

Date: September 1, 2021

**REQUESTOR CONTACT INFORMATION**

Name Charles Sasaki Campus Windward CC  
Title Vice Chancellor for Academic Affairs Email kevinkm@hawaii.edu (Kevin Morimatsu)  
Office/Dept Academic Affairs Phone (808) 235-7495

**PROGRAM CODE FOR  ADMISSION STOP-OUT ONLY OR  TERMINATION (PLEASE CHECK ONE)**

Program Code 010308 Program Description Sustainable Agriculture  
Institution WIN - Windward Community College Campus WIN - Windward Community College  
College IN - Instructional Department Natural Sciences  
Level UG - Undergraduate

Are current students "grandfathered" under the program code?  Yes  No  
Should the old program code be available for use in Banner?  Yes  No

Effective Fall 2021, this program code will no longer be available to admit or recruit students.  
Term (ie. Fall 2014)

*This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.*

Effective Fall 2021, this program code will no longer be available to enroll or award degree to students.  
Term (ie. Fall 2014)

*This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.*

**FOR ADMISSION STOP-OUT ONLY REQUEST**

Effective Spring 2023, this program code will be reactivated and available to admit or recruit students.  
Term (ie. Fall 2014)

*This will turn on the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.*

Check here to leave ONLINE APPLICATION OFF

**ADDITIONAL COMMENTS**

Empty box for additional comments.

IRAQ USE ONLY: DATE RECEIVED

### ATTACHMENTS

Termination of an Associate, Bachelor and Graduate Degrees, and sole credential certificates.

Memo with President's Approval, with cc to Vice President for Academic Planning and Policy, regarding program action.

Admission stop-outs, termination of a Certificate (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree.

Memo from Chancellor to Vice President for Academic Planning and Policy regarding program action.

### VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar  
(Print Name)

Farah Doiguchi


 06/03/22

Signature

Date

Financial Aid Officer  
(Print Name)

Anna Chaimberlain


 5/27/22

Signature

Date

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

Della Teraoka

 6/7/2022

Signature

Date

<sup>1</sup> "Admission stop-out" is defined as a halt to new admissions to a program. (Regent Policy 5.201)




UNIVERSITY of HAWAII  
**WINDWARD**  
COMMUNITY COLLEGE

May 27, 2022

**MEMORANDUM**

TO: Debora Halbert  
Interim Vice President for Academic Strategy

FROM: Ardis Eschenberg  
Chancellor 

SUBJECT: Program Actions at Windward Community College

I have approved the following program actions on September 01, 2021, effective Fall 2021.

**Admissions Stop-out**

Certificate of Competence in Sustainable Agriculture

cc Pearl Iboshi, IRAO  
Farah Doiguchi, Registrar  
Jennifer Brown, Interim Vice Chancellor of Student Affairs



July 16, 2021

**MEMORANDUM**

TO: Ardis Eschenberg  
Chancellor, Windward Community College

VIA: Faculty Senate

VIA: Curriculum Committee

FROM: David Krupp   
Interim Dean, Academic Affairs, Division II

SUBJECT: ADMISSIONS STOP-OUT FOR THE CERTIFICATE OF COMPETENCE IN  
SUSTAINABLE AGRICULTURE

**SPECIFIC ACTION REQUESTED:**

Approval of a two-year admissions stop-out to the Certificate of Competence in Sustainable Agriculture.

**RECOMMENDED EFFECTIVE DATE:**

Fall 2021 through Spring 2023

**ADDITIONAL COST:**

None

**PURPOSE:**

The purpose of this request is to temporarily halt admissions to the Certificate of Competence in Sustainable Agriculture.

**BACKGROUND INFORMATION:**

Per Regents Policy RP 5.201, Instructional Programs, "An admission stop-out (a halt to new admissions to the program) for more than two years shall be approved by the president. Chancellors may approve admission stop-outs for up to two years."

The Certificate of Competence in Sustainable Agriculture was originally approved in Fall of 2013 to prepare workers who want to engage in small-scale farming in Hawaii in a way that integrates long-term environmental stability with economic profitability. Since the certificate was established, no student has completed the certificate requirements. Currently, there are no students enrolled in the program. Several other factors have been considered in generating this request:

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www.windward.hawaii.edu

1. The tenure-track instructor responsible for program coordination and instruction in Sustainable Agriculture resigned in June 2020. Because of the University-wide hiring freeze, we have not been able to hire a replacement faculty member. This situation greatly impacts the College's ability to offer some of the required classes for this certificate.
2. During the past year, the Hale Uluwehi agriculture complex was not useable for instruction while renovations were underway and much of the facilities (e.g., aquaculture tanks) needed in order to teach certain classes were dismantled to facilitate construction. Given the loss of the tenure-track instructor in Sustainable Agriculture, there is no one to take the lead to put these facilities back together for instruction.
3. The College has never offered one of the required classes (AG 171 Farm Renewable Energy Systems) for this certificate.
4. Windward Community College (WCC) has ceded the program title "Sustainable Agriculture" to Leeward Community College (LCC) which offers stackable credentials in Sustainable Agriculture from Certificate of Competence to an Associate in Science degree. LCC's curriculum is very different from that of WCC. If WCC is to use this title, then its curriculum should be aligned with that of LCC. Doing so will require an assessment and retooling of Sustainable Agriculture at WCC in dialogue with LCC.
5. WCC will receive a Native Hawaiian Career and Technical Education Program (NHCTEP) grant as a subaward from Alu Like, Inc. A portion of this subaward is meant to fund the assessment and retooling of Sustainable Agriculture described above. This project will also involve the development of a curriculum in algae culture. The grant includes funds to hire a half-time instructor to lead these efforts.

Consequently, I am requesting approval to halt admissions to the Certificate of Competence in Sustainable Agriculture for two years.

Additionally, per Regents Policy [RP 5.201](#), Instructional Programs, "Commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs and four years for baccalaureate degrees. No new program admissions shall take place."

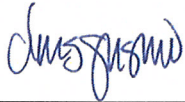
The Certificate of Competence in Sustainable Agriculture requires 17 credits. Regents Policy [RP 5.201](#), Instructional Programs, is interpreted to apply to this certificate by a commensurate length of time. For the Certificate of Competence in Sustainable Agriculture, students would be allowed up to one year to complete all relevant coursework.

**ACTION RECOMMENDED:**

Approve a two-year admissions stop-out to the Certificate of Competence in Sustainable Agriculture.

**APPROVED/DISAPPROVED:**

Approve / Disapprove



\_\_\_\_\_  
Charles Sasaki, Vice Chancellor, Academic Affairs

08/30/2021

\_\_\_\_\_  
Date

Approve /  Disapprove



\_\_\_\_\_  
Ardis Eschenberg, Chancellor

9/1/2021

\_\_\_\_\_  
Date