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

Date: January 23, 2012	**Effective term of request (Semester-Year):** Fall 2008
Name: Jerilynn Lorenzo	**Title:** Registrar
Campus: Kapi'olani CC	**Office/Department:** Student Services (Admissions/Records)
Phone: 734-9899	**Email:** jilorenz@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE

Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: Kapiolani CC (KAP)	College:	Department: Culinary Arts

☑ New program code ☐ Change/replace existing program code: CC-CULN-CCMP

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

Degree:	Certificate: CC Certificate of Completion

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

Existing Major: Code   Description   Existing Concentration: Code   Description

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

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

If a similar major/concentration code exists in Banner, please list the code: CULN-Culinary Arts

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? ☐ 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.)

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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	☐	☐	_____
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: CULN-Culinary 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]:

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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):

Please see attached MEMO signed on 1/23/08.

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: _____

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CAMPUS VERIFICATION

Requestor Signature _Jerilynn Oronzo_	Date _1/23/12_

Registrar (If different from Requestor)

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	_signature_	_01-23-2012_
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:

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:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

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

1a. Type of Program Action: (please choose one, omit others) **Addition**

1b. If modification of an existing program, what kind of modification? **N/A**

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 COMPLETION

3. Program Name and Program Description: **Culinary Competition**

The Certificate of Completion in Culinary Competition is a two-semester program of study. It offers students the opportunity to apply and practice skills learned in culinary arts to all aspects in an American Culinary Federation (ACF) culinary competition. The certificate allows students to apply technical cooking skills, effective communication skills and develop proper work habits, attitudes, professionalism, teamwork, fiscal responsibility, and practice safety and sanitation procedures.

4. Effective Term: fall 2008

5. Revise pages _____ in the _____ version of the KCC General Catalog.:

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

If NO, why is this program offered at KCC:

The competitions will bring local, regional, national and international recognition to the College.

7. Justification: 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. **N/A**

Requested by: Frank Leake   Culinary Arts   10/15/2007
(Name)   (Department)   (Date)

Ron Takahashi   8/27/2007
(Department Chairperson)   (Date of Department Vote)

Approved by: _Mary Beard_   10/22/2007
(Curriculum Chairperson)   (Date)

_____   12/3/07
(Faculty Senate Chairperson)   (Date)

_____   1/20/08
(Vice Chancellor for Academic Affairs)   (Date)

_____   1/23/08
(Chancellor)   (Date)

Proposed Certificate of Completion in Culinary Competition, to become effective fall 2008

CERTIFICATE OF COMPLETION CURRICULUM, CULINARY COMPETITION (10 CREDITS)		
Course	**Title**	**Cr**
Culinary Arts Requirements (10 credits)		
CULN 207	Principles of Culinary Competition I *	5
CULN 208	Principles of Culinary Competition II *	5
TOTAL		**10**

The issuance of a Certificate of Completion requires that the student must earn a GPR of 2.0 or higher for all courses required in the certificate.

Please note: For the Certificate of Completion in Culinary Competition, a grade of "C" or higher is required in all CULN courses.

* These CULN courses are typically offered as 8-week modular classes.

Program Competencies

Upon successful completion of the Certificate of Completion in Culinary Competition that student should be able to:

- Apply the basic principles of sanitation and safety and be able to apply them in the food service operations.
- Reinforce personal hygiene habits and food handling practices that protect the health of the consumer.
- Value cross-cultural perspectives that will allow them to effectively function in the global community.
- Value ethical practices in both personal and professional situations.
- Practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professional.
- Apply the experience of service-learning to both personal and academic development by becoming involved in community service activities.