

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

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Aloha

From: 808-734-9828

MAY-10-2012 15:58

REQUESTOR CONTACT INFORMATION	
Date: 13 April 2012	Effective term of request (Semester-Year): Fall 2012 <sup>2013</sup> Spring 2012 <sup>2013</sup> (201250)
Name: Louise Pagotto	Title: Vice-Chancellor for Academic Affairs
Campus: Kapi'olani	Office/Department: Academic Affairs
Phone: 808 734-9519	Email: pagotto@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRL, SOACURR, STVMAJR	
Institution: Kapiolani CC (KAP)	College:	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: Associate in Science		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:		Existing Concentration:	
Code	Description	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): PREN		Description (30 char/space limit): Pre-Engineering	
If a similar major/concentration code exists in Banner, please list the code: minor code is PREN			
Is this major/concentration code being used the same way at other UH campuses? no			
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: STVCAMP, 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: STV/SUBJ
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: STV/MAJR
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):

Associate in Science in Natural Science Degree was approved in 2011 with two concentrations. This new concentration was recently approved by the KapCC Chancellor.

<b>SUPPORTING DOCUMENTATION:</b>
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input checked="" type="checkbox"/> Memo from Chancellor</li> <li><input 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>

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Aloha

From: 808-734-9828

MAY-10-2012 15:59

<b>CAMPUS VERIFICATION</b>		
Requestor Signature <u><i>Walter Pirolo</i></u>		Date <u>19 April 2012</u>
Registrar (If different from Requestor)		
Jeni Lorenzo	<u><i>Jeni Lorenzo</i></u>	<u>19 April 2012</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)		
Jennifer Bradley	<u><i>J Bradley</i></u>	<u>19 April 2012</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>		
_____	_____	_____
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](mailto: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>	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

UNIVERSITY OF HAWAII  
**KAPI'OLANI COMMUNITY COLLEGE**  
Instructional Services Office

MEMORANDUM

March 16, 2012

TO: Leon Richards  
Chancellor

FROM: Louise Pagotto *LP*  
Vice Chancellor

SUBJECT: AY 2010-2012 Curricular Proposals  
Math and Sciences – Program Action Request – Fall 2012

Enclosed are the following curricular documents for your review:

<b>ACTION</b>	<b>PROGRAM</b>
Modification	Associate in Science in Natural Science- with a concentration in Life Science
Modification	Associate in Science in Natural Science – with a concentration in Physical Science
Modification	Associate in Science in Natural Science-with a concentration in Pre-Engineering

Approved / Not Approved

*LR* 3/13/12  
\_\_\_\_\_  
Leon Richards, Chancellor                      Date

LP:lt

Attachments

c: Specialist Susan Pope

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

1a. **Type of Program Action:** Modification to the Associate in Science in Natural Science (AS NS)

1b. If modification of an existing program, what kind of modification?

- Modification of required courses and elective courses in the Life Sciences concentration

1c. If new program, attach a program proposal for the Board of Regents, attach a copy of the "permission to plan" documents.

2. **Program Type:** Associate in Science in Natural Science (ASNS)

3. **Program Name and Program Description:** Associate in Science in Natural Science with a concentration in Life Science

The associate in Science degree in Natural Science at Kapi'olani Community College prepares students to transfer to four-year institutions. This 60 credit program provides clear, explicit, coherent pathways for students intending to transfer into Science, Technology, Engineering and Mathematics (STEM) majors at baccalaureate institutions. The program provides curricula that focus on basic science and mathematics as well as more advanced research and mentoring experiences. The degree provides students with undergraduate research opportunities as they move through STEM curricular pathways. Targeted advising and appropriate course sequencing enable efficient transfer of STEM students.

4. **Effective Term:** Fall / 2012

5. Revise pages "Programs" page 177 - 179 in the 2010-2011 version of the KCC General Catalog.:

6. Is this program offered at another UH Campus? (please choose one, omit other) NO.

If YES, specify campus, and program name. If NO, why is this program offered at KCC: The A.S. Degree in Natural Science was approved as an established program in 2011 by the BOR. It has been the fastest growing degree program at the College. It provides a clear and focused pathway for students intending to transfer into STEM field at a four-year institution. Other Community Colleges in the UH system (WCC, HCC and LCC) have submitted a proposal to the BOR to offer the AS degree in Natural Science.

7. **Justification:**

The proposed modification is to align the required courses for the Life Sciences concentrations with courses to baccalaureate degree requirements in Life Science and to update the list of elective courses to include courses that have been proposed, updated, and offered since the approval of the AS NS Program (2006). This will provide a clear, focused and updated pathway for students intending to pursue a Life Science degree at a four-year institution.

The current and the proposed AS NS with a concentration in Life Science curriculum are attached for comparison.

<b>Requested by:</b>	<u>Maria Bautista</u>	<u>Math &amp; Sciences</u>
	(Name)	(Department)
	<u>[Signature]</u>	<u>30 January 2012</u>
	(Department Chairperson)	(Date)
<b>Approved by:</b>	<u>[Signature]</u>	<u>5 January 2012</u>
	(Dean of Arts and Sciences)	(Date of Department Vote)
	<u>[Signature]</u>	<u>1/31/12</u>
	(Curriculum Chairperson)	(Date)
	<u>[Signature]</u>	<u>2/3/12</u>
	(Faculty Senate Chairperson)	(Date)
	<u>[Signature]</u>	<u>2/6/12</u>
	(Vice Chancellor for Academic Affairs)	(Date)
	<u>[Signature]</u>	<u>3/13/12</u>
	(Chancellor)	(Date)

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

- 1a. Type of Program Action:** Modification to the Associate in Science in Natural Science (AS NS)
- 1b. If modification of an existing program, what kind of modification?**
- Modification of required courses and elective courses in the Physical Sciences concentration
- 1c.** If new program, attach a program proposal for the Board of Regents, attach a copy of the "permission to plan" documents.
- 2. Program Type:** Associate in Science in Natural Science (AS NS)
- 3. Program Name and Program Description:** Associate in Science in Natural Science with a concentration in Physical Science

The associate in Science degree in Natural Science at Kapi'olani Community College prepares students to transfer to four-year institutions. This 60 credit program provides clear, explicit, coherent pathways for students intending to transfer into Science, Technology, Engineering and Mathematics (STEM) majors at baccalaureate institutions. The program provides curricula that focus on basic science and mathematics as well as more advanced research and mentoring experiences. The degree provides students with undergraduate research opportunities as they move through STEM curricular pathways. Targeted advising and appropriate course sequencing enable efficient transfer of STEM students.

- 4. Effective Term:** Fall / 2012
- 5.** Revise pages "Programs" page 180 - 182 in the 2010-2011 version of the KCC General Catalog. *Correct*
- 6.** Is this program offered at another UH Campus? (please choose one, omit other) (NO)
- If YES, specify campus, and program name. If NO, why is this program offered at KCC: The AS Degree in Natural Science was approved as an established program in 2011 by the BOR. It has been the fastest growing degree program at the College. It provides a clear and focused pathway for students intending to transfer into STEM field at a four-year institution. Other Community Colleges in the UH system (WCC, HCC and LCC) have submitted a proposal to the BOR to offer the AS degree in Natural Science. *See attached*

**7. Justification:**

The proposed modification is to align the required courses for the Physical Sciences concentrations with courses to baccalaureate degree requirements in Physical Science and to update the list of elective courses to include courses that have been proposed, updated, and offered since the approval of the AS NS Program (2006). This will provide a clear, focused and updated pathway for students intending to pursue a Physical Science degree at a four-year institution.

The current and the proposed AS NS with a concentration in Phys Science curriculum are attached for comparison.

<b>Requested by:</b>	<u>Maria Bautista</u>	<u>30 January 2012</u>
	(Name)	(Date)
	<u>[Signature]</u>	<u>5 January 2012</u>
	(Department Chairperson)	(Date of Department Vote)
<b>Approved by:</b>	<u>[Signature]</u>	<u>1/3/12</u>
	(Dean of Arts and Sciences)	(Date)
	<u>[Signature]</u>	<u>2/3/12</u>
	(Curriculum Chairperson)	(Date)
	<u>[Signature]</u>	<u>2-6-12</u>
	(Faculty Senate Chairperson)	(Date)
	<u>[Signature]</u>	<u>3/7/12</u>
	(Vice Chancellor for Academic Affairs)	(Date)
	<u>[Signature]</u>	<u>3/13/12</u>
	(Chancellor)	(Date)

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

- 1a. **Type of Program Action:** Modification to the Associate in Science in Natural Science (AS NS)  
 1b. If modification of an existing program, what kind of modification?  
 • Addition of the "Pre-Engineering" concentration to the Associate in Science degree in Natural Science (AS NS).  
 1c. If new program, attach a program proposal for the Board of Regents, attach a copy of the "permission to plan" documents.  
 2. **Program Type:** Associate in Science degree in Natural Science (AS NS)

3. **Program Name and Program Description:** Associate in Science in Natural Science with a concentration in Pre-Engineering

The Associate in Science degree in Natural Science at Kapi'olani Community College prepares students to transfer to four-year institutions. This 60 credit program provides clear, explicit, coherent pathways for students intending to transfer into Science, Technology, Engineering and Mathematics (STEM) majors at baccalaureate institutions. The program provides curricula that focus on basic science and mathematics as well as more advanced research and mentoring experiences. The degree provides students with undergraduate research opportunities as they move through STEM curricular pathways. Targeted advising and appropriate course sequencing enable efficient transfer of STEM students.

4. **Effective Term:** Fall / 2012

5. Revise pages      in the 2010-2011 version of the KCC General Catalog.:

6. Is this program offered at another UH Campus? (please choose one, omit other) **NO**.

If YES, specify campus, and program name. If NO, why is this program offered at KCC: The AS degree in Natural Science was approved as an established program in 2011 by the BOR. It has been the fastest growing degree program at the College. It provides a clear and focused pathway for students intending to transfer into STEM fields at a four-year institution. Other Community Colleges in the UH system (WCC, HCC and LCC) have submitted a proposal to the BOR to offer the AS degree in Natural Science.

*Corrected, per attached*

7. **Justification:**

The proposed addition is to establish a new "Pre-Engineering Concentration". This will provide a clear and focused pathway for students intending to pursue an engineering degree at a four-year institution. The courses are already being offered at KCC.

Requested by:	<u>Maria Bautista</u>	<u>Math &amp; Sciences</u>
	(Name)	(Department)
		<u>18 January 2012</u>
		(Date)
	<u>Maria Bautista</u>	<u>5 January 2012</u>
	(Department Chairperson)	(Date of Department Vote)
Approved by:	<u>[Signature]</u>	<u>1/19/12</u>
	(Dean of Arts and Sciences)	(Date)
	<u>[Signature]</u>	<u>1/20/12</u>
	(Curriculum Chairperson)	(Date)
	<u>[Signature]</u>	<u>2/6/12</u>
	(Faculty Senate Chairperson)	(Date)
	<u>[Signature]</u>	<u>3/7/12</u>
	(Vice Chancellor for Academic Affairs)	(Date)
	<u>[Signature]</u>	<u>3/13/12</u>
	(Chancellor)	(Date)