

6/14/11 Acknowledged receipt of PCR. mh

Student Services
Admissions & Records



UNIVERSITY of HAWAII
KAUAI
COMMUNITY COLLEGE

Fax to: (808) 956-9870

Total pages = 10

June 13, 2011

TO: Institutional Research Office
FR: Leighton Orde, Admissions Officer & Registrar
RE: New Program Code Request for **CC-ET-DF**

Attached find Kauai Community College's request

CC-ET-DF

**Certificate of Completion
Digital Media Arts: Digital Film**

I've included pertinent documents for reference.

Specifically the last four pages which give a historical reference for CC-ET-DGD.

Should there be any questions or concerns, please let me know.

I may be reached at loride@hawaii.edu.

Thanks.

3-1901 Kaunualii Highway
Lihue, Hawaii 96766-9500
Telephone: (808) 245-8225
Fax: (808) 245-8297

An Equal Opportunity/Affirmative Action Institution

**University of Hawai'i
Code Request Form**

II. REQUESTOR CONTACT INFORMATION

Name: Leighton Oride Date: 6/9/11
 Title: Admissions Officer & Registrar

Phone Number: (808) 245-8226

Email Address: loride@hawaii.edu

Campus/Officer/Department/Address:
Kaui Community College

Action Requested:
 NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc): _____

Old: _____
 New: _____
 OTHER: _____

III. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): Fall 2012
 Major: ETRO Major Description: Electronics Technology Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: _____
 Does the same or similar major code exist in Banner? YES NO IF YES, please list code: CC-ET-DGD

Concentration (if applicable): DF Concentration Description: Digital Film
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO IF YES, please list code: _____
 Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: Certificate of Completion
 College: Instructional Department: Trades

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO
 If requesting a program name change, will the old code be available for:
 Recruitment? YES NO List the end term of old code: _____
 Admissions? YES NO List the end term of old code: _____
 General Student? YES NO List the end term of old code: _____
 Academic History? YES NO List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): _____
 Code: _____ Description: _____ Department: _____
 College: _____
 Does the same or similar subject code exist in Banner? YES NO IF YES, please list code: _____
 Is the subject code being used the same way at other UH campuses? YES NO

**University of Hawai'i
Code Request Form**

OTHER:

Please briefly describe your request and explain why you are requesting the codes: Digital Media programs such as Digital Film
bring high demand, high wage job opportunities for our students and community. (additional information listed
in the Program Action Request).

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: Program Action Request (attached)

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Leighton Oride

Name of Requestor (print or type)

Leighton K. Oride

Signature

6/9/11

Date

Send completed form with supporting documentation to:

Institutional Research Office • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822
 Phone: 808-955-9870 Fax: 808-955-7532

For Internal Use Only

Appropriate Documentation Received: YES NO

Approval Status:

Major code: YES NO

Concentr. code: YES NO

Program code: YES NO

Subject code: YES NO

NOTES:

Entered into SMAPRLE/SOACURR: _____

Entered into STVMAJR: _____

Entered into STVSUBJ: _____

Other: _____

Code processing completion date: _____

Copies sent to: _____

**Kaua'i Community College
University of Hawai'i
Program Action Request**

1. **Type of Program Action:** New Change Cancel

PROPOSED	CC
ART 117/ENG 117 Introduction to Screenwriting	3
*ART 147 Introduction to Digital Media Documentary	3
ART 157 Digital Video/Storytelling	3
ART 248 Digital Post-Production	3
ART 250/HIST 250 Film and World History Since WWII	3
ART 267 Intermediate Digital Video/Storytelling	3
Electives:	
<ul style="list-style-type: none"> • ART 107D Introduction to Digital Photography (3 credits) • ART 112 Introduction to Digital Arts (3 credits) • *ART 126 3D Computer Graphics I (3 credits) • *ART 149 Interface Design I (Web and Multimedia) (3 credits) • *ART 190B Introduction to Adobe Photoshop® (1 credit) • *ART 190C Intermediate Adobe Photoshop® (1 credit) • *ART 190D Advanced Adobe Photoshop® (1 credit) • *ART 194B Introduction to Adobe Flash® (1 credit) • *ART 194C Intermediate Adobe Flash® (1 credit) • *ART 194D Advanced Adobe Flash® (1 credit) • ART 207D Intermediate Digital Photography (3 credits) 	3
	21

* Courses that need to be proposed.

2. **Program Type:**

Associate in Applied Science
 Certificate of Achievement

Associate in Science
 Certificate of Completion

3. **Program Title:** Digital Media Arts: Digital Film

4. **Program Description:**

Students in the Digital Film program will receive instruction in story and script preparation; pre-production, as well as digital filming techniques and technologies; nonlinear editing and digital postproduction; and digital sound editing. Students will receive a solid foundation in elements of art and principles of design (additional description of the program is in Appendix A).

5. **Proposed Date of First Offering:** Fall 2012
6. **Is this program offered at another UH campus?** Yes No
If Yes, specify campus. If No, why is this program offered at KCC:

Leeward Community College as Digital Video Certificate within Digital Media Arts Program.

7. **Reason for this Program Action:**
Digital Media programs such as Digital Film bring high demand, high wage job opportunities to our students and community, as well as provide digital film and video production services, training, and retraining for other KCC stakeholders such as community non-profit groups and service organizations. This is also in alignment with the Kaua'i Economic Development Plan (CEDS Report) for 2010-2015.

Proposed by:	<u>Dr. Paul S. Hemmerla</u> Originator	_____	Date
Requested by:	<u>Mary P. Summers</u> Department/Division Chairperson	<u>13 May '11</u>	Date
Approved by:	<u>Victoria Mattheis</u> Curriculum Committee Chairperson	<u>5-13-11</u>	Date
	<u>James R. Din</u> Vice Chancellor of Academic Affairs	<u>5-13-11</u>	Date
	<u>Helen A. Poe</u> Chancellor	<u>5-13-11</u>	Date

APPENDIX A:

**Digital Media Arts: Digital Film Certificate
Required and Elective Courses**

The Digital Film certificate program will be housed within the Electronics Technology program of KCC. The courses listed in the table below are also designed to allow for expansion of the certificate programs and/or conversion to degree programs in future years as enrollment warrants.

Digital Graphics Certificate	Courses	Credit Hours	Date of Implementation
Required Courses (18 credit hours)	ART 117/ENG 117 Introduction to Screenwriting	3	Fall 2011
	ART 147 Introduction to Digital Media Documentary	3	Fall 2012
	ART 157 Digital Video/Storytelling	3	Spring 2010
	ART 248 Digital Post-Production	3	Fall 2011
	ART 250/HIST 250 Film and World History Since WWII	3	Fall 2011
	ART 267 Intermediate Digital Video/Storytelling	3	Fall 2011
Spring 2012 Spring 2010	ART 107D Introduction to Digital Photography	3	Fall 2009
	ART 112 Introduction to Digital Arts		Current Offering
	ART 126 3D Computer Graphics I	3	Spring 2012
	ART 149 Interface Design I (Web and Multimedia)	3	
	ART 190B Introduction to Adobe Photoshop [®]	1	Spring 2012
	ART 190C Intermediate Adobe Photoshop [®]	1	Spring 2012
	ART 190D Advanced Adobe Photoshop [®]	1	Spring 2012
	ART 194B Introduction to Adobe Flash [®]	1	
	ART 194C Intermediate Adobe Flash [®]	1	
	ART 194D Advanced Adobe Flash [®]	1	
ART 207D Intermediate Digital Photography	3	Spring 2010	
Hours Required		18	
Hours Elective		3	
Hours Total		21	



UNIVERSITY of HAWAII
KAUAI
COMMUNITY COLLEGE

April 7, 2010

MEMORANDUM

TO: Sandra K. Furuto, Director of Administrative Operations and Interim
Director of Institutional Research Office

FROM: Helen A. Cox, Ph.D, Chancellor *HAC*

VIA: Ramona Kincaid, Interim Vice Chancellor for Academic Affairs *RK*

SUBJECT: Digital Design Certificate

The Digital Graphic Design Certificate that was approved in December 2009 through Kaua'i Community College's curriculum process will officially be housed within the Electronics Technology (ETRO) program. Please create the Banner coding in accordance with this alignment.

Thank you very much.

asl

- c: Paul Hemmerla
- Mary Summers
- Brian Yamamoto
- Glenn Alquiza
- Francis Takahashi
- Richard Matsumura
- Shirong Du
- Jonathan Kalk
- ✓ Leighton Oride
- Arnette Lee



University of Hawai'i
Code Request Form

I. REQUESTOR-CONTACT INFORMATION

Name: Ramona Kincaid Date: 4/9/10
 Title: Interim VCAA
 Phone Number: (808) 295-8227
 Email Address: rkincaid@hawaii.edu
 Campus/Office/Department/Address: Kauai Community College
3-1901 Kaunamali Hwy.
Lihue, HI 96766

Action Requested:
 NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc):
 Old: _____
 New: _____
 OTHER: establish new certificate as concentration

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code
 Major: ETRO Effective Term (semester/year): _____
 Major Description: Electronics Technology
 Is the major code being used the same way at other UH campuses? YES NO
 Does the same or similar major code exist in Banner? YES NO
 Attach concentration to program code? YES NO
 Concentration (if applicable): DGD Concentration Description: _____
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO
 Attach concentration to program code? YES NO
 Level: Undergraduate Graduate First-Professional Other:
 Degree/Certificate: _____
 College: In Instruction Department: Trades

Is this major financial aid eligible? YES NO
 Attach DGD to ETRO as a concentration
 If YES, please list code: _____

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO
 If requesting a program name change, will the old code be available for:
 Recruitment? YES NO List the end term of old code: _____
 Admissions? YES NO List the end term of old code: _____
 General Student? YES NO List the end term of old code: _____
 Academic History? YES NO List the end term of old code: _____

NEW Subject Alpha/Code _____ Effective Term (semester/year): _____
 Code: _____ Description: _____
 College: _____ Department: _____
 Does the same or similar subject code exist in Banner? YES NO
 Is the subject code being used the same way at other UH campuses? YES NO

**University of Hawai'i
Code Request Form**

OTHER:

Please briefly describe your request and explain why you are requesting the codes:

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: _____

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Ramona Kincaid

Name of Requestor (print or type)

Ramona Kincaid

Signature

4/9/10

Date

Send completed form with supporting documentation to:

Institutional Research Office • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822
Fax: 808-956-9970 Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received: YES NO

Approval Status:

Major code: YES NO

Concentr. code: YES NO

Program code: YES NO

Subject code: YES NO

NOTES:

Entered into SMAPRLE/SOACURR:

Entered into STVMAJR:

Entered into STVSUGJ:

Other: _____

Code processing completion date: _____
Copies sent to: _____

Leighton Oride

From: "Ramona Kincaid" <rkincaid@hawaii.edu>
To: "'Paul Hemmerla'" <hemmerla@hawaii.edu>; "'Molly Summers'" <summersm@hawaii.edu>; <alquiza@hawaii.edu>
Cc: "'Francis Takahashi'" <francist@hawaii.edu>; "'Leighton Oride'" <loride@hawaii.edu>; "'Arnette S Lee'" <arnette@hawaii.edu>
Sent: Thursday, April 29, 2010 10:34 AM
Subject: FW: CC-ET-DGD

FYI...mona

From: Jean Osumi [mailto:josumi@hawaii.edu]
Sent: Monday, April 26, 2010 10:51 AM
To: rkincaid@hawaii.edu
Subject: CC-ET-DGD

Hi Mona:

Banner Central has set up the following code: CC-ET-DGD. Cert of Completion, under Electronic Technologies, with an objective in Digital Graphic Design.

Per our discussion: ET is the "major" with the objective as a Certificate of Completion in Digital Graphic Design. Students will have the option to have the certificate "attached" to ET or to earn the certificate "by itself". Eligibility for fin aid is under ET. Effective date is Summer 2010.

BTW: I just got a message that Hawaii CC has received an Authorization to Plan an AS in Digital Media Arts (dated April 20, 2010).

Thanks for your patience with this process. It's actually been fortuitous in that I'm now looking across the system to figure out how the certificates are being set up and used. I hope we come with with a flow chart that will work for faculty as well as people like me who are working with program codes.

Let me know if you have questions.

jean

Jean Osumi
Hawai'i P-20
Partnerships for Education
University of Hawai'i
Sinclair Library, Rm 504
Honolulu, HI 96822
Tel: 808-956-7101
Fax: 808-956-8037

No virus found in this incoming message.
Checked by AVG - www.avg.com
Version: 8.5.437 / Virus Database: 271.1.1/2836 - Release Date: 04/26/10 06:31:00