

UNIVERSITY OF HAWAII  
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 3/19/2015	Effective term of request (Semester-Year): Fall 2015
Name: Kathleen Lee	Title: Educational Specialist
Campus: Kauai Community College	Office/Department: Health Education
Phone: (808) 245-8204	Email: kathlen@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution:	College:	Department:	
<input type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree:			
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:	Code	Existing Concentration:	Code
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]:	Description	Description [30 char/space limit]:	
If a similar major/concentration code exists in Banner, please list the code:			
Is this major/concentration code being used the same way at other UH campuses?			
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No    (Financial Aid Officer consultation required for all new program codes)			
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, students may select the code as their <u>only</u> program of study.)			

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**Replacing or eliminating an existing program code:**  
 If replacing an existing program code, are current students "grandfathered" under the old code?  Yes  No  
 Should the old program code be available for use in Banner?  Yes  No

Will the old program code be available for:

<b>Banner Module</b>	<b>Yes</b>	<b>No</b>	<b>Ending Term (Semester-Year)</b>
Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

**2. CERTIFICATES ONLY:**

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No  
 (Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

**3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE**      Banner forms: STVGAMP, STV/COLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STV/SUBJ
College: Instructional	Department: Health Education Division	
Subject code [4 char/space limit]: ECED	Subject description [30 char/space limit]: Early Childhood Education	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STV/MAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):  
 Requesting to use ECED course alpha code instead of ED as the courses reflect Early Childhood Education and ECED is a more appropriate code. This will also help to align our campus with the rest of the UHCC system.

SUPPORTING DOCUMENTATION
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input type="checkbox"/> Memo from Chancellor</li> <li><input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</li> <li><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</li> <li><input checked="" type="checkbox"/> Other: Memo from Vice Chancellor of Academic Affairs and email approval</li> </ul>

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<b>CAMPUS VERIFICATION</b>	
Requestor Signature <u><i>[Signature]</i></u>	Date <u>3/19/15</u>
Registrar (if different from Requestor) Kailana Soto	Signature <u><i>Kailana Soto</i></u> Date <u>3/20/15</u>
Email/memo in lieu of Registrar's signature may be attached	
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) Jeff Anderson	Signature <u><i>[Signature]</i></u> Date <u>3/20/15</u>
Email/memo in lieu of Financial Aid Officer's signature may be attached	
For Community Colleges, verification of consultation with OVPCC Academic Affairs: <u>Suzette Robinson</u>	Signature <u><i>[Signature]</i></u> Date <u>4/14/15</u>
Email/memo in lieu of signature may be attached	

Send completed form and supporting documentation to:  
 Institutional Research and Analysis Office (IRAO)  
 1633 Bachman Place  
 Sinclair Annex 2, Room 4  
 Honolulu, HI 96822  
 Email: [iro-mail@lists.hawaii.edu](mailto:iro-mail@lists.hawaii.edu)  
 Fax: 808-956-9870  
 Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

<b>FOR INTERNAL USE ONLY</b>	
Date form/docs received:	
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



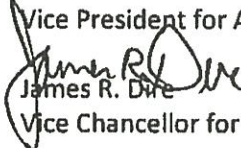
UNIVERSITY of HAWAII  
**KAUA'I**  
COMMUNITY COLLEGE

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

March 19, 2015

**MEMORANDUM**

TO: Risa E. Dickson  
Vice President for Academic Affairs

FROM:   
James R. Dine  
Vice Chancellor for Academic Affairs

SUBJECT: Course alpha change

I have approved the following course alpha change in Banner effective Fall 2015. This course alpha change will align Kaua'i Community College with the rest of the University of Hawai'i Community Colleges.

<u>Area</u>	<u>Old</u>	<u>New</u>
Early Childhood Education	ED	ECED

kml

c Curriculum Committee Co-chairs  
Division Chairs



UNIVERSITY  
of HAWAII  
SYSTEM

Kathlen Lee <kathlen@hawaii.edu>

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## Fwd: Quick question

1 message

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**Cherie Mooy** <mooy@hawaii.edu>

Thu, Mar 19, 2015 at 7:37 AM

To: Kathlen Lee <kathlen@hawaii.edu>, Kailana Soto <kailana@hawaii.edu>, Dana Shelit <dshelit@hawaii.edu>

Hi Kat,

Please see the dialog thread concerning the alpha change for the Early Childhood Education program from ED to ECED

**Jim has given approval for this change.**

Kailana states you are the one that prepares the IRAO code request forms.

If I can be of assistance, let me know.

Otherwise, please let me know when this process has been completed.

Do you think it will be done by the time the course catalog is printed this summer?

If so, I will ask Mel to input into Banner

Thanks,

Cherie

----- Forwarded message -----

From: **Kailana Soto** <kailana@hawaii.edu>

Date: Wed, Mar 18, 2015 at 1:22 PM

Subject: Re: Quick question

To: Cherie Mooy <mooy@hawaii.edu>

Cherie,

Please contact Kat as she is the one that prepares the IRAO code request forms.

On Wed, Mar 18, 2015 at 1:12 PM, Cherie Mooy <mooy@hawaii.edu> wrote:

Thank you, Jim.

Leighton and Kailana,

Please contact me if I can be of any assistance to you in this process.

Otherwise, I will just wait for confirmation of alpha change.

Thanks,

Cherie

On Wed, Mar 18, 2015 at 12:58 PM, James Dire <dire@hawaii.edu> wrote:

Aloha Kakou,

This name (alpha) change falls under the UHCC alignment of courses project. It does not have to be approved by the curriculum committee or the BOR. The change can be made here without external approval. We will still have to do the IRAO code changes. I approve this change request.

Jim

Sent from my iPad

On Mar 18, 2015, at 12:43 PM, "Leighton Oride" <loride@hawaii.edu> wrote:

I briefed Kailana via a separate email regarding the Banner major code situation.

As there is currently an AS and CA degree, does this change in name request need to go before the Curriculum Committee, then the BOR ?

[http://info.kauaicc.hawaii.edu/catalog\\_15/2014-2015\\_catalog\\_instruct.pdf](http://info.kauaicc.hawaii.edu/catalog_15/2014-2015_catalog_instruct.pdf)

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**From:** Cherie Mooy [mailto:mooy@hawaii.edu]  
**Sent:** Wednesday, March 18, 2015 12:32 PM  
**To:** Dana Shelit; Leighton Oride; Kailana Soto; James Dire  
**Subject:** Re: Quick question

Aloha Jim,  
Please approve an alpha change from ED to ECED for the Early Childhood Education program. I see that HawaiiCC, HonoluluCC, and Maui College all use the ECED alpha for their programs.

This alpha change at KauaiCC from ED to ECED would put us in alignment with other UHCC.

Thanks,

Cherie

On Wed, Mar 18, 2015 at 12:24 PM, Cherie Mooy <mooy@hawaii.edu> wrote:

Hi Dana,

Changing alphas is a process.

Has this process been started?

If not, I am including Leighton and Kailana in this discussion

as they are involved in the process.

Kailana,  
Can I come speak to you about this anytime before Spring Break?

Let me know.

Thanks,

Cherie

On Wed, Mar 18, 2015 at 10:40 AM, Dana Shelit <dshelit@hawaii.edu> wrote:

Hi Cherie.

Do you know if the alphas for the early childhood education courses have been changed from ED to ECED yet?

D

--

Dana M. Shelit

Early Childhood Education Program Faculty & Coordinator

University of Hawaii

Kauai Community College

3-1901 Kaunualii Hwy

Lihue, HI 96766

[dshelit@hawaii.edu](mailto:dshelit@hawaii.edu)

808-245-8276

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Lihue, Hi, 96766

Phone: 808-245-8373  
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**Appendix B  
Kauai Community College  
University of Hawaii  
Program Action Request**

1. Type of Program Action				[ ] New [X] Change [ ] Cancel			
PRESENT	CO	CA	AS	PROPOSED	CO	CA	AS
<b>Early Education</b>				<b>Early Education</b>			
ED 105	3	3	3	ED 105	3	3	3
ED 110	3			ED 110	3	3	3
ED 115		3	3	ED 115		3	3
ED 131	3	3	3	ED 131	3	3	3
ED 140		3	3	ED 140		3	3
ED 192				ED 170			3
ED 195 or ED 191B (3) ED 191C (1)		2	2	ED 192		2	2
ED 234			2	ED 195		4	4
ED 245		3	3	ED 245		3	3
ED 261			3	ED 263			3
ED 262			3	ED 264			3
ED 290C			4	ED 290C			4
<b>Fine Arts (Select 1)</b>				<b>Fine Arts</b>			
ART 101 (3)		2 to 3	2 to 3	ART 101 (3)		3	3
MUS 121C (2)							
MUS 121D (2)							
MUS 253 (3)				MUS 166 (3)			
<b>Psychology</b>				<b>Psychology</b>			
PSY 100		3	3	MUS 253 (3)			
PSY 220			3	PSY 100		3	3
<b>Hawaiian Studies</b>				<b>Hawaiian Studies</b>			
ENG 261 (3)		3	3	ENG 261 (3)		3	3
HAW 261 (3)				HAW 261 (3)			
HIST 284 (3)				HIST 284 (3)			
HWST 107 (3)				HWST 107 (3)			
HWST 111 (3)				HWST 111 (3)			
HWST 231K (3)							
HWST 232 (3)							
<b>Communication</b>				<b>Communication</b>			
ENG 100			3	ENG 100		3	3
SP 151		3	3	SP 151		3	3
<b>Quantitative or Logical</b>				<b>Quantitative or Logical</b>			
MATH 100 or higher (3) or PHIL 110 (3)			3	MATH 100 or higher (3) or PHIL 110 (3)			3
<b>Science</b>				<b>Science</b>			
SCI 121 and Lab (3 +1) or SCI 122 and Lab (3+1)			4	SCI 121 and Lab (3 +1) SCI 122 and Lab (3+1) BIOL 123 and Lab (3+1) BOT 130 and Lab (3+1) GG 101 (4)			4
<b>Social Science</b>				<b>Social Science/Humanities</b>			
ANTH 200 (3)			3	ANTH 200 (3)			3
GEOG 102 (3)				HIST 151 (3)			
HIST 151 (3)				HIST 152 (3)			
HIST 152 (3)				LING 102 (3)			
LING 102 (3)				PSY 220 (3)			
REL 150 (3)				REL 150 (3)			
<b>TOTAL CREDITS</b>	<b>9</b>	<b>32-33</b>	<b>60-61</b>	<b>TOTAL CREDITS</b>	<b>9</b>	<b>39</b>	<b>62</b>

## 1. MODIFICATION OF CURRICULUM REQUIREMENTS:

### AS Degree

The Early Childhood Education representatives from Honolulu Community College, Maui Community College, Hawai'i Community College, and Kaua'i Community College met to facilitate the articulation with UH West Oahu's Bachelor's in Social Science Degree with specialization in Early Childhood Education. It was agreed to adopt identical courses, course numbering, titles, course description, student learning outcomes, and credits.

### Modifications of title, course description, and course number/additions of SLOs:

- ED 261 Early Childhood Education Curriculum I to  
ED 263 Language and Creative Expression Curriculum
- ED 262 Early Childhood Education Curriculum II to  
ED 264 Inquiry and Physical Curriculum

### Changes of title and course description/addition of SLOs:

- ED 192 Introduction to Field Experience in Early Childhood Education
- ED 195 Intermediate Preschool Lecture/Lab to  
Field Experience in Early Childhood Education I
- ED 290C Advance Preschool Lecture/Lab to  
Field Experience in Early Childhood Education II

### New course requirements:

- ED 110 Introduction to Early Childhood Education (3)
- ED 170 Introduction to Working with Infants and Toddlers (3)

### Deletions from program requirements:

- ED 234 Observation and Assessment  
Students were counseled to take ED 234 in fall 2005 because that was the last time it would be offered.
- PSY 220 Developmental Psychology  
This is not an Early Childhood course and is being deleted as a program requirement. The course will be available as a Social Science option.

### Deletions from lab option:

- ED 191B Early Childhood Education Practicum
- ED 191C Early Childhood Education: Discussion  
ED 191B/C are being deleted as an option for the second lab. Students can still take ED 195 to fulfill this requirement.

### Deletions from General Education options:

- GEOG 102
- HWST 231K
- HWST 232

### Additions to General Education options:

- PSY 220
- BIOL 123/L
- BOT 130/L
- GG 101

### Addition of ENG 100 for Certificate of Achievement:

ED 195 requires concurrent enrollment in ENG 100 in order to prepare AS students to take ED 290C.

2. **PROGRAM TYPE:**

Associate in Applied Science  
 Certificate of Achievement  
 Certificate of Competence

Associate in Science  
 Certificate of Completion

3. **PROGRAM TITLE:** Early Childhood Education

4. **PROGRAM DESCRIPTION:**

The Early Childhood Education (ECE) program prepares teachers with the attitudes, skills, and knowledge necessary to teach at a preschool accredited by the National Association for the Education of Young Children (NAEYC). The training melds the theoretical with the practical by including hands-on lab experiences using practices conducive to the healthy development of the whole child. The ECE Program offers a Certificate of Competence (CO), a Certificate of Achievement (CA), and an Associate in Science Degree (AS).

The AS in ECE meets the preferred training and experience requirements for preschool teachers as described by the State of Hawai'i's Department of Human Services (DHS).

The CO in ECE meets the clock hour training requirements for the Child Development Associate Certificate (CDA).

Current and prospective practitioners working in licensed group childcare centers and preschools must submit to Good Beginnings Alliance documentation of their education, training, and work experiences for the Registry. After a review of the documentation, the candidate's level of qualification is determined. The Registry assists directors and administrators to determine the positions for which an applicant is qualified. It also helps DHS licensing social workers to quickly identify the qualifications of ECE staff.

Current certifications in Infant, Toddler, and Child CPR and first aid are required before the CA or AS is conferred. All ECE courses must be completed with a grade of "C" or higher. On-line labs for SCI 121 and SCI 122 are not accepted. It is recommended that the science option of SCI 121 or SCI 122 be taken concurrently with the corresponding lab on campus.

5. **PROPOSED DATE OF FIRST OFFERING:** Spring 2008

*Fall 2008 ER*

6. **REVISED CURRENT KCC CATALOG PAGES:** 67

*132*

7. **IS THIS PROGRAM OFFERED AT ANOTHER UH CAMPUS**  Yes  No

If Yes, specify campus. If No, why is this program offered at KCC.

This program is offered at Honolulu Community College, Maui Community College, and Hawai'i Community College.

8. REASON FOR THIS PROGRAM ACTION:

The UH Community Colleges are in the process of articulating their ECE AS Degrees with UH West Oahu's Bachelor's in Social Science Degree with concentration in ECE. To facilitate the articulation, the community colleges are modifying their ECE Programs to make them more uniform.

Proposed by: Anna Jen Smithwick 5/21/07  
Date

Requested by: Charlene Ono 5/18/07  
Date

Approved by: Curriculum Committee Chairperson 5/20/07  
Date

Dean of Instruction 5/20/07  
Date

Chancellor 6-7-07  
Date