



**UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES**

REQUESTOR CONTACT INFORMATION	
Date: 02 January 2014	Effective term of request (Semester-Year): fall 2014
Name: Louise Pagotto	Title: Vice Chancellor for Academic Affairs
Campus: Kapi'olani Community College	Office/Department: Academic Affairs
Phone: 808-734-9519	Email: pagotto@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner Terms: SMAPLE, SOACURR, STVMAJR	
Institution: Kapiolani CC (KAP)	College: Arts & Sciences	Department:	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree: AA in Liberal Arts		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:	LBRT Code	Liberal Arts Description	Existing Concentration: Code                      Description
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:			
New Code (4 char/space limit):		SED 	Description (30 char/space limit): Secondary Education
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 checked="" type="checkbox"/> No (Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input checked="" 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 checked="" 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:	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:

**3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE**

Banner forms: STVCAMI, STVCOLL, 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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<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

<b>5. NEW MINOR (Minor codes are listed on the major code table)</b>		Banner form: STVMAIR
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).  
 New concentration for the AA degree in Liberal Arts at Kapi'olani Community College

*attn Suzette Robinson*  
*956-3763*

<p><b>SUPPORTING DOCUMENTATION</b></p> <p>Please see the <b>Code Request Guide</b> for the required supporting documents to be s</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input checked="" type="checkbox"/> Memo from Chancellor</li> <li><input checked="" 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 type="checkbox"/> Other: _____</li> </ul>	7:
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<b>CAMPUS VERIFICATION</b>		
<b>Requestor Signature</b> <u>Wynn Proff</u>	<b>Date</b> <u>3 January 2014</u>	
<b>Registrar (if different from Requestor)</b>		
<u>Jerilyn Lorenzo</u>	<u><i>Jerilyn Lorenzo</i></u>	<u>8/25/14</u>
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
<b>Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)</b>		
<u>Jennifer Bradley</u>	<u><i>Jennifer Bradley</i></u>	<u>9/1/14</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>		
<u>Suzette Robinson</u>	<u><i>Suzette Robinson</i></u>	<u>9/29/14</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                      Email: iro-mail@lists.hawaii.edu  
 Sinclair Annex 2, Room 4              Fax: 808-956-9870  
 Honolulu, HI 96822                      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>	<b>Date form/docs received:</b>
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

University of Hawaii  
**KAPI'OLANI COMMUNITY COLLEGE**  
Instructional Services Office

MEMORANDUM

January 2, 2014

TO: Leon Richards  
Chancellor

FROM: Louise Pagotto *Louise Pagotto*  
Vice Chancellor

SUBJECT: AY 2014 Curricular Proposals – Program Action Request - Fall 2014

Enclosed are the following curricular documents for your review

<b>ACTION</b>	<b>PROGRAM</b>
Addition	Concentration in Secondary Education for the Associate in Arts in Liberal Arts Degree

Approved / Not Approved

*Richard* / 2/14  
Leon Richards, Chancellor Date

LP:lt

Attachments

c: Susan Pope  
Chad Yasuda

PAR AA LA-Concentration Secondary Ed-Fall 2014

KAPOLANI COMMUNITY COLLEGE  
University of Hawaii  
PROGRAM ACTION REQUEST (form 1/10/11)

- 1a. **Type of Program Action:** Addition
- 1b. **Type of Modification:** Addition of a Concentration in Secondary Education for the A.A. in Liberal Arts Degree
- 1c. **Approval to Plan (ATP):** n/a
2. **Program Type:** Associate in Arts in Liberal Arts with a Concentration in Secondary Education
3. **Program Name and Program Description:** The A.A. Degree in Liberal Arts with a Concentration in Secondary Education prepares students to transfer to four-year institutions. This 60-credit program satisfies all of the requirements for the A.A. degree in Liberal Arts and also provides students with solid knowledge and skills to be successful in entering a university teacher education program in secondary education. It provides students with an understanding of the school system and its diverse student population in Hawaii, the process in becoming a certified teacher in Hawaii, the special education system and its governing laws, classroom management and instruction, innovative ways to use technology to enhance students' learning, and best practices and methods in teaching. It also affords students numerous opportunities to research and debate current issues and challenges in secondary education, advocate for students and their families, and engage in numerous field experiences with working with middle and high school students in classroom settings. It further creates a pathway for those students interested in pursuing other education-related careers. Targeted advising and a carefully planned course sequence enable students to successfully transfer to baccalaureate institutions in Hawaii that have secondary education-related majors, such as the University of Hawaii at Manoa, College of Education.
4. **Effective Term:** Fall 2014
5. Add pages in the 2014-2015 version of the KCC General Catalog
6. Is this program at another UH Campus? No
7. **Justification:** Since the A.S. Degree for Educational Paraprofessionals was scooped in 2010, the Education Program Coordinator has been working to create a clear pathway for students to pursue a baccalaureate degree in Secondary Education. The purpose is twofold: (1) to meet students' interests and goals, and (2) to address the teacher shortage in Hawaii. There is also a continued interest in secondary education-related careers and professional training. Furthermore, students who were obtaining the A.S. Degree found it to be an obstacle in transferring to the College of Education (COE) at UH - Manoa. The Concentration in Secondary Education will support a seamless and smooth transfer for students and recognize them as secondary education majors.

Requested by Veronica F. Ogata Social Sciences 10/15/2013  
(Name) (Department) (Date)

Carl Hefner 11/12/2013  
(Department Chairperson) (Date of Department Vote)

Approved by: [Signature] 11/12/13  
(Dean) (Date)

[Signature] 11/12/13  
(Curriculum Chairperson) (Date)

[Signature] 12/3/13  
(Faculty Senate Chairperson) (Date)

[Signature] 12/1/13  
(Vice Chancellor for Academic Affairs) (Date)

[Signature] 1/2/14  
(Chancellor) (Date)

**Action Request Memo**  
November 1, 2015

**To:** Leon Richards, Chancellor  
Susan Dik, Faculty Senate Chair  
Charles Sasaki, Dean of Arts and Sciences  
Louise Pagotto, Vice Chancellor for Academic Affairs

**From:** Veronica Ogata, Program Coordinator for Education

**Subject:** Proposed A.A. in Liberal Arts Degree with a Concentration in Secondary Education

**1. SPECIFIC ACTION REQUESTED:** Approval of a Concentration in Secondary Education

**Program Description:**

The A.A. degree in Liberal Arts with a Concentration in Secondary Education prepares students to transfer to four-year institutions. This 60-credit program satisfies all of the requirements for the A.A. degree in Liberal Arts and also provides students with solid knowledge and skills to be successful in entering a university teacher education program in Secondary Education. It provides students with an understanding of the school system and its diverse student population in Hawai'i, the process in becoming a certified teacher in Hawai'i, the special education system and its governing laws, classroom management and instruction, innovative ways to use technology to enhance students' learning, and best practices and methods in teaching. It also affords students numerous opportunities to research and debate current issues and challenges in Secondary education, advocate for students and their families, and engage in numerous field experiences with working with middle and high school students in classroom settings. It further creates a pathway for those students interested in pursuing other secondary education-related careers. Targeted advising and a carefully planned course sequence enable students to successfully transfer to baccalaureate institutions in Hawai'i that have secondary education-related majors, such as the University of Hawaii at Manoa, College of Education.

**Program Learning Outcomes for the Liberal Arts Degree:**

1. Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.
2. Ethically, compose, convey, and interpret varied perspectives with respect to an intended audience using visual, oral, written, social, and other forms of communication.
3. Evaluate one's own ethics and traditions in relation to those of other peoples and embrace the diversity of human experience while actively engaging in local, regional, and global communities.
4. Through various modes of inquiry, demonstrate how aesthetics engage the human experience, revealing the interconnectedness of knowledge and life.
5. Explore and synthesize knowledge, attitudes, and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

**Student Learning Outcomes for the Concentration in Secondary Education:**

1. Use informed decision making to function effectively in the classroom, school, local, and/or professional communities.
2. Use communication skills to work effectively with students, their families, school administrators, teachers, staff and other related personnel.
3. Use instructional and behavioral management strategies to facilitate a positive learning environment for students.



4. Demonstrate professionalism and ethical practices in the classroom school, local, and professional communities.
  5. Demonstrate knowledge and skills specific to the instruction and support of students in a variety of settings
2. **RECOMMENDED EFFECTIVE DATE:** Fall 2014

3. **PURPOSE:** The purpose of the Concentration in Secondary Education is to create a clear pathway for students interested in transferring to a 4-year institute with a Bachelor's degree in the area of Secondary Education.
4. **SPECIFIC ISSUES:** The demand for teachers in the nation has increased dramatically; hence, the need to prepare students as teachers has become quite imperative. While student enrollments are rising rapidly, more than a million veteran teachers are nearing retirement. Experts predict that overall the U.S. will need more than 2 million new teachers in the next decade, particularly for high need areas such as secondary education and special education. (NEA, 2007, <http://www.nea.org/espeo/links/dv020910.html>).

Hawai'i is not immune to these shortages. With the enrollment of 178,649 students in the 2009-2010 school year, reflecting an increase of nearly 800 students from the previous year, the Hawai'i Department of Education (HIDOE) is experiencing a critical shortage of teachers. An article by the *Star Advertiser*, dated 07/11/10, stated that the HIDOE typically hires approximately 1,500 new teachers each year, but last year, they have hired an average of 800 teachers, leaving 700 vacancies. The number of college students who completed a teacher education program and qualified for licensure from the University of Hawaii's College of Education and Hawaii Pacific University in 2010 was 149 and 20 respectively. The shortages are the largest in secondary education, special education, and Hawaiian Language (Hawaii News Now, August 2012).

5. **BACKGROUND AND CONSEQUENCES:** In 2002, Kapolei Community College (KCC) made a commitment to support the State in addressing the demand for teachers by creating the very first Teacher Preparation Coordinator/Instructor position in the State. That same year, KCC's first teacher preparation program, TEACH (Teacher Education for All Children) Hawaii was established.

On February 20, 2004, the Board of Regents approved the A.S. Degree for Educational Paraprofessionals. It was the first of its kind in the State. This degree had two emphases: Special Education (SPED) & Deaf and Hard of Hearing (DHH). The intent of these two degree programs was to prepare and support educational paraprofessionals (as well as other interested students) to meet the mandates of President Bush's "No Child Left Behind" (NCLB) Act of 2001. However, in Spring 2010, a stop-out notice was issued for these degree programs.

In Fall 2010, the TEACH Hawaii program became the Center on Responsive Education (CORE). The name change was necessary to reflect its comprehensive teacher preparation support and services to students. CORE is a collaborative partnership of three KCC programs - Education, Second Language Teaching, and Deaf Education - that prepares students for various educational settings and/or transfer to baccalaureate programs. CORE's primary goal is to produce graduates who are educationally, culturally, and linguistically responsive to individual and group needs by creating an Ecology of Engaged Learning. This goal duly aligns with KCC's Strategic Plan 2008-2015 *to develop a new ecology of engaged learning and teaching for degree completion and transfer by improving programs that meet critical workforce shortages in teaching* (p. 40).

In 2011, two grants were funded to enhance the four programs and support students with scholarships. The first grant, "Strengthening the CORE" is a 4-year \$600,000 program improvement grant. The second grant, "CORE 1+1" is a 4-year \$1,200,000 grant supporting students from Hawai'i and Pacific jurisdictions who are pursuing degrees at KCC in one of the CORE programs. Another component of the Strengthening the

CORE program improvement grant is the funding of a state-of-the-art CORE Teaching and Learning Lab that will provide support for students in all four CORE programs.

6. The Concentration in Secondary Education is being developed to respond to the frequent and ongoing requests to expand opportunities for students interested in secondary education majors, and a serious and persistent need for to alleviate the teacher shortage in Hawaii. Furthermore, students who were obtaining the A.S. Degree found it to be an obstacle in transferring to the College of Education (COE) at UH Manoa. The Concentration in Secondary Education will support a seamless and smooth transfer for students and recognize them as secondary education majors. Additionally, the Concentration in Secondary Education is being developed to meet the needs of KCC's students who are interested in becoming secondary education teachers. Currently, a Concentration in Education exists, but it is only for Elementary and Special Education majors. The Concentration in Secondary Education also aligns with the Memorandum of Agreement established between Kapi'olani Community College and the University of Hawaii at Manoa, College of Education. (See attached.)

7. **ACTION RECOMMENDED:** Approval of a Concentration in Secondary Education

**PROPOSED A.A. Degree with a Concentration in Secondary Education**

Proposed A.A degree with a Concentration in Secondary Education - Effective Fall 2014					
ASSOCIATE IN ARTS CURRICULUM, LIBERAL ARTS WITH A CONCENTRATION IN SECONDARY EDUCATION (60 CREDITS)		* = Suggested Semester			
Course	Title	CR	1	2	3
<b>General Education Requirements (34 credits)</b>					
ENG 100/ESL 100	Composition I (FW)	3	*		
MATH 100 or above	Survey of Mathematics (FS)	3	*		
Any FG courses	Global and Multicultural Perspectives (1-G) (Two courses, each course from a different group: A, B, or C)	6			* *
Any DA, DH, or DL course Any DA, DH, or DL course	Arts (DA), Humanities (DH), & Literature (DL) (Two courses, each course from a different group: DA, DH, or DL)	6	*		*
Any DB/DP/DY course	Natural Sciences: Biological (DB), Physical (DP) (Two courses, each course from a different group: DP or DB + 1 lab DY)	7			* *
FAMR 230 & ED 284	Social Sciences (Two courses from different disciplines) Survey of Human Development Foundations of Inclusive Education	6		*	*
**HSL 101 & 102 courses (optional).	(Waived for students entering the UHM College of Education)	—			
Any OC course	Oral Communication (OC)	3		*	
<b>Concentration in Secondary Education (including ED 284) (26 credits)</b>					
ED 277	Introduction to Multicultural Education	3		*	
ED 278	Seminar: Special Topics in Education (2 credits)	2			*
ED 283	Family-Professional Partnerships in Education	3		*	
ED 289	Educational Psychology	3			*
ED 285	Classroom Management within the Instructional Process	3	*		
ED 290	Foundations of Education	3	*		
ED 294	Education Capstone & Practicum	3			*
2 Courses in Major	Any two courses in major	6		*	*
Highly Recommended Course	ED 276: Technology in Education	—			
<b>TOTAL</b>		<b>60</b>			
<i>The issuance of an AA degree requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.</i>					

**A.A in Liberal Arts Degree  
 Concentration in Secondary Education  
 Semester-by-Semester Plan**

**Effective Fall 2014**

<b>Semester 1 (15 cr.)</b>	<b>Semester 2 (15 cr.)</b>
ED 290	ED 277
ED 285	ED 284
Any MATH 100+	FAMR 230
ENG 100	Course in Major
Any DA, DH, or DL	Any OC
<b>Semester 3 (15 cr.)</b>	<b>Semester 4 (15 cr.)</b>
ED 283	ED 289
ED 278	ED 276 or 294
DP or DB + DY	Any FG
Any DA, DH, or DL	DP or DB
Any FG	Course in Major



Princess Soares &lt;pfrederi@hawaii.edu&gt;

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## Program Code Request: AA-LBRT-Secondary Education

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**Louise Pagotto** <pagotto@hawaii.edu>  
To: Princess Soares <pfrederi@hawaii.edu>  
Cc: Susan Pope <spope@hawaii.edu>

Mon, Oct 13, 2014 at 8:16 AM

Ack. Sorry for all the missing information, Princess. See answers below.

On Mon, Oct 13, 2014 at 7:56 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Louise,

There are some follow-up questions to the program code request for AA-LBRT-Secondary Education:

1. Concentration Code: Please confirm that the existing concentration code for Secondary Education, EDSE, can be used.  
**Yes, that code can be used**
2. Department: The department field was left blank, please confirm that department is AR, Arts & Sciences. AR is the department for AA-LBRT-EDUC. **Yes, AR is the correct department**
3. Program Length (in academic years; decimals are acceptable so no rounding to whole number is necessary.) The length of the program should match what is published by the campus in any online and/or written publication. **Program length is 2 years.**
4. Special Program designation - see attached file for definitions - (refer to the attachment in the other email for "definitions") **It should be "N"**
  - A - Selective Admission Associate Program
  - B - Bachelor's Degree Completion Program
  - N - Not Applicable
  - P - Preparatory Coursework Graduate Professional Program
  - T - Non-credential Teacher Certification Program
  - U - Preparatory Coursework Undergraduate Programs

Mahalo,  
Princess

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**Princess Soares**  
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Institutional Research and Analysis  
University of Hawai'i System  
Sinclair Annex 1, Room 1  
1633 Bachman Place  
Honolulu, HI 96822  
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Fax: 808-956-9870

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Louise Pagotto  
Vice Chancellor for Academic Affairs