA HA'AWINA)
The issuance of a Certificate of Competence requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.
Please note: For the Certificate of Competence in Biotechnology, a grade of "C" or higher must be maintained in all required courses.

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

B.1) PROGRAM LEARNING OUTCOMES (PAPAHANA KŪLE'A 'LIKE)

CO - Biotechnology - Demonstrate competence in performing fundamental laboratory procedures and protocols common to biotechnology research and development in the fields of molecular biology, microbiology, cell biology, biochemistry and immunology.

LINKED COURSE OUTCOMES

--- None ---

CO - Biotechnology - Apply the scientific method to experiment and conduct research logically and safely following all safety, operational and record keeping protocols and apply knowledge to formulate and test hypotheses and analyze results and troubleshoot problems as well as to anticipate biological, chemical and other hazards.

LINKED COURSE OUTCOMES

None

CO - Biotechnology - Analyze, research, and synthesize laboratory and published data using appropriate bioinformatics computational tools and software, and report results in standard scientific formats such as poster, oral and written presentations.

LINKED COURSE OUTCOMES

None

C.) Program Requirements

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

First Semester 7

- Earned a minimum grade of C in each of the following
  - MICR 130 General Microbiology (3)
  - MICR 140 - General Microbiology Lab (2)
  - MICR 161 Immunology and Protein Chemistry (2)

Second Semester 5

- Earned a minimum grade of C in each of the following
  - MICR 230 - Molecular Biology (3)
  - MICR 240 - Cell Biology and Tissue Culture (2)

Grand Total Credits: 12

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 2.0 (C).

No Rules

C.3) PROGRAM COMPLETION REQUIREMENTS (KOINA PAPAHANA HOʻOPAU)

A minimum of 12 credits from the first and second semester sequence of required courses with a grade of "C" or higher

No Rules

C.4) STAR GPS REGISTRATION PRIORITY LIST

- STAR GPS REGISTRATION PRIORITY.doc

D.) BOR Information Pre-Fall 2016 (ʻIke Pili Papa o NĀ Kahu Kula)

D.1) PROGRAM JUSTIFICATION (HOʻĀPONO PAPAHANA)

D.2) PROGRAM MISSION AND OBJECTIVES (PAPAHANA ALA NUʻUKIA ME KA PAHUHOPU HĀIKI)

D.3) PROGRAM CURRICULUM PLAN (MOʻOHAʻAWINA)

D.4) PROGRAM TARGET GROUP (NA WAI E KOMO)

D.5) PROGRAM RESOURCES (PONO PAPAHANA)

D.6) PROGRAM EFFICIENCY (PAPAHANA HOLO PONO)

D.7) PROGRAM EFFECTIVENESS (PAPAHANA KŪLEʻA)

D.8) ATTACH A BOR SUBMISSION HERE

D.9) ATTACH A MEMO CONFIRMING BOR APPROVAL HERE

E.) New Academic Programs Fall 2016 and Later

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.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)

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

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

- aaa attachment part F Certificate of Competence in Biotechnology.docx

G.) Academic Affairs

G.1) INITIAL CODE REQUEST TO IRAO

G.2) COPY OF THE MEMO FROM THE CHANCELLOR TO THE THE UH SYSTEM VPAA

G.3) PREVIOUS VERSIONS OF THE PROGRAM

H.) Instructions

A 6

CERTIFICATE OF COMPETENCE CURRICULUM **Biotechnology** **(12 CREDITS)**		• =Suggested Semester		
Course	Title	Credits	1	2
Microbiology Courses (12 credits)				
MICR 130	General Microbiology	3	•	
MICR 140	General Microbiology Lab	2	•	
MICR 161	Immunology and Protein Chemistry	2	•	
MICR 230	Molecular Biology	3		•
MICR 240	Cell Biology and Tissue Culture	2		•
TOTAL		12		
Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all applicable Microbiology courses.				

Certificate of Competence in Biotechnology

Prioritized List For STAR GPS - Please list most efficient way for the students to achieve the degree (Make certain that any prerequisite courses are listed before the courses that have prerequisites.)

1. MICR 130
2. MICR 140
3. MICR 161
4. MICR 230
5. MICR 240

The Certificate of Competence in Biotechnology prepares students for entry-level work in laboratories doing biomolecular science. These would be biotechnology industry labs, medical diagnostic labs and research labs specializing in microbiology, molecular biology, cell biology and immunology. The curriculum proposed here offers a strong theoretical foundation in biotechnology and extensive laboratory training opportunities for honing the skills needed to work in such laboratories. This certificate is particularly suited as a supplemental credential for students in the Medical Laboratory Technician program at Kapiolani Community College, offering them skills necessary for the new field of molecular diagnostic laboratory medicine.

By completing the course series described in this certificate proposal, students will have mastered the theory and practice of a set of laboratory skills valuable in biotechnology and medical laboratories. A credential acknowledging this would provide students with a certification with which to gain employment in such labs. Such a credential would be of particular benefit to students enrolled in the Medical Laboratory Technician Program. It would also be valuable for currently employed medical laboratory workers seeking continuing education in molecular laboratory diagnostic medicine, a new and growing field. The credential would also be useful for ASNS transfer students who might seek employment in biotechnology research as part of their educational track while pursuing a BS degree.