NEW OR MODIFY PROGRAM CODE

Form #CR-AP1
Modified June 2017

☒ **New Program Code**   ☐ **Modify Program Code**   Date: 2/10/21

REQUESTOR CONTACT INFORMATION

Name	Charles Sasaki	Campus	Windward CC
Title	Vice Chancellor for Academic Affairs	Email	sasakich@hawaii.edu
Office/Dept	Academic Affairs	Phone	(808)235-7443

NEW PROGRAM CODE TO CREATE

Institution	WIN - Windward Community College	Campus	WIN - Windward Community College
Level	UG - Undergraduate	Effective Term	Spring 2021

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) IN	Instructional	☐ See Banner form STVCOLL
Department	(4) LBRT	Liberal Arts	☐ See Banner form STVDEPT
Degree/Certificate	(6) AA	Associate of Arts	☐ See Banner form STVDEGC
Major	(4) HWSD	Hawaiian Studies Fully Online	☒ 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: HWST (CIPC 050202)

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

WCC is offering the AA in Hawaiian Studies to meet the needs of place-bound students and learners not near the WCC campus.

Designation as online program will improve WCC's ability to track students for enrollment, progress, retention, completion and transfer.

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 years

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

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ADDITIONAL COMMENTS

Program approved has been approved as a fully distance-delivered program by NC-SARA and ACCJC.

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...
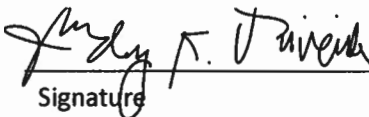
☐ BOR approved certificate. BOR Meeting/Approval Date: _____

☐ 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.
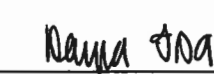
Registrar (Print Name)	Financial Aid Officer (Print Name)	For Community Colleges, verification of consultation with OVPCC Academic Affairs:
Judy Oliveira (acting)	Dayna Isa	Della Teraoka
(signature) 2/10/2021	_(signature)_ 2/16/21	_(signature)_ 2/19/2021
Signature Date	Signature Date	Signature Date

Section 1: Process Information

These guidelines set forth a process by which academic departments through their respective colleges can request recognition as a fully online program. Fully online programs will have a major code that ends in "D." Therefore, students in the major code would only be able to register for designated online courses, be exempt from health records requirements for TB and immunizations, and be exempt from select student fees to the extent that executive policy allows.

In order for a program to be recognized as fully online, the following criteria must be met:

1. UH departments and faculty must complete their internal campus specific procedures to request a program delivered fully online.
2. The fully online program must have an approved substantive change or administrative approval from their appropriate accrediting body (WASC or ACCJC).
3. All courses in the program must be offered by an instructional method of Distance-Completely Online (DCO); the application must show that the courses on the academic program map have been available online or that the campus must demonstrate the commitment to offering the courses on the academic program map once approved.
4. Academic and Student services must be available to the student from a distance.
5. There must not be any campus based requirements for students participating in the program, including mandatory orientation sessions, testing required to be done at a UH Test Center, and face-to-face meetings with faculty or staff. In certain cases, there may be a pre-established residency component (e.g internships at specific locations, intensive short-term courses) which must be approved with the application or subsequently approved.
6. Institutions that offer distance education must have processes in place through which the institution establishes that each registered student is the same student who participates in and completes the course or program and receives the academic credit. Therefore, institutions must employ methods such as:
    a. A secure log-in and password.
    b. New or other technologies or practices that are effective in verifying student identity.

    The University of Hawai'i is meeting the Student Identity Verification for distance learning and online courses by doing the following:
    a. Upon admission to any of the UH campuses, the student is given a UH username and password. A UH username is a unique identifier for each authorized student at the UH System. The UH username and password are the student's personal identification for accessing Laulima, MyUH, email, web publishing and various other services.
    b. The UH course management system used for online courses, requires students to use their UH username and password.

Please address any questions regarding this form to uhdl@hawaii.edu. Use this form to request recognition as a fully online program. Please also include a copy of the approved substantive change letter or administrative approval letter from WASC or ACCJC as appropriate as well as the program map. This request should be

submitted electronically to your campus Vice Chancellor of Academic Affairs. Upon approval by the campus, it will be routed to the Distance Learning Advisory Council for approval. Once approved, programs must request appropriate Banner code changes.

Section 2. General Information-Please complete all information in this section.		
Institutional Information	Institution's Name:	
	Originating College or Department:	
Proposed Program Information	Proposed Program Title:	
	Name of Degree to Be Conferred Upon Completion:	
	Award(s) (e.g., A.A., B.S.):	
	Number of Required Credits:	
Program Contact Information	Name and Title: Telephone: E-mail:	
Need for fully online designation		

Section 3: Program Information

Proposed start date:

Will students in the program be part of a structured cohort? ☐ Yes ☐ No

    If yes, will non-cohort students be able to register for the courses on a space available basis? ☐ Yes ☐ No

Term length (in weeks) for course for the fully online program?

    Full-term   ☐ 16-week   ☐ 15-week (UHWO only)

    Part-of-term   ☐ 8-week   ☐ 5-week*

    * If using part of term 5-week courses, dates must follow the *UH Online Parts of Term Calendar Memo found here: memo

Attach a list of proposed courses, pre-requisites, and total number of courses. Include a program map and/or advising sheet (i.e. STAR pathway).

Provide evidence that all courses in the academic program map (including any general education, electives and/or graduation requirements) have been offered in the Distance-Completely Online instructional method format during the last two years and/or evidence the campus's commitment to offer the courses in the academic program map once approved as a fully online program.

Describe any face-to-face requirements that are part of the program (e.g. on campus course). If none, then, indicate "Not Applicable."

Attach copies of the approved substantive change letter or administrative approval letter from WASC or ACCJC and the program map.

Section 4: Organizational Commitment

Describe how your institution, department, and program are allocating sufficient resources for distance learning programs and its student and technical support services to ensure their effectiveness and sustain the program.

Describe how the department will support faculty development for teaching online, including the pedagogical and communication strategies to function effectively.

For 5-week courses, faculty must participate in professional development and have courses reviewed using the UH Quality Matters rubric.

Section 5: Learner Support

Describe how your institution provides distance learners with adequate academic and student support, including academic advising, academic support, technical support, library and information services, and other student support services normally available on campus.

Do program materials clearly define how students can access these support services? ☐ Yes ☐ No

Has the Director of Financial Aid updated the Eligibility and Certificate of Approval Report (ECAR) or have the letter of administrative approval on file if students in this program will be eligible for federal student aid? ☐ Yes ☐ No

What student services and resources are available for students in an online format (without visiting campus)?

Orientation to Online Learning (basics of online learning, technology, etc)	☐ Yes	☐ No
Program Orientation (specific information about being a student in your academic program)	☐ Yes	☐ No
Academic Advising/Counseling	☐ Yes	☐ No
Tutoring	☐ Yes	☐ No
Library Services	☐ Yes	☐ No
Testing	☐ Yes	☐ No
Career Services	☐ Yes	☐ No
Financial Aid Counseling	☐ Yes	☐ No

Mental Health Counseling   ☐ Yes   ☐ No

Other:

Distance learning programs are expected to produce the same learning outcomes as comparable classroom based programs. How are these learning outcomes identified – in terms of knowledge, skills, or credentials – in course and program materials?

Describe how the means chosen for assessing student learning in this program are appropriate to the content, learning design, technologies, and characteristics of the learners.

Section 7: Program Evaluation

What process is in place to monitor and evaluate the effectiveness of this particular distance education program on a regular basis?

How will the evaluation results be used for continuous program improvement?

How will the evaluation process assure that the program results in learning outcomes are appropriate to the rigor and breadth of the college degree or certificate awarded?

Section 8: Students Located Outside of Hawaiʻi

Is the program open to students located outside of Hawaiʻi? ☐ Yes-all U.S. States and territories

☐ Yes-all U.S. States and territories and internationally

☐ No

Section 9: State Authorization (only complete if answer to section 8 was yes)

UH System programs must comply with all "authorization to operate" regulations that are in place in other U.S. states where the institution has enrolled students or is otherwise active, based on each state's definitions.

Does your institution have NC-SARA approval providing reciprocity for state authorization? ☐ Yes ☐ No

What processes are in place to monitor the location of students enrolled in any distance education course in this program while residing in their home state?

Federal regulations require institutions delivering courses by distance education to provide students or prospective students with contact information for filing complaints with the state approval or licensing entity in the student's state of residency and any other relevant state official or agency that would appropriately handle a student's complaint. What is the URL on your institution's website where contact information for filing complaints for students in this program is posted? NOTE: Links to information for other states can be found here.

Does your program lead to professional licensure?

Institutions are required to "keep all students, applicants and potential students who have contacted the Institution about the course or program informed as to whether successful completion of such offerings would actually meet state licensing or post-licensing requirements."

Has the program determined whether the course/program meets professional licensure requirement in the state where student/applicant is located and has a method to provide information in writing to the students? ☐ Yes ☐ No

Chief Academic Officer Approval	**Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program.** *E-signatures are acceptable.* Name and title: Signature and date:

Welcome to SARA

1 message

National Council for State Authorization Reciprocity Agreements
A voluntary, regional approach to state oversight of distance education

Lori Williams
President/ Chief Executive Officer

*Paul Lingenfelter
Chair, NC-SARA Board

National Council Board

Barbara Ballard
Kansas Legislature

*Chris Bustamante (retired)
Rio Salado College

Kathryn G. Dodge
Dodge Advisory Group, LLC

Dianne Harrison
California State University, Northridge

*Susan G. Heegaard
Midwestern Higher Education Compact

*Teresa Lubbers (Treasurer)
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Accrediting Commission

Demaree Michelau
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*Patricia O'Brien
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Attorneys

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Presidents' Forum

Peter Smith
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*Michael Thomas
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*Larry Tremblay
Louisiana Board of Regents

*Leroy Wade
Missouri Department of
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Commission on Colleges, Southern Association
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*Member of NC-SARA Executive Committee

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10/20/2020

Windward Community College
45-720 Keaahala Rd
Kaneohe, HI 96744-3598

Dear Charles Sasaki,

On behalf of the National Council for State Authorization Reciprocity Agreements (NC-SARA), I am pleased to welcome Windward Community College as an institutional participant in the SARA initiative. Your institution will be listed on our website (www.nc-sara.org) and we encourage you to inform students of your participation by placing the SARA logo on the institution's website. Logos may be found at www.nc-sara.org/logos and you may use whichever logo you prefer.

A great deal of work has gone into the development and implementation of the SARA initiative. SARA increases administrative efficiency and lowers the costs of obtaining authorization to provide postsecondary distance education in states that join. These benefits are resulting in increased access as institutions like yours are able to make their academic programs more widely available and accept enrollments from students in many other states.

But increased access and efficiency will mean little if they are not accompanied by high quality. That is why all SARA institutions annually commit to several steps designed to ensure that courses and programs they offer through the SARA initiative provide high-quality learning opportunities that can help students reach their goals. Institution staff working with SARA are encouraged to read the SARA *Manual* (www.nc-sara.org) and ask questions about policies about which they have questions.

Thank you for joining us in this work and best wishes for your continued success.

Sincerely,

Lori Williams
President /Chief Executive Officer
National Council for State Authorization Reciprocity Agreements

MIDWESTERN HIGHER EDUCATION COMPACT   NEW ENGLAND BOARD of HIGHER EDUCATION   SREB | Southern Regional Education Board   WICHE Western Interstate Commission for Higher Education