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University of Hawai'i
Code Request Form for Academic Programs

NEW OR MODIFIED SUBJECT CODE

Date: 2/25/2020

REQUESTOR CONTACT INFORMATION

Name	Maria Bautista	Campus	Kapiolani CC
Title	IVCAA	Email	mariab@hawaii.edu
Office/Dept	Vice Chancellor Academic Affairs	Phone	808-734-9519

☐ **NEW SUBJECT CODE USE AT INSTITUTION**

■ **MODIFY SUBJECT CODE USE AT INSTITUTION**

Institution Kapiolani CC   Effective Term Fall 2020

		Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2)	KAP	Kapiolani CC	☐ See Banner form STVCOLL
Division	(4)	AR	Arts & Sciences	☐ See Banner form STVDIVS
Department	(4)	LBRT	Liberal Arts	☐ See Banner form STVDEPT
Subject	(4)	HDFS	Human Dev & Family Studies	☐ See Banner form STVSUBJ

ATTACHMENTS

■ Memo with appropriate campus approval (i.e. Campus Curriculum Committee, Vice Chancellor for Academic Affairs, etc.)

VERIFICATIONS

Registrar:

Jerilynn Enokawa   *[signature]*   2/26/2020
Print Name   Signature   Date

Financial Aid Officer:

Jennifer Bradley   *[signature]*   2/28/2020
Print Name   Signature   Date

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

Tammi Chun   *[signature]*   MAR - 2 2020
Print Name   Signature   Date

Page 1 of 1

Fwd: Modification of Program Code Request

Maria Bautista <mariab@hawaii.edu>   Tue, Feb 25, 2020 at 10:13 AM
To: Alison Ohata <amo3111@hawaii.edu>
Cc: Grant Kim <grantkim@hawaii.edu>, Jeri Burke <jerilynb@hawaii.edu>

Hi Grant,
Confirming campus approval for subject code change from FAMR to HDFS.
Thanks,
Maria
[Quoted text hidden]
--
Maria Bautista, Ph.D.
Interim Vice Chancellor for Academic Affairs
Kapi'olani Community College
4303 Diamond Head Road
Honolulu, HI 96816
Tel: (808) 734-9519
Fax: (808) 734-9828

NEW OR MODIFY PROGRAM CODE

Form #CR-AP1
Modified June 2017

☐ **New Program Code**   ☒ **Modify Program Code**   Date: 2/14/2020

REQUESTOR CONTACT INFORMATION

Name	Maria Bautista	Campus	Kapi'olani CC
Title	Interim Vice Chancellor Academic Affairs	Email	mariab@hawaii.edu
Office/Dept	Academic Affairs	Phone	(808) 734- 9155

NEW PROGRAM CODE TO CREATE

Institution KAP - Kapiolani Community College ▾   Campus KAP - Kapiolani Community College ▾

Level UG - Undergraduate ▾   Effective Term Fall 2020

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) AR		☐ See Banner form STVCOLL
Department	(4) AR		☐ See Banner form STVDEPT
Degree/Certificate	(6) AA		☐ See Banner form STVDEGC
Major	(4) LBRT		☐ See Banner form STVMAJR
Concentration	(4) HDFS		☐ 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:

Previously AA-LBRT-FAMR

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)?
See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html ☐ Yes ☐ No

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.   2.0

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

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: _____

☐ 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	Jeri Burke
Jerilynn Enokawa 2/18/2020	_[signature]_ 2/18/2020	
Signature Date	Signature Date	Signature Date

UNIVERSITY *of* HAWAI'I®

KAPI'OLANI
COMMUNITY COLLEGE

MEMORANDUM

February 14, 2020

TO: Donald O. Straney
Vice President for Academic Planning & Policy, University of Hawai'i

FROM: Louise Pagotto *Louise Pag*
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 FAMILY RESOURCES (FAMR) TO A CONCENTRATION IN HUMAN DEVELOPMENT AND FAMILY STUDIES (HDFS) AT KAPI'OLANI COMMUNITY COLLEGE

The University of Hawai'i at Mānoa has changed its Bachelor of Science degree in Family Resources to a Bachelor of Science degree in Human Development and Family Studies. The University of Hawai'i Community Colleges are trying to align the subject codes of all the campuses and have agreed that each college with an FAMR program will request a subject code modification to align itself with the name change. This would create a smoother pathway to Mānoa for graduates of the program.

As such, Kapi'olani Community College is submitting a subject code modification request for the AA in LBRT with a Concentration in Family Resources to become an AA in LBRT with a Concentration in Human Development and Family Studies, effective in fall 2020. The proposed new code, adjusted to more closely match the code used by the University of Hawai'i at Mānoa will be AA-LBRT-HDFS.

4303 Diamond Head Road
Honolulu, Hawai'i 96816-4421
Telephone: (808)734-9565
Facsimile: (808)734-9162
Website: www.kapiolani.hawaii.edu
An Equal Opportunity/Affirmative Action Institution

AA-LBRT-HDFS
AA-LBRT-Human Development and Family Studies

Future | Fall 2020 — Indefinite

BANNER CODE FOR PROGRAM ❓

AA-LBRT-HDFS

BANNER TITLE FOR PROGRAM ❓

AA-LBRT-Human Development and Family Studies

CIP CODE FOR PROGRAM ❓

A.) General Catalog Information (ʻIke Moʻohaʻawina)

A.1) PROGRAM TITLE (POʻO PAPAHANA) ❓

Associate in Arts Degree in Liberal Arts with a concentration in Human Development and Family Studies

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

Associate

A.3) DEGREE TYPE (ʻANO O KE KĒKELĒ) ❓

Associate in Arts

A.4) PROGRAM DESCRIPTION FOR CATALOG (HULIKOʻA PAPA NO KA MOʻOHAʻAWINA) ❓

The AA degree in Liberal Arts with a Concentration in Human Development and Family Studies (HDFS) is a 60-credit program that satisfies all of the requirements for the AA degree in Liberal Arts. This concentration provides students with the foundation of the ecological systems-based study of lifespan development that provides students with solid knowledge and skills to be successful in entering university HDFS Bachelor of Science programs and future careers in human development and family studies.

A.5) CAREER OPTIONS FOR CATALOG (NĀ KOHO ʻOIHANA NO KA MOʻOHAʻAWINA) ❓

The purpose of the concentration in Human Development and Family Studies 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 Human Development and Family Studies.

Entry-level positions in the workplace include academic school counselor or college adviser; community outreach worker; preschool teacher; education coordinator; program administrator or associate; family, physical, or occupational therapist; teacher; social worker; doctor or nurse; university professor.

A.6) CATALOG GRID

- AA in Liberal Arts with HDFS (2) (3).docx

A.7) CURRICULUM GRID COMMENTS (MANAʻO KŪ PAPA HAʻAWINA) ❓

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 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 NUʻUKIA) ❓

A.9) PROGRAM ACCREDITATION INFORMATION (ʻIKEPILI HUI ʻĀPONO POLOKALAMU) ❓

A.10) APPLICATION PERIOD TO BE LISTED IN THE CATALOG ❓

B.) Program Learning Outcomes

B.1) PROGRAM LEARNING OUTCOMES (PAPAHANA KŪLEʻA ʻLKE) ❓

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 - Liberal Arts with a concentration in Human Development and Family Studies - Explain the interrelated aspects of biosocial, cognitive, and psychosocial development across the lifespan.
LINKED COURSE OUTCOMES
--- None ---
AA - Liberal Arts with a concentration in Human Development and Family Studies - Apply human development theories, concepts, and research to personal, academic, occupational, and community experiences.
LINKED COURSE OUTCOMES
--- None ---
AA - Liberal Arts with a concentration in Human Development and Family Studies - Compare and contrast fundamental theories of human development and behavior.
LINKED COURSE OUTCOMES
--- None ---
AA - Liberal Arts with a concentration in Human Development and Family Studies - Synthesize and convey ideas, utilizing critical thought and reflection clearly in oral/sign and written communication.
LINKED COURSE OUTCOMES
--- None ---
AA - Liberal Arts with a concentration in Human Development and Family Studies - Investigate the diversity of human development from a local, regional and global perspectives.
LINKED COURSE OUTCOMES
--- None ---

C.) Program Requirements

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

AA Degree Requirements: Some courses fulfill both the University of Hawaiʻi at Mānoa and Kapiʻolani Community College general education core requirements. Others fulfill only Kapiʻolani Community College requirements. Students intending to transfer to University of Hawaiʻi at Mānoa must be careful when selecting courses that satisfy only Kapiʻolani Community College requirements. Students should note that baccalaureate degree requirements vary at University of Hawaiʻi 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 Hawaiʻi 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.

University of Hawaiʻi Articulation: Effective Fall 1994, students who have earned an articulated Associate in Arts (AA) degree from a University of Hawaiʻi Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawaiʻi campuses. While an articulated AA degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus specific requirements, such as competency in a foreign language or writing intensive courses may also be required. With planning, most, if not all, of these requirements may be incorporated into the Associate in Arts degree; if not, they are required in addition to the Associate in Arts degree.

Articulation information may be viewed at http://www.hawaii.edu/gened/articulation.htm

Information specific to Kapiʻolani Community College courses and the UHM General Education Core Requirements may be viewed at

http://www.hawaii.edu/gened/articulation_kapcc.htm

❓

First Semester

16
Total Credits

No Rules

General Education Courses (required)

10
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 -
    - ▾ AA FGA Global and Multicultural Perspectives Electives
    - ▾ AA FGB Global and Multicultural Perspectives Electives
    - ▾ AA FGC Global and Multicultural Perspectives Electives
  - Earned at least 4 credits from: Courses from -
    - ▾ AA Hawaiian/Second Language 101

Required Courses

3
Total Credits

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

Elective Courses (suggested)

3
Total Credits

- Completed at least 3 credits from the following types of courses:
  AA electives

Second Semester

16
Total Credits

No Rules

General Education Courses (required)

10
Total Credits

- Complete all of the following
  - Earned at least 3 credits from: Courses from -
    - ▾ AA Foundations Symbolic Reasoning
  - 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
  - Earned at least 4 credits from: Courses from -
    - ▾ AA Hawaiian/Second Language 102

Required Courses

3
Total Credits

- Earned at least 3 credits from: Courses from -
- ▾ AA Diversification Arts
- ▾ AA Diversification Humanities
- ▾ AA Diversification Literatures

Elective Courses (suggested)

3
Total Credits

- Completed at least 3 credits from the following types of courses:
  AA electives

Third Semester

Third Semester

No Rules

Total Credits

16

Required Courses

7

Total Credits

- Complete all of the following
  - Earned at least 3 credits from: Courses from -
    - ▾ AA Diversification Physical Sciences
  - Earned at least 1 credits from: Courses from -
    - ▾ AA Diversification Laboratory Science
  - Earned at least 3 credits from: Courses from -
    - ECON 120 - Introduction to Economics (3)
    - ECON 130 - Principles of Economics (Microeconomics) (3)

Elective Courses (suggested)

9

Total Credits

- Completed at least 9 credits from the following types of courses:
  AA electives

Fourth Semester

12

Total Credits

No Rules

General Education Courses (required)

3

Total Credits

- Earned at least 3 credits from: Courses from -
  - ▾ AA Oral Communication

Required Courses

6

Total Credits

- Complete all of the following

- Earned at least 3 credits from: Courses from -

  - ▾ AA Diversification Arts

  - ▾ AA Diversification Humanities

  - ▾ AA Diversification Literatures

- Earned at least 3 credits from: Courses from -
  - FSHE 185 - The Science of Human Nutrition (3)

Elective Courses (suggested)

3

Total Credits

- Completed at least 3 credits from the following types of courses:
  AA electives

Grand Total Credits: 60

C.2) SATISFACTORY PROGRESS REQUIREMENTS (KOINA HOLOMUA KŪPONO) ❷

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

❷

No Rules

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

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

❷

No Rules

C.4) STAR GPS REGISTRATION PRIORITY LIST

- [AA-LBRT-HDFS] STAR GPS REGISTRATION PRIORITY LIST.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 (Pākuʻina)

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

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

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

Admin

Status

Active