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: 04/20/2020

_____

REQUESTOR CONTACT INFORMATION

Name	Guy Kellogg	Campus	KAP
Title	Coordinator IEP	Email	gkellogg@hawaii.edu
Office/ Dept	IEP	Phone	734-9368

NEW PROGRAM CODE TO CREATE

Institution	KAP	Campus	KAP
Level	UG	Effective Term	Fall 2020

	Code (Max. Characters)		**Description**	**Check if requesting new code:**
College	(2)	AR	Arts & Sciences	☐ See Banner form STVCOLL
Department	(4)	AR	Arts & Sciences	☐ See Banner form STVDEPT
Degree/ Certificate	(6)	ND	Non Degree	☐ See Banner form STVDEGC
Major	(4)	ESLD	English Second Lang – Distance	☒ See Banner form STVMAJR
Concentration	(4)			☐ See Banner form STVMAJR
Minor	(4)			☐ See Banner form STVMAJR

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

_____

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

Distance Learning version of ESL.

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

IRAO USE ONLY: DATE RECEIVED

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.*	One semester

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

Changed from "U" to "N"

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

ADDITIONAL COMMENTS

Program consists of three online courses – entirely distance. Students will not be allowed to enroll in any non-distance courses.

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

Form modified: June 2017

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	**Financial Aid Officer**	**For Community Colleges, verification of consultation with OVPCC Academic Affairs:**
Jerilynn Enokawa	Jennifer Bradley	Della Teraoka
Jerilynn Enokawa Digitally signed by Jerilynn Enokawa Date: 2020.04.27 09:40:06 -10'00'	Jennifer Bradley Digitally signed by Jennifer Bradley Date: 2020.04.27 09:28:34 -10'00'	*Della Teraoka*
Signature Date	Signature Date	Signature Date

Form modified: June 2017

ESOL 50: Intensive ESOL 1

This course is part of a three-course group known as the Intensive Program. For more information, refer to The Intensive Program in ESOL Syllabus Supplement For Students and Faculty: http://bit.ly/SyllSupp

Instructor: Office hours:

Contact information: Classroom and meeting times:

Course Description
What am I going to study? What am I going to learn?
ESOL 50 is an academic English course that complements ESOL 52. Together, these two courses will help you develop the skills you need to write effectively in college.

In ESOL 50, you are going to be watching films about civil rights in the U.S. You will learn how to analyze characters in a film, and you will acquire information about U.S. social and cultural history. Specifically, you will be studying the marginalized individual and how that individual suffers because of his/her marginalization. You will also learn academic vocabulary, grammar, and how to communicate and write clearly and accurately.

Student Learning Outcome
By the end of ESOL 50, you must be able to *independently write substantially error-free, well-organized, and coherent academic papers.* For more detailed information, please refer to the online syllabus supplement: http://bit.ly/SyllSupp

Textbooks and materials
What do I need to buy for my classes?
It is strongly recommended that you have a laptop or tablet, and access to a printer. Your instructor will provide printed and/ or digital content to you at no extra cost.

Calendar
Are there any days off this semester?

Schedule
What are we going to do every day?

Dates	Topic
	Introduction to Language Learning and Civil Rights / US History
	Module 1: African Americans and Civil Rights. Film _____

	Module 2: Women and Civil Rights. Film _____
	Module 3: People with Disabilities and Civil Rights. Film _____
	Module 4: LGBT and Civil Rights. Film _____
	Final Projects: 1) final take home paper 2) in-class writing, 3) final presentation

Grades and Assignments
How can I successfully complete this class?
- ✓ 2 formal module presentations, including rehearsal and feedback
- ✓ 2 presentation summary/reflection papers
- ✓ 4 character analysis papers, including drafts and feedback
- ✓ 2 module self-assessment papers
- ✓ Daily "ticket out" writing assignments
- ✓ Final Projects

This is a pass/fail class. In order to pass this class, students will complete all required assignments. Note: to *complete* an assignment means to finish all parts of the assignment, do revisions, and meet submission deadlines.

Class Rules
What do I need to know about this class and the College?
- ● Scheduled field trips are mandatory. Students will also participate in other on-campus functions, such as guest speaker presentations, counseling, and the opening/closing ceremonies, which may be scheduled at off-campus locations, and for which food and beverages may be provided.
- ● Students must also respect "Campus policies at Kapiʻolani Community College," which are available in the online syllabus supplement: http://bit.ly/SyllSupp

ESOL 52: Intensive ESOL 2

This course is part of a three-course group known as the Intensive Program. For more information, refer to The Intensive Program in ESOL Syllabus Supplement For Students and Faculty: http://bit.ly/SyllSupp

Instructor: Office hours:

Contact information: Classroom and meeting times:

Course Description

What am I going to study? What am I going to learn?

ESOL 52 is an academic English course that complements ESOL 50. Together, these two courses will help you develop the skills you need to write effectively in college.

In ESOL 52, you are going to develop your English while reading and writing about the history of civil rights in the U.S. You will learn how to write academic papers, and you will acquire information about U.S. social and cultural history. Specifically, you will be studying about the history of prejudice and discrimination towards specific groups of people in the U.S., and about those groups' struggles for freedom and equality. You will also learn academic vocabulary, grammar, and how to communicate and write clearly and accurately.

Student Learning Outcome

By the end of ESOL 52, you must be able to *independently write substantially error-free, well-organized, and coherent academic papers.* For more detailed information, please refer to the online syllabus supplement: http://bit.ly/SyllSupp

Textbooks and materials

What do I need to buy for my classes?

It is strongly recommended that you have a laptop or tablet, and access to a printer. Your instructor will provide printed and/ or digital content to you at no extra cost.

Calendar

Are there any days off this semester?

Schedule

What are we going to do every day?

Dates	Topic
	Introduction to Language Learning and Civil Rights / US History

	Module 1: African Americans and Civil Rights
	Module 2: Women and Civil Rights
	Module 3: People with Disabilities and Civil Rights
	Module 4: LGBT and Civil Rights
	Final Projects: 1) final take home paper 2) in-class writing, 3) final presentation

Grades and Assignments

How can I successfully complete this class?
- ✓ 2 formal module presentations, including rehearsal and feedback
- ✓ 2 presentation summary/reflection papers
- ✓ 4 academic papers, including drafts and feedback
- ✓ 2 module self-assessment papers
- ✓ Daily "ticket out" writing assignments
- ✓ Final Projects

This is a pass/fail class. In order to pass this class, students will complete all required assignments. Note: to *complete* an assignment means to finish all parts of the assignment, do revisions, and meet submission deadlines.

Class Rules

What do I need to know about this class and the College?
- Scheduled field trips are mandatory. Students will also participate in other on-campus functions, such as guest speaker presentations, counseling, and the opening/closing ceremonies, which may be scheduled at off-campus locations, and for which food and beverages may be provided.
- Students must also respect "Campus policies at Kapiʻolani Community College," which are available in the online syllabus supplement: http://bit.ly/SyllSupp

IS 54: Introduction to College for ESOL Students

This course is part of a three-course group known as the Intensive Program. For more information, refer to The Intensive Program in ESOL Syllabus Supplement For Students and Faculty: http://bit.ly/SyllSupp

Instructor: Office hours:
Contact information: Classroom and meeting times:

Course Description
What am I going to study? What am I going to learn?
IS 54 serves as an introduction to college for first year International students concurrently enrolled in ESOL 50 and 52. Students will learn about colleges and universities in the U.S. with particular emphasis on Kapiʻolani Community College and the University of Hawaiʻi at Mānoa. Students will develop their academic English vocabulary and writing by answering the question: *What do I need to know about college in the U.S. to be a successful student?* Learning activities will focus on vocabulary and communication needed to talk about and navigate college in the U.S.

Student Learning Outcome
By the end of IS 54, students should be able to use spoken and written English to:
● Articulate an academic or career plan.

Textbooks and materials
What do I need to buy for my classes?
It is strongly recommended that you have a laptop or tablet, and access to a printer. Your instructor will provide printed and/ or digital content to you at no extra cost.

Calendar
Are there any days off this semester?

Schedule
What are we going to do every day?
● W1 Orientation to learning in the Intensive Program in ESOL: The Opportunities Model and Perceptual Mismatches
● W2 Safety and Awareness at KCC and in Hawaii
● W3 Overview of Higher Education: Universities, Colleges, Community Colleges,
● W4 In-class Writing: what is a community college and how is it different from an American college or university?
● W5 Feedback and discussion; College prerequisites and about the Math placement test, part 1

- W6 Degrees, majors, subjects, courses, classes, and class sections
- W7 The "Check Class Availability" website and the college catalogue
- W8 In-class Writing: What subjects or courses do I think I might be interested in, and why?
- W9 Feedback and discussion;
- W10 Academic Culture: The Classroom
- W11 Placement Tests at KCC. Math placement test, part 2.
- W12 How to make an academic plan: calendars, prerequisites, contacting professors, goal setting; Counselor's extra session, part 1: I-20 Workshop
- 4/13 In-class Writing: What is my academic plan? How long will it take me to finish ESOL classes; what will I major in; when will I graduate? With what degree?
- W14 Presentations: Academic and Career Plans
- W15 Counselor's extra session, part 2: I-20 Workshop
- W16 Advising, testing, and registration

Grades and Assignments

How can I successfully complete this class?

IS 54 is a credit/No credit course. To receive credit, you must complete all of your assignments on time. To "complete" an assignment requires demonstrated effort, and honest work.

The types of assignments you will encounter in this class include:
- In-class writing assignments
- Revisions based on feedback
- Participation in class discussions and final presentation

Class Rules

What do I need to know about this class and the College?
- Students must also respect "Campus policies at Kapiʻolani Community College," which are available in the online syllabus supplement: http://bit.ly/SyllSupp

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Grant Kim <grantkim@hawaii.edu>

Banner Code Request for Kapiʻolani IEP

Guy Kellogg <gkellogg@hawaii.edu>   Mon, Apr 27, 2020 at 2:22 PM
To: Louise Pagotto <pagotto@hawaii.edu>, Grant Kim <grantkim@hawaii.edu>
Cc: Maria Bautista <mariab@hawaii.edu>, Alison Ohata <amo3111@hawaii.edu>

Dear Louise and Grant,

Thank you for this. I know Louise has been in consultation with OVPCC
Academic Affairs: Tammi Oyadomari-Chun, and Grant may need verification of that if he has not received it already.

Grant - please not that KapCC preferred doing digital signing in lieu of collecting email confirmation, and that is reflected in the document you received from Chancellor Pagotto with digital signatures from the registrar and financial aid office.

Please let me know if there is anything else I can do to facilitate this process.

Again, thank you all and keep well,

Guy K.

On 4/27/20 12:11 PM, Louise Pagotto wrote:

Hi Grant,

Kapiʻolani Community College has my approval to submit a New Program Code request for a distance learning version of the Intensive English Program, to become effective in fall 2020. This is a three-course, one-semester, non-degree online program for international students who need to improve their English proficiency prior to enrolling in the College's credit programs. If approved, the program code will be ND-ESL/D.

Louise
--
Louise Pagotto
Chancellor
Kapiʻolani Community College, ʻIlima 213
4303 Diamond Head Road
Honolulu, HI 96816
808.734.9565 (o)
808.734.9162 (f)
kapiolani.hawaii.edu
Engage. Learn. Achieve
Reporting a student of concern? Click here

"Let's be kind to each other. Let's look out for each other."—Faculty member's *resolution for the campus, January 2020*

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Grant Kim <grantkim@hawaii.edu>

Re: Need program code (maybe) for online International students

Guy Kellogg <gkellogg@hawaii.edu>
To: Grant Kim <grantkim@hawaii.edu>

Mon, Apr 20, 2020 at 3:41 PM

This is excellent, Grant, thank you.

In terms of workflow, once completed would I return to you to route for signatures, or route via my chancellor?

Also, in terms of verifying your bulleted points:

- Assuming this is not financial aid eligible.
  - Correct.
- Program will be listed as a selectable program in the online application (Yes), or an advisor will manually input the students into the program (No).
  - We will plan on manually registering students.
- Program Duration: 9 weeks matching the credit hours, or 15 weeks for one semester?
  - We run a 16-week semester and a 10 week summer session. I updated the form.
- Special Program: Is this a Preparatory Coursework Undergraduate Program (U) - Coursework that prepares them for enrollment in an undergraduate degree or certificate program?
  - I am not sure about the implications of my response here, but completion of the IEP qualifies students for access to Ka[iolani CC's placement tests and registration for credit courses. This is how the students would normally qualify for access to an otherwise open-door college.
- Terms of Enrollment: What are the semesters of enrollment? Typically this is Fall and Spring, but sometimes Summer and Extended Terms.
  - We run the program in the Fall, Spring and Summer. The summer term starts with the first UH 6-week summer session, but run for 10 weeks. I updated the form.

Grant, you also mentioned a memo. Would this be a memo from me to the KapCC chancellor or something else.

Mahalo,

Guy Kellogg
Professor of ESOL/ESL
Kapiʻolani Community College

On 4/20/20 10:27 AM, Grant Kim wrote:

> Hi Guy,
>
> Attached is a pre-filled form for your review.

There is an existing major English as a Second Language (ESL). Your campus will create a distance version of this major, English as a Second Language - Distance (ESLD). It will be a Non Degree program. The Program Code will be ND-ESL/D.

Please verify the following:

- Assuming this is not financial aid eligible.
- Program will be listed as a selectable program in the online application (Yes), or an advisor will manually input the students into the program (No).
- Program Duration: 9 weeks matching the credit hours, or 15 weeks for one semester?
- Special Program: Is this a Preparatory Coursework Undergraduate Program (U) - Coursework that prepares them for enrollment in an undergraduate degree or certificate program?
- Terms of Enrollment: What are the semesters of enrollment? Typically this is Fall and Spring, but sometimes Summer and Extended Terms.

Once the form is complete, route for signature. If there is any documentation (memos, curriculum, ...), please provide.

Let me know if you have any questions.

Best,
Grant
IRAPO

On Fri, Apr 17, 2020 at 10:36 PM Guy Kellogg <gkellogg@hawaii.edu> wrote:
> Aloha Grant,
>
> I've been asked to help answer some questions about Kapiʻolani Community College's Intensive ESOL Program (IEP), a three-course, one-semester program for international students who study only English for Speakers of Other Languages due to their limited English proficiency, based on an admissions test (such as TOEFL).
>
> Our goal is to be able to offer our three courses online in the Fall. In the email exchange below, Director Iboshi asked some questions. I'll respond in-line:
>
> ---------- Forwarded message ---------
> From: **Pearl Iboshi** <iboshi@hawaii.edu>
> Date: Fri, Apr 17, 2020 at 2:15 PM
> Subject: Re: Need program code (maybe) for online International students
> To: Della Teraoka <dellaand@hawaii.edu>
> Cc: Tammi Oyadomari-Chun <tammi@hawaii.edu>
>
>
> Are these students exchange students, so they have a home campus in another country?
> Or are they just students taking this program, and with the possibility of maybe eventually becoming a regular student. Both. Some students are here as part of an exchange, and their intention is to return to a

home campus. Others come to us with the intention of completing the IEP and being able to register for credit classes. All the students have a managed registration process -- our office registers them into the three courses that comprise the IEP: ESOL 50, ESOL 52, and IS 54. At the end of the program, successful students may wish to continue. At that point the office issues them a new I-20, we remove the ESOL hold in banner, and we begin to integrate the students to campus via our New Student Orientation program (NSO2).

We can definitely do this. just trying to figure out an appropriate name.
Will other campuses also want to do this? We can create the code with a D and without a D so if things go back to normal they can use the same code for on campus.
It is not clear to me right now if other campuses will be doing this. I know that UH's HELP program's courses are not in Banner, so they are not having this challenge, and they are planning to offer their courses online as well.

Have the person at Kapiolani contact Grant to create a new program/major code.
I am here to help! We really hope to make this happen. Our goal is to be able to offer the IEP online for students living in other countries. Please let me know what I can do to help.

Guy Kellogg
Coordinator, IEP
Professor of ESOL/ESL
Kapi'olani Community College
(808) 734-9368

Pearl Imada Iboshi
Director, Institutional Research and Analysis Office
University of Hawaii System
1633 Bachman Place, Sinclair Annex 2, Room 4
Honolulu, HI 96822
Tel: (808)956-5442
Email: iboshi@hawaii.edu

4 attachments

PCR_KAP_ND-ESLD gk.docx
20K

Sample Syllabus IS 54.pdf
72K

Sample Syllabus ESOL 52.pdf
85K

Sample Syllabus ESOL 50.pdf
85K