

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

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:	Banner Module	Yes	No	Ending Term (Semester-Year)
	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: **AAG- CULN**

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE		Banner forms: STVCAMP, 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: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
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):

We are requesting this program code because no program code exists in Banner for the 16-credit track.

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

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CAMPUS VERIFICATION		
Requestor Signature	<u><i>James R. Dine</i></u>	Date <u>11/24/14</u>
Registrar (If different from Requestor)		
Kailana Soto	<u><i>Kailana Soto</i></u>	<u>11/25/14</u>
Print name	Signature	Date
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	<u><i>Jeff Anderson</i></u>	<u>11/25/14</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u><i>Suzette Robiner</i></u>	<u><i>Suzette Robiner</i></u>	<u>12/1/14</u>
Print name	Signature	Date
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
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.

FOR INTERNAL USE ONLY	Date form/docs received: <u>12/8/2014</u>
Program code [12]: <u>CO-CULN-CUL</u>	Program Description [30]: <u>CO-Culinary Arts- CO Culinary</u>
CIP code [6]:	CIP description [30]:





UNIVERSITY of HAWAII
KAUAI
COMMUNITY COLLEGE

November 20, 2014

MEMORANDUM

TO: Joanne Itano
Office of the Executive Vice President for Academic Affairs/Provost

VIA: James Dire 
Vice Chancellor for Academic Affairs

FROM: Helen A. Cox 
Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 1/6/2014 effective Fall 2014.

New

Certificate of Competence (C.O.) – Culinary Arts

c: Division Chairs
Glenn Alquiza
Gigi Drent
Patricia McGrath
Cherie Mooy
Richard Randolph

3-1901 Kaunali'i Highway
Lihue, Hawai'i 96766-9500
Telephone: (808) 245-8210
Fax: (808) 245-0101

An Equal Opportunity/Affirmative Action Institution

Program Length and Special Program Designation

November 21, 2014

The following information is submitted in addition to the IRAO Code Request form.

Program: Certificate of Competence – Culinary Arts

Length of program: 1 year

Special program designation: N

APPENDIX B
Kaua'i Community College
University of Hawai'i
Program Action Request

Effective Fall	2014
Date Approved	1/14
Replaces	2/12

1. Type of Program Action: New Modification Deletion

PRESENT	PRESENT					PROPOSED	PROPOSED				
	CO Culinary Arts	CC Culinary Arts	CA Culinary Arts	CA Advanced Culinary Arts	AAS Culinary Arts		CO Culinary Arts- Food Prep	CO Culinary Arts	CA Culinary Arts	CA Advanced Culinary Arts	AAS Culinary Arts
CULN 101B CULN 101C OR CULN 102B CULN 102C	8					CULN 101B CULN 101C OR CULN 102B CULN 102C	8				
CULN 111		2	2		2	CULN 111		2	2		2
CULN 112		2	2		2	CULN 112		2	2		2
CULN 115			2		2	CULN 115				2	2
CULN 120		4	4		4	CULN 120		4	4		4
CULN 130		5	5		5	CULN 130		5	5		5
CULN 150			5		5	CULN 150			5		5
CULN 160			5		5	CULN 160			5		5
CULN 185				3	3	CULN 185				3	3
CULN 221				5	5	CULN 221				5	5
CULN 222				5	5	CULN 222				5	5
CULN 240				5	5	CULN 240				5	5
CULN 271				4	4	CULN 271				4	4
CULN 275				3	3	CULN 275				3	3
CULN 294				5	5	CULN 294				5	5
BUSN 161B	1					BUSN 161B	1				
MATH 26, MATH 50H, MATH 100 or higher. For the AAS, must be MATH 100 or higher.			3		3	MATH 25, 26 or MATH 75 or higher			3-5	3-5	
						MATH 100 or higher. For UHWO Bachelor's of Applied Science with Concentration in Culinary Management MATH 103 is required.					3
Oral Communication (one): BUS 130 or SP 151				3	3	Written Communication (one): ENG 22 or higher		3	3	3	
Written Communication (one): BUS 175; EALL 272; ENG 22, ENG 100, ENG 106, ENG 215, ENG 250, or higher; JOUR 205; LING 102; or any WI course		3	3			Written Communication (one): BUS 175; EALL 272; ENG 100, ENG 106, ENG 215, ENG 250, or higher; JOUR 205; LING 102; or any WI course. For UHWO Bachelor's of Applied Science with Concentration in Culinary Management ENG 100 or higher is required.					3
ENG 100 or higher					3						
TOTAL	9	16	31	33	64	TOTAL	9	16	29-31	38-40	61

2. Program Type:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Associate in Applied Science (AAS) | <input checked="" type="checkbox"/> Certificate of Achievement (CA) |
| <input type="checkbox"/> Associate in Arts (AA) | <input checked="" type="checkbox"/> Certificate of Competence (CO) |
| <input type="checkbox"/> Associate in Arts–Concentration | <input type="checkbox"/> Academic Subject Certificate (ASC) |
| <input type="checkbox"/> Associate in Science (AS) | |
| <input type="checkbox"/> Associate in Science Natural Sciences–Concentration (ASNS) | |

3. Program Title: Culinary Arts (CULN)

4. Program Description (for catalog):

The Certificate of Competence (CO) in Culinary Arts--Food Prep requires 9 credits and prepares students for entry-level positions in the food service industry. Students are able to demonstrate competency in basic food preparation, sanitation, and safety and customer service. Completion of this certificate does not assure entry into the Culinary Arts Associate in Applied Science (AAS) degree cycle.

The Kaua'i Community College Career Ladder Culinary Arts program is designed to provide technical knowledge and basic skills training for students choosing to enter the culinary field, as well as upgrade skills of those already employed in the food service industry. "Hands-on" laboratory training reinforces theoretical knowledge and prepares graduates for positions in professional food service careers. With job experience, graduates of the Culinary Arts program may advance to positions such as chefs, kitchen managers, and restaurant managers.

Successful completion of the 16 credit Certificate of Competence in Culinary Arts (CO) allows students to continue to the Certificates of Achievement (CA) and/or to the AAS degree program. Graduates will also be eligible to apply for the American Culinary Federation "Certified Culinarian" certificate.

Program Admission Requirements:

Although applicants will be admitted into the Culinary Arts program, admission into the Culinary Arts AAS laboratory cycle (except CULN 101B/C and CULN 102B/C) is on a "first applied, first qualified" basis. Once qualified, the student must initiate the registration process (i.e. submit health clearances, gain academic advising, register for classes, and attend the mandatory orientation). A new culinary laboratory cycle begins each fall semester.

Applicants must demonstrate basic skills proficiency writing and mathematics as part of acceptance into the CO in Culinary Arts, CA, and AAS degree programs. Priority admittance into the Culinary Arts fall AAS degree cycle will be given to *continuing students* who have met the following requirements by the March 1 priority deadline:

1. Met minimum English requirements by placing into ENG 22 or higher, or completed ENG 19 with a grade of "C" or higher;
2. Met minimum math requirements by placing into MATH 25, MATH 26, MATH 75 or higher, or completed MATH 21 or MATH 22 with a grade of "C" or higher; and
3. Completed CULN 101B/C and/or CULN 102B/C with a grade of "B" or higher, and maintained a 2.0 GPA in all courses applicable toward a CO in Culinary Arts or higher degree.

Applicants exploring the culinary arts field that wish to gain a general survey of basic culinary skills and/or are working on completing the reading, writing and/or math program prerequisites are encouraged to enroll in the Certificate of Competence in Culinary Arts – Food Prep program.

Students planning to apply for admission to the University of Hawaii at West Oahu and attain the Bachelor's of Applied Science with a Concentration in Culinary Management are required to successfully complete ENG 100 and MATH 103. Please see UHWO website for current admissions information.

Graduation Requirements:

A grade of "C" or higher is required for all Culinary Arts program courses. A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is required to meet graduation requirements.

4. Program Student Learning Outcomes:

1. Communicate with guests, co-workers, and supervisors by using oral, written, and nonverbal skills required in food services operations. (COMMUNICATION)
2. Demonstrate reasoning and decision-making skills that reflect critical thinking (problem-solving, creative thinking, quantitative reasoning, application, and resource management) and the current state of culinary arts/science. (COGNITION)
3. Use print materials, personal communications, observations, and electronic media efficiently and ethically to locate, retrieve, evaluate, organize, and present information needed to meet educational, personal, and professional objectives. (INFORMATION COMPETENCY)
4. Apply work ethics, attitudes, and professional codes of conduct in the workplace with guests and with members of the culinary team including co-workers and supervisors. (SOCIAL RESPONSIBILITY)
5. Demonstrate commitment to culinary arts and food service practices through professional behaviors that meet industry standards. (PERSONAL RESPONSIBILITY)

6. Proposed Date of First Offering: Fall 2014

7. Is this program offered at another UH campus? Yes No
If Yes, specify campus. If No, why is this program offered at KCC:

Hawai'i Community College, Kapi'olani Community College, Leeward Community College, UH Maui College, and UH West O'ahu.

8. Reason for this Program Action:

These PAR changes are made to meet the requirements of students transferring to the University of Hawai'i West Oahu Bachelor's of Applied Science with a Concentration in Culinary Management program. Additionally, CULN 160 fulfills the General Skills/Ed Core Options Oral Communications requirement. Effective fall 2014, Certificates of Completion (CC) will no longer be awarded throughout the UH system, and all CCs will be converted to Certificates of Competence (CO).

PSLOs approved by:


Assessment Committee Chairperson 1/6/14
Date

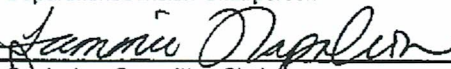
Proposed by:

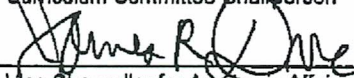

Originator 1/6/14
Date

Requested by:


Department/Division Chairperson 1/6/14
Date

Approved by:


Curriculum Committee Chairperson 1/6/14
Date


Vice Chancellor for Academic Affairs 1/6/14
Date


Chancellor 1/6/14
Date

CULINARY PATHWAY OPTIONS

