

CA-CULN-CUL program code already exists in Banner.

Change request to inactivate program code CA-FSCA - confirmed by Louise Pagotto

UNIVERSITY OF HAWAII

CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

| REQUESTOR CONTACT INFORMATION | |
|---------------------------------------|---|
| Date: 14 May 2012 30 July 2014 | Effective term of request (Semester-Year): Fall 2008 (200910) |
| 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: SMARLE, SOACURR, STVMAJR | |
|--|----------------------------|--|----------------------------|
| Institution: Kapiolani CC (KAP) | College: FH | Department: FH | FSER |
| <input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: | | CA-FSCA UP | |
| 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: | | Certificate: CA Certificate of Achievement <input checked="" type="checkbox"/> UP | |
| If requesting an existing Major code and/or Concentration code in Banner: | | | |
| Existing Major: CULN | Culinary Arts | Existing Concentration: CUL | Culinary Arts |
| <small>Code</small> | <small>Description</small> | <small>Code</small> | <small>Description</small> |
| If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> 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? yes | | | |
| 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 <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small> | | | |
| Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small> | | | |
| 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 <small>(If yes, students may select the code as their only program of study.)</small> | | | |

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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 checked="" type="checkbox"/> | 201310 |
| | Recruitment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 201310 |
| | Admissions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 201310 |
| | General Student | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 999999 201310 UP |
| | Academic History | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 999999 201310 UP |

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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| | | |
|---|--|----------------------|
| 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):

Certificate of Achievement was added in 2008 when FSHE/FSCA changed to CULN but code request was lost.

| |
|---|
| SUPPORTING DOCUMENTATION |
| Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form: |
| <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input checked="" type="checkbox"/> Memo from Chancellor <i>via program action request</i> <input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____ |

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| | | |
|--|--|-------------------------|
| CAMPUS VERIFICATION | | |
| Requestor Signature <u><i>Harvey Pagsa</i></u> | | Date <u>14 May 2012</u> |
| Registrar (If different from Requestor) | | |
| Print name <u>Jeri Lorenzo</u> | Signature <u><i>Jeri Lorenzo</i></u> | Date <u>14 May 2012</u> |
| Email/memo in lieu of Registrar's signature may be attached | | |
| Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) | | |
| Print name <u>Jennifer Bradley</u> | Signature <u><i>Jennifer Bradley</i></u> | Date <u>14 May 2012</u> |
| Email/memo in lieu of Financial Aid Officer's signature may be attached | | |
| For Community Colleges, verification of consultation with OVPCC Academic Affairs: | | |
| Print name <u>Suzette Robinson</u> | Signature <u><i>Suzette Robinson</i></u> | 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

Suzette
956-3763

After all required forms and supporting documents have been submitted, please allow Central.

by IRAO and Banner

Inactivate

| | |
|-----------------------------------|---|
| FOR INTERNAL USE ONLY | Date form/docs received: <u>9/4/2014</u> |
| Program code [12]: <u>CA-FSCA</u> | Program Description [30]: <u>CA-Food Serv-Culinary Arts-KAP</u> |
| CIP code [6]: | CIP description [30]: |

03500-51

KAPI'OLANI COMMUNITY COLLEGE
 University of Hawai'i
PROGRAM ACTION REQUEST (Form: 2/22/02)
*(Attach an Action Request Memorandum Stating the Justification for This Request;
 Submit One Request for Each Proposal)*

1a Type of Program Action
Modification

1b If modification of an existing program, what kind of modification?
Modifying list of required courses in the curriculum

2. Program Type
C.A.

3. Program Name and Program Description:

Certificate of Achievement, Culinary Arts (44 Semester Credits)

Program Description: The Certificate of Achievement, Culinary Arts, is a three-semester program of study. This program option is designed for students who are interested in gaining technical skills for skilled level positions in hotels, restaurants, and institutions. It provides students a solid foundation in concepts, skills, and techniques in cookery, it exposes them to the principles of menu planning, equipment use and maintenance, and station organization through mise-en-place. The strength of the Culinary Arts program is the reinforcement of theories learned in class in a hands-on laboratory setting in the College's restaurant, bistro, and cafeteria. Successful completion of the Certificate of Achievement program plus one and one-half years experience will qualify students to apply for certification through the American Culinary Federation

4 Effective Term (semester/year). **Spring 2006**

5 Revise pages **331-332** in the **2003-2005** version of the KCC General Catalog

6. Is this program offered at another UH Campus?
Yes

If YES, specify campus, and program name. If NO, why is this program offered at KCC

- Kauai CC - Certificate of Achievement - Culinary Arts
- Maui CC - Certificate of Achievement - Culinary Arts
- Hawaii CC - Certificate of Achievement - Food Service
- Leward CC - Certificate of Achievement - Food Service

7 Justification (state the justification in the Action Request Memorandum attached to this form. If the proposal is to modify a program, describe the current program, describe the proposed modification to the program, then describe how the modified program will be different from the current program.)

Requested by: Reinal Takalaua Cooking Arts 2/11/05
(Name) (Department) (Date)

[Signature] 1/14/05
(Department Chairperson) (Date of Departmental Vote)

Approved by: [Signature] 2/23/05
(Curriculum Chairperson) (Date)

[Signature] 3/22/05
(Faculty Senate Chairperson) (Date)

[Signature] 2/1/05
(Dean of Curriculum Management) (Date)

[Signature] 5/19/05
(Chancellor) (Date)



UNIVERSITY of HAWAII*
KAPI'OLANI
COMMUNITY COLLEGE

MEMORANDUM


September 25, 2014

To: Leon Richards, Chancellor
From: Louise Pagotto
Subject: Termination of CA-FSCA Banner Code

With the change in the name of the program from Food Service to Culinary Arts, all the Banner codes have also needed to be changed. Unfortunately, we missed one: CA-FSCA, Certificate of Achievement, Food Service. Since then, one or two students inevitably get coded with "CA-FSCA" and are listed separately in the data reports and do not get counted in the Culinary Arts ARPD.

I am hereby requesting your approval to delete the CA-FSCA Banner code.

Approved/Not Approved

 9/25/14

Leon Richards, Chancellor