University of Hawai'i

KAPI'OLANI COMMUNITY COLLEGE

Office of the Vice Chancellor of Academic Affairs

FACSIMILE TRANSMITTAL

July 27, 2010

To	Jean Osumi	FAX number	956-9870
	Hawai'i P-20	Phone number	956-7101
	UH System		
From	Louise Pagotto	FAX number	808-734-9828
	Vice Chancellor	Phone number	808-734-9519

Subject   Code Request Forms

Pages to follow: EDPA – 4 pages
TESL – 5 pages

Notes:

University of Hawai'i
Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Louise Pagotto

Title: Vice-Chancellor for Academic Affairs

Phone Number: 734-9519

Email Address: pagotto@hawaii.edu

Campus/Office/Department/Address: Kapi'olani Community College, Curriculum Management, 4303 Diamond Head Road, Honolulu, HI 96816

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

Old: _____
New: _____
☐ OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

☐ **NEW Program Code**   Effective Term (semester/year): Fall 2010   (201110)

Major: EDPA   Major Description: Ed Para Pro   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: _____

Concentration (if applicable): SLT   Concentration Description: Second Language Teaching

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: AS EDPA SLT

College: Kapi'olani C.C.   Department: Arts and Sciences

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   If YES, please list code: _____

Is the subject code being used the same way at other UH campuses? ☐YES ☐NO

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University of Hawai'i
Code Request Form

❑ OTHER: _____

_____

_____

Please briefly describe your request and explain why you are requesting the codes: <u>Two concentrations for the AS EDPA have already received Banner codes. Students will begin graduating soon with the newly approved concentration in Second Language Teaching (SLT).</u>

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 approval in summer 2010
- ❑ Signed memo from UH President
- ❑ None required according to the Guide to Academic Program Actions and Approval

IV. CAMPUS VERIFICATION

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

Louise Pagotto   *[signature]*   7/27/10

| Name of Requestor (print or type) | Signature | Date |

Send completed form with supporting documentation to:

Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) ● 1633 Bachman Place ● Sinclair Annex 2, Room 4 ● Honolulu, HI 96822

Fax: 808-956-9870   Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received: ❑YES   ❑NO

Approval Status: NOTES:

Major code:	❑YES	❑NO
Concentr. code:	❑YES	❑NO
Program code:	❑YES	❑NO
Subject code:	❑YES	❑NO

Entered into SMAPRLE/SOACURR: _____   Code processing completion date: _____

Entered into STVMAJR: _____   Copies sent to: _____

Entered into STVSUBJ: _____

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KAPI'OLANI COMMUNITY COLLEGE
University of Hawai'i
PROGRAM ACTION REQUEST (Form: 1/07/07)

1a. Type of Program Action: **Addition**

2. Program Type: CERTIFICATE OF COMPLETION

3. Program Name and Program Description:

Certificate of Completion in TESOL (Teaching English to Speakers of Other Languages)

The Certificate of Completion in TESOL (Teaching English to Speakers of Other Languages) will prepare students to work as ESL assistants and teachers in various educational settings. This certificate will serve to upgrade job skills of in-service Educational Paraprofessionals in the Hawaii Department of Education (HIDOE) to work with English as a Second Language (ESL) students, provide TESOL certification to in-service content teachers in the HIDOE, and provide TESOL certification necessary for students to work as ESL assistants and teachers in many international settings.

4. Effective Term (semester/year): __Fall__ / __2010__

5. Revise pages __N/A__ in the__N/A__version of the KCC General Catalog.

6. Is this program offered at another UH Campus? NO. If NO, why is this program offered at KCC:

We are in a unique situation to offer this program based on the qualifications of current faculty. Program faculty have expertise in ESL instruction, teacher-training, and working with local and international departments of education. Under this program, students are required to take several courses focusing on the ESL population. These courses are only offered at the two-year level by faculty at KCC.

7. Justification

Program need:

The Certificate of Completion in TESOL will help KCC fulfill its mission to provide necessary teacher training to its community. Community Colleges have had a role in teacher training from as far back as the 1920s. During the '20s, Junior Colleges were seen as a way to train teachers economically. In the late 1990s, the National Science Foundation called for community colleges to play a larger role in teacher training and is today providing grants for community colleges to take such a role. Today, only 11 states are not members of The National Association of Community College Teacher Education Programs (NACCTEP), and even some of those 11 states like New Hampshire who are not members of NACCTEP have strong community college teacher preparation programs. With this certificate program, KCC will be positioned as a national leader among community colleges that offer teacher training in the 21st century.

The objective of the program is first to meet the needs of the state and community and second to meet the global demands from countries that are requesting training in the teaching of English. The program is intended to serve currently working Educational Paraprofessionals and individuals preparing to work with ESL students in the Department of Education. There are currently 3,000 under-qualified working Educational Paraprofessionals within the HIDOE. With the passage of the No Child Left Behind Act, they will need to return to college to further their education to be highly qualified to work with ESL students. The HIDOE has a requirement that all of its content teachers get training in working with ESL students in their classes. It is difficult at present for these content teachers to obtain the required training, due to a lack of HIDOE trainers and resources. In addition, there have been many requests from Japan, Korea, China and other countries for training in the teaching of English, as well as inquiries for training of U.S. citizens who are going abroad to teach English. This certificate program and its associated degree will also satisfy the needs of this population.

The Certificate of Completion in TESOL will help the state of Hawaii Department Of Education (HIDOE) meet federal teacher preparation requirements. NCLB: Title 1, Part A as amended by the No Child Left Behind (NCLB) Act, sets forth new requirements for paraprofessionals. Title I of the Elementary and Secondary Education Act (ESEA), as amended by the NCLB Act, is designed to help disadvantaged children reach high academic standards. Properly trained paraprofessionals can play important roles in improving student achievement in Title 1 schools where they can reinforce and augment a teacher's effort in the classroom. Unfortunately, studies indicate that paraprofessionals are used in many Title 1 schools for teaching and assisting in teaching when their educational backgrounds do not qualify them for such responsibilities. Title 1 of the ESEA, as amended by the NCLB Act requires that paraprofessionals meet higher standards of qualification, and ensures that students who need the most help receive instructional support only from qualified paraprofessionals. According to Dale Asami, Department of Education Personnel Specialist, there are 3,600 Educational Assistants currently working in K-12 classrooms across the state. Of those currently employed, 85% are underqualified and will need to receive further education, according to the No Child Left Behind Act, in order to maintain employment. Aside from this need for further education, HIDOE hires 150-500 EAs every year due to turnover, new positions and vacant positions. Approximately 150-250 positions are vacant annually. This certificate will help provide the HIDOE with in-service Educational Paraprofessionals highly trained in meeting the needs of ESL students.

- Demonstrate professionalism and ethical practices in the classroom, school, local, and professional communities.
- Apply knowledge and skills specific to the instruction and support of ELL students in a variety of settings.
- Demonstrate an ability to effectively facilitate the language development of students based on individual language needs.

Program, Faculty and Resources: *a concentration*

This certificate program is being offered in conjunction with the Associates of Science (A.S.) Degree for Educational Paraprofessionals with an emphasis in SLT. The certificate program will be part of the AS for Educational Paraprofessionals and may be of interest to the other 300 pre-education majors at the college.

The KCC ESOL program already has numerous faculty highly experienced in teacher training. These same faculty currently support KCC's international teacher training programs, such as Hiroshima Prefectural Education Board teacher training and Vietnam teacher training. Our curricula and programs are being modified to accommodate the AS degree and certificate requirements.

Faculty in this program will also assist with program promotion, interagency collaboration and student recruitment. The program will take full advantage of existing student academic planning, counseling and support services available through KCC and the support services provided by the ESOL program.

Courses will be offered not only through the traditional in-class delivery method but use a variety of delivery methods, including distance education, to meet the needs of neighbor island participants, working students, and students with various learning styles.

No additional resources will be required for the library, equipment or facilities. Minimal supplies will be needed and mostly covered through the department.

Requested by: Shawn Ford _____ LLL _____ 09/25/09 _____
      (Name)   (Department)   (Date)

Guy Kellogg _____ 10/08/09 _____
(Department Chairperson)   (Date of Department Vote)

Approved by: _Jie. Wakabayashi_____ 12/5/09 _____
   (Curriculum Chairperson)   (Date)

_Amy B. Doi II_____ 12/7/09 _____
(Faculty Senate Chairperson)   (Date)

_____ 6/5/10 _____
(Vice Chancellor for Academic Affairs)   (Date)

_____ 7/10/10 _____
(Chancellor)   (Date)

University of Hawai'i
Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Louise Pagotto

Title: Vice-Chancellor for Academic Affairs

Phone Number: 734-9519

Email Address: pagotto@hawaii.edu

Campus/Office/Department/Address: Kapi'olani Community College, Curriculum Management,

4303 Diamond Head Road, Honolulu, HI 96816

Action Requested:

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

Old: _____
New: _____
☐ OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

☐ NEW Program Code   Effective Term (semester/year): Fall 2010 (201110)

Major: TESL   Major Description: Teaching English to Speakers of Other Languages   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: _____

Concentration (if applicable): _____ 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 If YES, please list code: _____

Attach concentration to program code? ☐YES ☐NO

Level: ☒Undergraduate ☐Graduate ☐First-Professional ☐Other: _____

Degree/Certificate: Certificate of Completion in TESOL (Teaching English to Speakers of Other Languages)

College: Kapi'olani C.C.   Department: Arts and Sciences

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 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: **New Certificate approved by KapCC Chancellor**

___

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 submitted summer 2010
☐ Signed memo from UH President
☐ None required according to the Guide to Academic Program Actions and Approval

IV. CAMPUS VERIFICATION

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

Louise Pagotto   7/27/10

Name of Requestor (print or type)   Signature   Date

Send completed form with supporting documentation to:
Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) ● 1633 Bachman Place ● Sinclair Annex 2, Room 4 ● Honolulu, HI 96822
Fax: 808-956-9870   Phone: 808-956-7532

For Internal Use Only:
Appropriate Documentation Received: ☐YES   ☐NO
Approval Status: NOTES:
Major code: ☐YES   ☐NO   _____
Concentr. code: ☐YES   ☐NO   _____
Program code: ☐YES   ☐NO   _____
Subject code: ☐YES   ☐NO   _____

Entered into SMAPRLE/SOACURR: _____   Code processing completion date: _____
Entered into STVMAJR: _____   Copies sent to: _____
Entered into STVSUBJ:

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KAPI'OLANI COMMUNITY COLLEGE
University of Hawai'i
PROGRAM ACTION REQUEST (Form: 1/07/07)

1a. Type of Program Action: **Addition of an emphasis to the A.S. degree for Educational Paraprofessionals**

2. Program Type : A.S.

3. Program Name and Program Description:

a concentration)

A.S. degree for Educational Paraprofessionals with an emphasis in Second Language Teaching (SLT)

(a concentration)

The A.S. degree for Educational Paraprofessionals with an emphasis in Second Language Teaching (SLT) will prepare students to work as assistants with English as a Second Language (ESL) students in various classroom settings, including public and private, K-12 and adult education settings, locally and abroad. The program is intended to serve ESL teachers and assistants presently working in the field to update and refine their skills and individuals preparing for work in the field of ESL.

4. Effective Term (semester/year): ___Fall___ / __2010__

5. Revise pages __N/A__ in the__N/A__version of the KCC General Catalog.

6. Is this program offered at another UH Campus? NO. If NO, why is this program offered at KCC:

We are in a unique situation to offer this program based on the qualifications of current faculty. Program faculty have expertise in ESL instruction, teacher-training, and working with local and international departments of education. Under this program, students are required to take several courses focusing on the ESL population. These courses are only offered at the two-year level by faculty at KCC.

7. Justification

Program need: *(a concentration)*

The A.S. degree for Educational Paraprofessionals with an emphasis in SLT will help KCC fulfill its mission to provide necessary teacher training to its community. Community Colleges have had a role in teacher training from as far back as the 1920s. During the '20s, Junior Colleges were seen as a way to train teachers economically. In the late 1990s, the National Science Foundation called for community colleges to play a larger role in teacher training and is today providing grants for community colleges to take such a role. Today, only 11 states are not members of The National Association of Community College Teacher Education Programs (NACCTEP), and even some of those 11 states like New Hampshire who are not members of NACCTEP have strong community college teacher preparation programs. With this degree program, KCC will be positioned as a national leader among community colleges that offer teacher training in the 21st century.

The objective of the program is first to meet the needs of the state and community and second to meet the global demands from countries that are requesting training in the teaching of English. The program is intended to serve currently working Educational Paraprofessionals and individuals preparing to work with ESL students in the Department of Education. There are currently 3,000 under-qualified working Educational Paraprofessionals within the HIDOE. With the passage of the No Child Left Behind Act, they will need to return to college to further their education to be highly qualified to work with ESL students. The HIDOE has a requirement that all of its content teachers get training in working with ESL students in their classes. It is difficult at present for these content teachers to obtain the required training, due to a lack of HIDOE trainers and resources. In addition, there have been many requests from Japan, Korea, China and other countries for training in the teaching of English, as well as inquiries for training of U.S. citizens who are going abroad to teach English. This degree program and its associated certificate will also satisfy the needs of this population.

'a concentration'

The A.S. degree for Educational Paraprofessionals with an emphasis in SLT will help the state of Hawaii Department Of Education (HIDOE) meet federal teacher preparation requirements. NCLB: Title I, Part A as amended by the No Child Left Behind (NCLB) Act, sets forth new requirements for paraprofessionals. Title I of the Elementary and Secondary Education Act (ESEA), as amended by the NCLB Act, is designed to help disadvantaged children reach high academic standards. Properly trained paraprofessionals can play important roles in improving student achievement in Title I schools where they can reinforce and augment a teacher's effort in the classroom. Unfortunately, studies indicate that paraprofessionals are used in many Title I schools for teaching and assisting in teaching when their educational backgrounds do not qualify them for such responsibilities. Title I of the ESEA, as amended by the NCLB Act requires that paraprofessionals meet higher standards of qualification, and ensures that students who need the most help receive instructional support only from qualified paraprofessionals. According to Dale Asami, Department of Education Personnel Specialist, there are 3,600 Educational Assistants currently working in K-12 classrooms across the state. Of those currently employed, 85% are underqualified and will need to receive further education, according to the No Child Left Behind Act, in order to maintain employment. Aside from this need for further education, HIDOE hires 150-500 EAs every year due to turnover, new positions and vacant positions. Approximately 150-250 positions are vacant annually. This degree will help provide the HIDOE with paraprofessionals who are highly trained in meeting the needs of ESL students.

Representatives from the DOE Personnel Development Branch (PDB), a professional development program within the personnel department, approached Kapi'olani Community College in Fall 2001 to request assistance in providing additional training and developing programs for educational assistants to complement their Career Advancement Program. The A.S. degree for Educational Paraprofessionals with an emphasis in SLT is an emphasis to a degree that was approved by the BOR in February of 2004. In July 2006, the DOE Personnel Development Branch requested that the A.S. for Educational Paraprofessionals include certificate programs as an incentive and "stepping stones" for new and seasoned in-service educational assistants to work toward the A.S. degree. As a response to this request, KCC has created a number of education certificates, including a certificate for this degree, the Certificate of Completion in TESOL (Teaching English to Speakers of Other Languages). This certificate will serve to upgrade job skills of in-service paraprofessionals for working with ESL students, provide TESOL certification to in-service content teachers, and provide TESOL certification necessary for students to work as ESL assistants and teachers in many international settings.

The SLT degree program is aimed at preparing teachers to facilitate language learning in an English as a Second Language (ESL) or English as a Foreign Language (EFL) situation. It also aims at preparing teachers to teach effectively in English for Specific Purposes (ESP), English for Academic Purposes (EAP), Survival English, or other teaching situation. In order to accomplish these goals, the dichotomy of traditional theory and practice has been abandoned for a praxis, which will focus on how theory and practice can inform each other. The content of the courses will be based on the belief that language itself cannot be learned outside of the social-cultural context of the language, including the place and situation in which the language is being learned and the learners of the language. It is also based on the belief that individual teachers bring to the teaching and language learning process their own voices and contexts through their community of practice and their reflection on their own teaching.

The acronym TESOL has been chosen for this certificate program due to the national and international recognition for similar teacher-training programs. The acronym SLT has been chosen for the degree program due to its articulation to the Department of Second Language Studies (SLS) at UH Manoa. Students who choose the Certificate of Completion in TESOL are seeking a certificate credential for immediate employment in entry-level ESL teaching positions. In contrast, students who choose the A.S. degree in SLT have the option of transferring to 4-year degree programs in ESL, including the SLS program at UH Manoa, in addition to immediate employment in ESL teaching.

Students will be recruited from traditionally underrepresented populations, individuals from culturally diverse backgrounds and students with disabilities. We will also be recruiting from the current pool of working Educational Paraprofessionals, many of whom have never been in a post-secondary educational setting and graduated from high school many years ago. Given the history of serving students who have experienced barriers to education, the faculty understands that there may be a need to enroll students in developmental English and Math courses. These developmental courses will be prerequisite to the courses needed for the degree. All students enrolled in the program will be supported by individualized academic advising and counseling to match students' educational goals and individual needs.

A.S. degree program courses:

ENG 100/ ESL 100	Composition I/ Composition I	3
*MATH 112 or MATH 100 (or any other higher level mathematical course) or PHIL 110	Mathematics for Elementary Teachers II or Survey of Mathematics (or any other higher level mathematical course) or Introduction to Deductive Logic	3
*HIST 151 or HIST 152 or any other Global & Multicultural Perspectives Course	World Civilizations I or World Civilizations II or any other Global & Multicultural Perspectives Course	3
*ART 101 or MUS 253	Introduction to Visual Arts or Basic Experiences of Music	3
*Any AS/NS Biological Science Course w/ Lab	Any AS/NS Biological Science Course w/ Lab (BIO 101, 103, 130, 171, BOT 101, 130, MICR 130, PHYL 160, ZOO 141, 142, 200)	4
*Any AS/NS Physical Science Course	Any AS/NS Physical Science Course (ASTR 110, CHEM 100, 151, 161, GG 103, GEOG 101, OCN 201, PHYS 100, 122, 151)	3
LING 102	Introduction to the Study of Language	3
FAMR 230	Survey of Human Growth & Development	3

Program, Faculty and Resources:

The option of the certificate program is being offered in conjunction with the AS Degree for Educational Paraprofessionals with an emphasis in SLT. The certificate program will be part of the Associates of Science (A.S.) for Educational Paraprofessionals and may be of interest to the other 300 pre-education majors at the college.

The KCC ESOL program already has numerous faculty highly experienced in teacher training. These same faculty currently support KCC's international teacher training programs, such as Hiroshima Prefectural Education Board teacher training and Vietnam teacher training. Our curricula and programs are being modified to accommodate the AS degree and certificate requirements.

Faculty in this program will also assist with program promotion, interagency collaboration and student recruitment. The program will take full advantage of existing student academic planning, counseling and support services available through KCC and the support services provided by the ESOL program.

Courses will be offered not only through the traditional in-class delivery method but use a variety of delivery methods, including distance education, to meet the needs of neighbor island participants, working students, and students with various learning styles.

No additional resources will be required for the library, equipment or facilities. Minimal supplies will be needed and mostly covered through the department.

Requested by: Shawn Ford _____ _____ 09/25/09 _____
           (Name)   (Department)   (Date)

           Guy Kellogg _____ 10/08/09 _____
           (Department Chairperson)   (Date of Department Vote)

Approved by: _____ 12/5/09 _____
           (Curriculum Chairperson)   (Date)

           _____ 12/7/09 _____
           (Faculty Senate Chairperson)   (Date)

           _____ 6/15/10 _____
           (Vice Chancellor for Academic Affairs)   (Date)

           _____ 7/10/10 _____
           (Chancellor)   (Date)