(handwritten annotations, top of page)

☑ Chancellor approval ☑ PL = 1.0 ☑ confirm SP=U 2/24 New
☑ EVPAA ☑ SP ≠ U Change to N 2/25
☑ Curriculum
☑ Gainful Employment

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

REQUESTOR CONTACT INFORMATION

Date: 30 January 2014	Effective term of request (Semester-Year): fall 2015 *201610*
Name: Louise Pagotto *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 forms: SMAPRLE, SOACURR, STVMAJR

Institution: Kapiolani CC (KAP)	College: Arts & Sciences, *AR*	Department: AR, *Arts & Sciences*

☑ New program code ☐ Change/replace existing program code:

Level: ☑ Undergraduate ☐ Graduate ☐ First-Professional ☐ Post-Baccalaureate ☐ Other:

Degree:	Certificate: ASC Academic Subject Certificate

If requesting an existing Major code and/or Concentration code in Banner:

Existing Major: MOP   Marine Options Program   Existing Concentration:
                 Code   Description   Code   Description

If requesting a new ☐ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]:   Description [30 char/space limit]:

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? ☐ Yes ☑ No
(Please consult your Financial Aid Officer on Program Participation Agreement impact)

Is this program/major/certificate financial aid eligible?   ___ Yes ☒ 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? ☑ Yes ☐ No
(If yes, students may select the code as their only program of study.)

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	☐	☐	_____
Recruitment	☐	☐	_____
Admissions	☐	☐	_____
General Student	☐	☐	_____
Academic History	☐	☐	_____

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: AA in Liberal Arts

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]:

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):

New ASC under the existing AA degree in Liberal Arts at Kapi'olani Community College

SUPPORTING DOCUMENTATION

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- ☐ Board of Regents meeting minutes and supporting documents provided to the BOR
- ☐ Memo from UH President
- ☒ Memo from Chancellor
- ☒ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

CRF 325   Rev. 07-2011

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

CAMPUS VERIFICATION

Requestor Signature _hause Post_ Date _30 January 2014_

Registrar (If different from Requestor)
Jerilyn Lorenzo JERILYNN LORENZO   _Jlvrenzo_   _2/6/15_
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   _J.H. P___g___   _2/6/2015_
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:
Suzette Robinson   _____   _____
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.

FOR INTERNAL USE ONLY	Date form/docs received: _2/23/15_ _2/17/15_
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

KAPI'OLANI COMMUNITY COLLEGE

MEMORANDUM

January 22, 2015

TO: Leon Richards
          Chancellor

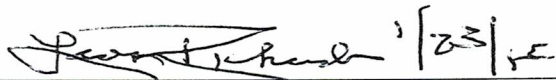FROM: Louise Pagotto
          Vice Chancellor

SUBJECT: AY 2015 Curricular Proposal – Program Action Request – Fall 2015

Enclosed are the following curricular documents for your review:

ACTION   PROGRAM

Addition   Marine Options Program (MOP) Academic Subject Certificate (ASC) under
              Associate in Arts (AA) in Liberal Arts degree program

Approved / Not Approved

_____
Leon Richards, Chancellor   Date

LP:ao

Attachments

c: Susan Pope
      Chad Yasuda
      Jennifer Bradley
      Merrissa Brechtel
      Teri Mitchell
      Joanne Itano, Interim EVPAA, UH System
      Pearl Iboshi, Director, Institutional Research & Analysis Office, UH System
      Melissa Arakawa, Admin Officer, EVPAA Office, UH System

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

1b. **Type of Modification:** Addition of an Academic Subject Certificate (ASC)

1c. **Approval to Plan (ATP):** n/a

2. **Program Type:** Marine Options Program (MOP) Academic Subject Certificate

3. **Program Name and Program Description:** The Marine Options Program (MOP) is a unique University of Hawai'i (UH) system wide program available to students at all UH campuses. Through MOP, students from any field of study can obtain a marine related focus within their own degree while earning an Academic Subject Certificate. MOP emphasizes experiential-based, cross-disciplinary education and provides opportunities to apply traditional coursework to practical hands-on skills through a marine related internship or research project. An Academic Subject Certificate in MOP is a credential awarded to students who earn a minimum grade point ratio (GPR) of 2.0 in 12 credits of academic coursework. This includes four credits of required coursework, six credits of marine related electives, and two credits of independent study to facilitate a unique MOP skill project where students (with faculty guidance) design and conduct a personal marine or aquatic project related to their educational goals. Completion of the MOP certificate will enhance student success in obtaining employment in any occupation where enhanced ocean awareness is applicable, or for further study at a 4-year institution.

4. **Effective Term:** Fall 2015

5. **Add pages in the 2015-2016 version of the KCC General Catalog:** Page 142 add MOP to the list of Academic Subject Certificates offered under the Liberal Arts degree. Page 144 add MOP to the AA in Liberal Arts table:

CAREER OPTIONS	ACADEMIC OPTIONS
Specialization within an AA degree. Entry level position using knowledge related to Hawai'i's marine environment.	Academic Subject Certificate – Marine Options Program (12 credits)

6. **Is this program at another UH Campus?** Yes, all 10 UH campuses have MOP

7. **Justification:** The goal of the Marine Option Program (MOP) is to provide experiential, marine-oriented opportunities for students in all majors throughout the University of Hawai'i's 10 campuses. Now in its 42th year, MOP helps to guide the career paths of students from any discipline with a passion and appreciation for the ocean, some of who may become tomorrow's ocean leaders. Unique to Hawai'i, MOP provides hands-on training and networking through classroom and field experiences, preparing them for jobs in Hawai'i's marine centric tourist job market and multiple local, state and federal ocean-oriented agencies. The MOP ASC will allow students to explore how the ocean can relate to their educational and career goals. MOP does not target any specific career path or endpoint, rather it augments all career options by providing an ocean perspective unique to Hawai'i's intimate relationship with the surrounding sea.

KAPI'OLANI COMMUNITY COLLEGE
University of Hawai'i
PROGRAM ACTION REQUEST (form 11/12/13)

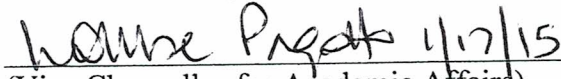Requested by: <u>Mackenzie Manning</u>   <u>Math & Science</u>   <u>10/06/2014</u>
               (Name)   (Department)   (Date)
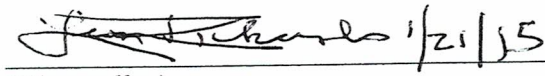
                                                                      10/13/14

(Department Chairperson)   (Date of Department Vote)

Approved by: _____   10/13/14

          (Dean)   (Date)

                 Kapulani Landgraf   Will Jonen 11/14/14

          (Curriculum Chairperson)   (Date)

                                                   1/16/15

          (Faculty Senate Chairperson)   (Date)

                 Louise Pagotto 1/17/15

     (Vice Chancellor for Academic Affairs)   (Date)

                              1/21/15

          (Chancellor)

TO: Leon Richards, Chancellor

VIA: Veronica Ogata, Faculty Senate Chairperson
         Will Jonen and Kapulani Landgraf, Curriculum Committee Chairpersons
         Charles Sasaki, Dean of Arts & Science

FROM: Mackenzie M. Manning, Math & Science Department

SUBJECT: Addition of a 12 credit Marine Options Program (MOP) Academic Subject Certificate (ASC) under the Associates in Arts (AA) in Liberal Arts degree program

SPECIFIC ACTION REQUESTED: Approval is requested for the creation of a new MOP ASC in the AA in Liberal Arts degree program.

Program description: The Marine Options Program (MOP) is a unique University of Hawai'i (UH) system wide program available to students at all UH campuses. Through MOP, students from any field of study can obtain a marine related focus within their own degree while earning an Academic Subject Certificate. MOP emphasizes experiential-based, cross-disciplinary education and provides opportunities to apply traditional coursework to practical hands-on skills through a marine related internship or research project. An Academic Subject Certificate in MOP is a credential awarded to students who earn a minimum grade point ratio (GPR) of 2.0 in 12 credits of academic coursework. This includes four credits of required coursework, six credits of marine related electives, and two credits of independent study to facilitate a unique MOP skill project where students (with faculty guidance) design and conduct a personal marine or aquatic project related to their educational goals. Completion of the MOP certificate will enhance student success in obtaining employment in any occupation where enhanced ocean awareness is applicable, or for further study at a 4-year institution.

Program Student 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 MOP ASC:

Upon successful completion of the Marine Options Program (MOP) Academic Subject Certificate (ASC), the student should be able to:

- Evaluate how the ocean impacts Hawai'i's economy and society.
- Integrate knowledge obtained from marine related course work into their academic degree pathway thereby increasing their appreciation for and engagement in Hawai'i's marine and aquatic ecosystems.
- Develop motivation, initiative and proficiency in their ability to design, conduct, analyze and report (both written and in oral form) a project of their choosing through the completion of the MOP skills project.

Required and elective courses for the MOP ASC:

1. A total of nine credits from the following list of courses:

    A. Minimum of one of the following three credit marine survey courses:

• OCN 201	3cr	Science of the Sea
• ZOOL 200	3cr	Marine Biology

    OCN 101
    title needs to be corrected to match course outline

    B. Six credits of marine related elective courses from this list:

• BIOL 124	3cr	Environment and Ecology
• BIOL 124L	1cr	Environment and Ecology Lab
• BOT 130	3cr	Plants in the Hawaiian Environment
• BOT 130L	1cr	Plants in the Hawaiian Environment Lab
• BIOL 265	3cr	Ecology and Evolution
• BIOL 265L	1cr	Ecology and Evolution Lab
• GG 103	3cr	Geology of the Hawaiian Islands
• HWST 100	3cr	Intro to Hawaiian Culture
• HWST 216	3cr	History of Surfing
• OCN 201	3cr	Science of the Sea (if not counted as the required survey course)
• ZOOL 200	4cr	Marine Biology (if not counted as the required survey course)
• ZOOL 200L	4cr	Marine Biology Lab

    <u>OR</u> any marine related course accepted for the MOP certificate at other UH campuses.

2. One credit from the following course:

• OCN 101	1cr	MOP Seminar

3. Two credits from one of the following courses:

• OCN 199V	2cr	MOP Skills Project (Independent Study)
• SCI 295BL	2cr	STEM Research Experience in Biology and/or Marine Biology

RECOMMENDED EFFECTIVE DATE: Fall 2015

PURPOSE: The purpose of the proposed MOP ASC is to offer students in any field of study the opportunity to increase their awareness, understanding, and appreciation of the ocean through marine related education and hands-on learning through the completion of the MOP skills project. By offering the MOP ASC at Kapiʻolani Community College (KapCC), students can obtain a marine focus to their major while earning an official University of Hawaiʻi Certificate, which is registered on their transcript for potential employers and admissions officers to see.

SPECIFIC ISSUES: Kapiʻolani Community College is the second largest campus in the UH system yet the only campus not to have a Marine Options Program for its students.

The proposed certificate is in keeping with the goal of the UHCC Strategic Plan 2008-2015 to be responsive to State needs:

> "The UH Community Colleges will focus on student success by being learning colleges, providing access to quality programs which are affordable, adaptable, flexible, and responsive to the changing needs of students and their communities."
> (Goal A)

The proposed certificate also aligns with the KapCC Strategic Plan 2008-2015 in the following outcomes:

> **STRATEGIC OUTCOME B:** Hawaiʻi's Educational Capital - Increase the educational capital of the state by increasing the participation and degree completion of students, particularly from underserved regions.

> **STRATEGIC OUTCOME C:** Economic Contribution - Contribute to the state's economy and provide a solid return on its investments in higher education through research and training.

The proposed certificate adheres to the following principles outlined in the KapCC mission statement:

- Strives to provide the highest quality education and training for Hawaiʻi's people.
- Delivers high quality 21st century career programs that prepare students for rigorous employment standards and to meet critical workforce immediate and long-term needs and contribute to a diversifying state economy.
- Prepares students for lives of ethical and social responsibility by offering opportunities for increased service-learning and community engagement.
- Builds partnerships within the University and with other educational, governmental, business and non-profit organizations to support improved lifelong learning.

The MOP ASC is available to any student interested in learning more about the ocean and how it relates to their educational and career goals. It is not intended only for marine science majors although many students curious about a career in marine science will gain initial exposure to the field by acquiring the MOP ASC. In line with the other UHCC campuses, the KapCC MOP

hopes to average 6-10 student recruits per year. Many students have expressed interest and are waiting to sign up for MOP at KapCC as soon as the pathway is available.

Resources required for a MOP at KapCC include a faculty coordinator to oversee student progress towards the certificate, as well as communicate with the head MOP office at UH Mānoa to manage award of the certificate. Funding for student projects will come from grants awarded to the central UH Mānoa MOP office, and eventually grants awarded to the KapCC MOP.

BACKGROUND AND CONSEQUENCES: The Marine Options Program (MOP) was started at UH Mānoa in 1970 and became an official UH system wide certificate program approved by the Board of Regents on January 20th, 1972. All certificates awarded by MOP programs are managed by the UH Mānoa MOP office. Since its inception, MOP has spread to every campus in the UH system except for KapCC. The mission of MOP is to "enrich the quality of life of its students and the community by increasing their ocean awareness, understanding, and appreciation through experiential marine-related education." Each campus houses its own MOP program and coordinator. Students must take a number of marine related courses and complete a MOP skills project to receive the MOP certificate, which is registered on their official transcript. The MOP skills project is initiated while students are enrolled in the required MOP seminar course. This course guides students through the process of creating a project proposal, a resume, and exposes them to the many opportunities for projects and internships available to them. The skills project can range from a research project, an internship or volunteer position, to an art installment or culinary presentation. MOP does not target any specific career path or endpoint, rather it augments all career options by providing a marine related focus unique to Hawai'i's intimate relationship with the surrounding sea. MOP offers experiential ocean education for undergraduates in any field of study; it connects students to internships, research projects, jobs, and workshops. Students in the MOP program receive a monthly student newsletter, can apply for scholarships, attend monthly field trips, and when they have completed the MOP requirements, they can present their skills project at the annual MOP symposium.

In the fall 2012 semester, I partnered with the Center for Ocean Science Excellence in Education (COSEE) to administer a simple survey to students in our cafeteria to gauge interest in a MOP program at KapCC. If students were unfamiliar with MOP, we provided information before asking them to complete the survey. A total of 264 students, teachers and counselors responded to our survey. It is clear from the data (see figures 1 and 2, next page) that survey participants were overwhelmingly interested in learning more about Hawai'i's marine environment, and interested in a MOP program at KapCC. The addition of a Marine Options Program at KapCC would greatly benefit students from all programs. It will help students set early academic and career goals through their skills project. It can act as a conduit for undergraduate research and enhance our KapCC STEM program. It can act as a pathway to UH Mānoa or UH Hilo. Having an established MOP program at KapCC makes sense because our student body is the second largest in the UH system. We have tourism and culinary programs where students who are pursuing this career pathway wish to have a leg up in the hiring process can demonstrate their intimate knowledge of Hawai'i's marine environment through a MOP certificate. In Hawai'i, there are several local, state and federal government and industry marine science related jobs and MOP can help prepare local students to fill these positions.

% respondents interested in Marine Option Program at KCC

Figure 1. Of 264 responses, 54% 'agreed' or 'strongly agreed' that they would like to have a Marine Options Program at KCC. 33% were 'undecided'.

% respondents interested in learning more about Hawai'i's marine environment
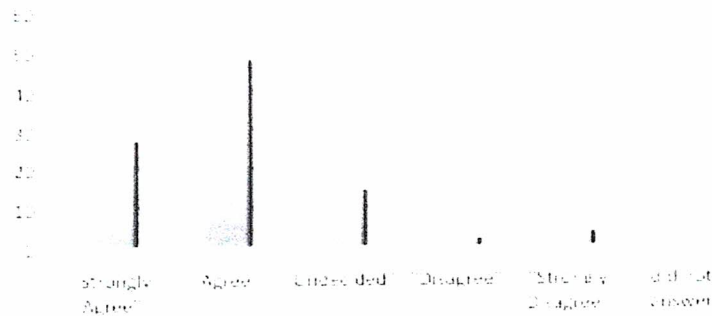

Figure 2. Of 264 responses, 76% 'agreed' or 'strongly agreed' that they are interested in learning more about Hawai'i's marine environment.

ACTION RECOMMENDED: Approval of the Marine Options Program Academic Subject Certificate effective Fall 2015.

Approved/not Approved by Chancellor_____ date: _____

PROPOSED Program Grid (to include semester by semester recommendations or requirements to print in the catalog) **& CURRENT Program Grid** (if applicable, e.g. an existing program)

Proposed MOP ASC Fall 2015

MARINE OPTIONS PROGRAM ACADEMIC SUBJECT CERTIFICATE CURRICULUM, (12 CREDITS)		* = Suggested Semester				
Course	Title	CR	1	2	3	4
Required course (1 credit):						
OCN 101	MOP seminar	1	*			
Required course, choose one (3 credits):						
OCN 201	Science of the Sea	3	*			
ZOOL 200	Marine Biology	3	*			
Elective courses (6 credits):						
BIOL 124	Environment and Ecology	3		*	*	*
BIOL 124L	Environment and Ecology Lab	1		*	*	*
BOT 130	Plants in the Hawaiian Environment	3		*	*	*
BIOL 265	Ecology and Evolution	3			*	*
BIOL 265L	Ecology and Evolution Lab	1			*	*
BOT 130L	Plants in the Hawaiian Environment Lab	1		*	*	*
GG 103	Geology of the Hawaiian Islands	3		*	*	*
HWST 100	Intro to Hawaiian Culture	3		*	*	*
HWST 216	History of Surfing	3		*	*	*
OCN 201	Science of the Sea	3		*	*	*
ZOOL 200	Marine Biology	3		*	*	*
ZOOL 200L	Marine Biology Lab	1		*	*	*
Required course, choose one (up to 2 credits):						
OCN 199V	MOP Skills Project (Independent Study)	2			*	*
SCI 295BL	STEM Research Experience in Biology and/or Marine Biology	2			*	*
TOTAL		12				

OCN 101 title needs to be corrected to match course outline