

University of Hawai'i

KAPI'OLANI COMMUNITY COLLEGE

Office of the Vice Chancellor of Academic Affairs

FACSIMILE TRANSMITTAL

September 16, 2010

To: ATTENTION JEAN OSUMI
Hawai'i P-20

FAX number 956-9870
Phone number 956-7101

From: Louise Tsuneyoshi for Louise Pagotto

FAX number 808-734-9828
Phone number 808-734-9155

Subject UH-Code Request – KapCC

Pages to follow: 5 (Code Request Form (2) & Program Action Request (3))

Notes:

KAPĪOLANI 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?

Changing the number of program credits, Changing the program name, Modifying list of required courses in the curriculum, Modifying program description, Changing program competencies to program SLOs.

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 Certificate of Achievement

3. Program Name and Program Description:

Certificate of Achievement in Retail Management

The Certificate of Achievement in Retail Management incorporates principles, concepts and technical skills that lead students to competence in the field of retailing. This certificate is a comprehensive academic program designed to prepare current and future retail employees. This program is also intended to prepare students so they are better prepared to fill the numerous and varied management opportunities that are available in the retail industry.

4. Effective Term (semester/year): Fall/2009

5. Revise pages 22 - 23 in the 2008 - 2009 version of the KCC General Catalog.:

6. Is this program offered at another UH Campus? (please choose one, omit other) YES.

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

Campus: Leeward Community College

Program Name: Retail Foundations

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.)

Overview of this Program Action:

This is a modification of the Certificate of Achievement in Marketing. The name change (from Certificate of Achievement in Marketing to Certificate of Achievement in Retail Management) reflects the alignment with the Leeward Community College certificate degrees and the Western Association of Food Chains (WAFC) Retail Management Certificate Program. (See attachment)

WAFC is a non-profit association dedicated to solely support educational programs for the food chain industry. WAFC endorsement of this Retail Management Curriculum adds prestige to the program. Some participating community colleges

are American River, Shasta College, City College of S.F., Evergreen, San Jose College, Skyline, Bakersfield, Fresno City, and Modesto to name a few.

The number of semesters to complete the certificate: Two semesters.
All classes will be offered during the Fall and Spring semesters.

Curriculum Actions:

The modification of the Certificate of Achievement in Retail Management curriculum involves the following:

1. Modification of program description.
2. Modification of general education requirements: adding SP 151, or SP 181, or SP 251. This modification will better prepare students for presentations and public speaking than EBUS 101: Teamwork Fundamentals and EBUS 220: Persuasive Business Communication.
3. Deleting EBUS 101 and EBUS 220.
4. Modification of general education English requirement from ENG 160 or ENG 209 or ENG 205 to also include ENG 100 or ESL 100 or ENG 160 or ENG 209. By including ENG 100 or ESL 100 gives students more options to fulfill the English requirement.
5. Modification of business requirements: adding ACC 201, ICS 100 or ICS 101, and MGT 124. Adding accounting, information and computer science and management courses gives the students the critical business principles and concepts as well as technologies as recommended by the Marketing Advisory Committee and WAFC.
6. Modification of business requirements: adding ICS 100 or ICS 101.
7. Deleting MKT 160. Deleting course as recommended by the Marketing Advisory Committee.
8. Increasing the number of credits from 30 to 33 credits.

Program Changes

The changes in the CA degree reflects industry trends and recommendations made by the Marketing Advisory Committee. The committee recommended breadth rather than depth in the program with graduates possessing a broad understanding of retailing and with good oral and written communication skills. Labor market statistics show a need for trained personnel for the retail industry. This certificate will provide students in the Marketing program a career-ladder option to their Associate in Science degree in Marketing. The change will also align the certificate with the Vertical Articulation agreement for the Marketing program of study and Retailing program of study with the Hawai'i Department of Education Business Pathway. (See attachment)

No Additional Staff

No new positions will be required. Existing faculty and lecturers will be sufficient to implement the program. Courses will be managed to meet daytime, evening, and weekend program requirements. All courses will be taught by existing faculty and lecturers by managing course assignments and teaching loads.

David T. Nakamaejo
 Requested by: David T. Nakamaejo Business Education April 15, 2009
 (Name) (Department) (Date)

Approved by: Rosie Harrington Faella Harrington Jan. 26, 2009
 (Department Chairperson) (Date of Department Vote)

JW Wakabayashi 5-5-09
 (Curriculum Chairperson) (Date)

Hugh B. Dan 5/15/09
 (Faculty Senate Chairperson) (Date)

Wanda Pratt 6/13/09
 (Dean of Curriculum Management) (Date)

Barbara 6/25/09
 (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

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

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

Old: _____
 New: _____
 OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): Fall 2009
 Major: RRTM Major Description: Retail Management 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 Achievement in Retail Management
 College: Kapi'olani C.C. (RR) Department: Business Education

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: Change in name from Certificate of Achievement in Marketing to
 Certificate of Achievement in Retail Management. Updated CA-MKT code request
 will be sent to IRO after certain students have been moved to the new code

Please briefly describe your request and explain why you are requesting the codes:
 Students applying for VA benefits must have the correct certificate title
 reflected in their records

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](http://www.hawaii.edu/vpaa/cms/guide%20to%20acad%20prog%20121006.pdf)

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor signed 06/21/09
- 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

Louise Pagotto

9/15/10

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:

Major code: YES NO

Concentr. code: YES NO

Program code: YES NO

Subject code: YES NO

NOTES:

Entered into SMAPRLE/SOACURR: _____

Code processing completion date: _____

Entered into STVMAJR: _____

Copies sent to: _____

Entered into STVSUBJ: _____