University of Hawai'i
Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: __Louise Pagotto__

Title: __Vice-Chancellor for Academic Affairs__

Phone Number: __734-9517__

Email Address: __pagotto@hawaii.edu__

Campus/Office/Department/Address: __Instructional Services Office, 4303 Diamond Head Road, Honolulu, HI 96816__

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

Old: _____
New: _____
- ☐ OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

☒ **NEW Program Code**   Effective Term (semester/year): __200910__   201010 (FALL 2009)

Major: __CC-TRAV__   Major Description: __Travel & Tourism__   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: __CO-TRAV__

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 Completion, Travel & Tourism__

College: ~~Kapi'olani Community College~~ FH   Department: __Hospitality 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:

			List the end term of old code:	
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:** _____

_____

_____

Please briefly describe your request and explain why you are requesting the codes: _____

_____

_____

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

☐ BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
☒ Memo from campus Chancellor
☐ 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, Vice-Chancellor for Academic Affairs

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: NOTES:
Major code: ☐YES   ☐NO
Concentr. code: ☐YES   ☐NO
Program code: ☐YES   ☐NO
Subject code: ☐YES   ☐NO

Entered into SMAPRLE/SOACURR: _____   Code processing completion date: _____
Entered into STVMAJR: _____   Copies sent to: _____
Entered into STVSUBJ: _____

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 (please choose one, omit others) **ADDITION**

2.   Program Type (please choose one, omit others) **CERTIFICATE OF COMPLETION**

3.   Program Name: **Certificate of Completion – Travel and Tourism**
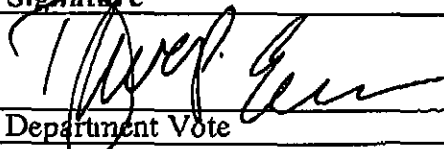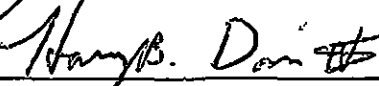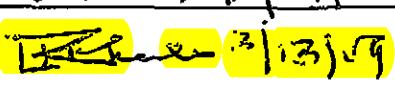**Program Description:**
The Certificate of Completion in Travel and Tourism is a one semester program of study. This program will allow students to exit with the knowledge and job skills necessary to qualify for immediate employment in a travel agency, tour company, or airline customer service position, or to continue on to fulfill their Certificate of Achievement or Associate in Science degree requirements. An appreciation of Hawaiian history, culture and language are emphasized along with career preparation and planning

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

5.   Revise pages 150 in the 2008/09 version of the KCC General Catalog.:

6.   Is this program offered at another UH Campus? **NO.**
If YES, specify campus, and program name. If NO, why is this program offered at KCC:
The Hospitality and Tourism Education Department at Kapi'olani Community College identified the need for a Travel and Tourism program on Oahu.

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:	Department/Position	Signature	Date
Dave P. Evans	HOST – Associate Professor		10/24/08
		Department Vote	03/06/08
Ron Umehira	HOST – Dept. Chair		
Approved by:	Curriculum Chairperson	Jiw Wakabayashi	10/24/08
	Faculty Chairperson Senate	Harry B. Davis	12/8/08
	Dean of Curriculum Management	Louis Frap	3/6/9
	Chancellor	3/13/9	

University of Hawai'i

KAPI'OLANI COMMUNITY COLLEGE

Action Request Memorandum

October 24, 2008

TO: Leon Richards
              Chancellor, Kapi'olani Community College

FROM: Ron Umehira
              Chair, Hospitality & Tourism Education Department, Kapi'olani Community College

SUBJECT: Proposal to add a Certificate of Completion in Travel and Tourism at Kapi'olani Community College

SPECIFIC ACTION REQUESTED:
Create a Certificate of Completion for Travel and Tourism

RECOMMENDED EFFECTIVE DATE:
Fall 2009

BACKGROUND AND CONSEQUENCES:
The major objective of the Certificate of Completion in Travel and Tourism is to prepare students with technical skills that would qualify them for entry level employment after one semester of training. Certificate of Completion programs are an excellent way to attract students to the program and acquaint them with the college and the visitor industry. A Certificate of Completion can also be an attractive short-term educational option for incumbent visitor industry employees that would like to credential their experience or enhance job skills. Students can choose to continue their education with a Certificate of Achievement or further with an Associate in Science degree.

The program endeavors:
- to expose students to actual day-to-day travel and tourism operations.
- to acquaint students with a wide variety of equipment and technologies used in the travel industry.
- to prepare students for career planning and job placement.
- to provide a career ladder which provides career enhancement for travel and tourism employees.

The program objectives as reflected in the Hospitality and Tourism (HOST) Education Department Mission Statement below mesh with Kapi'olani Community College's Mission Statement, 2003 – 2010 as follows:

The department's mission statement #1: "to prepare students for immediate employment in entry level and/or supervisory positions in the travel and tourism industry" meshes with the college's mission statement #6: "prepares students to meet rigorous employment and career standards by offering 21st century career programs."

The department's mission statement #3: "to be the first choice for education and training for Hawai'i's visitor industry employees and managers" meshes with the college's mission statement #3: "strives to be the first choice for education and training for Hawai'i's people."

Additionally, the department's objectives relate to the college's Strategic Plan 2003 – 2010, specifically under Goal 3: "To Build A Learning, Partnering and Service Network for Workforce and Economic Development", Objective 2: "Create and sustain mutually beneficial partnerships to further develop the "Hawaii Center for Hospitality and Tourism Education and Training."

University of Hawaiʻi

KAPIʻOLANI COMMUNTY COLLEGE

Action Request Memorandum

October 24, 2008

The Certificate of Completion in Travel and Tourism is proposed to be a 14 credit one-semester program.

CERTIFICATE OF COMPLETION CURRICULUM Travel and Tourism (16 CREDITS)		R = Required Semester • = Suggested Semester SS= Summer Session					Grade Received
Course	Title	Cr	1	2	3	4	
HOST 100	Career and Customer Service Skills	3	•				
HOST 101	Introduction to Hospitality and Tourism	3	•				
HOST 168	Tour Directing	2	•				
HOST 170	Selling Destinations	3	•				
HOST 171	Airline Reservations & Ticketing	3	•				
	TOTAL	**14**					

Please note: For the Certificate of Completion in Travel and Tourism, a grade of "C" or higher is required in all of the above HOST courses.

Program Description:

The Certificate of Completion in Travel and Tourism is a one-semester program of study. This program will allow students to exit with the knowledge and job skills necessary to qualify for immediate employment in a travel agency, tour company, or airline customer service position, or to continue on to fulfill their Certificate of Achievement or Associate in Science degree requirements. An appreciation of Hawaiian history, culture and language are emphasized along with career preparation and planning.

Program Student Learning Outcomes:

Upon successful completion of the Certificate of Completion in Travel and Tourism, the student should be able to:

- Apply the concepts and skills necessary to achieve guest satisfaction.
- Conduct him/herself in a professional and ethical manner, and practice industry defined work ethics.
- Demonstrate introductory knowledge of Hawaiian and multicultural perspectives to meet the needs of guests and employees.
- Demonstrate ability to perform basic and supervisory level job functions in travel and tourism careers.

ACTION RECOMMENDED:

Approval of the addition of a Certificate of Completion in Travel and Tourism commencing Fall 2009 as part of the Hospitality and Tourism Education Department at Kapiʻolani Community College.

APPROVED/NOT APPROVED

_____   _____
Leon Richards   Date
Chancellor, Kapiʻolani Community College

Subject	RE: Kapiolani Code Request: CC-TRAV
From	Melissa Tome <mtome@hawaii.edu>
Date	Monday, January 4, 2010 8:56 am
To	'Lynn T Inoshita' <inoshita@hawaii.edu> , "'S. Pope'" <spope@hawaii.edu>
Cc	pagotto@hawaii.edu , 'Christine A Shaw' <cshaw@hawaii.edu>

I've created the new program CC-TRAV in Banner effective 201010.

Melissa

From: Lynn T Inoshita [mailto:inoshita@hawaii.edu]
Sent: Sunday, January 03, 2010 3:11 PM
To: S. Pope; Melissa M Tome
Cc: pagotto@hawaii.edu; Christine A Shaw
Subject: Re: Kapiolani Code Request: CC-TRAV

Thanks for the clarification Susan.

Melissa: Please create new program code CC-TRAV, effective fall 2009, in SMAPRLE and SOACURR. Thanks!

Lynn

----- Original Message -----
From: "S. Pope" <spope@hawaii.edu>
Date: Thursday, December 17, 2009 9:18 am
Subject: Re: Kapiolani Code Request: CC-TRAV
To: Lynn T Inoshita <inoshita@hawaii.edu>
Cc: pagotto@hawaii.edu, Christine A Shaw <cshaw@hawaii.edu>, Melissa M Tome <mtome@hawaii.edu>

> Hi Lynn,
>
> The changes in red are fine. 201010 is correct. Yes, FH is the area that the Travel and Tourism degree/certificates are in. The KapCC Chancellor signed the Program Action Request (PAR), so his signature was not needed on page five of the Action Request Memorandum (ARM). The PAR is a summation and is the cover sheet for all other documents related to program actions, including the ARM.
>
> The pages faxed to you from Louise Pagotto's office should match up with the hardcopies sent via campus mail. Hope you have received those by now. I didn't count the pages. I apologize that some of the documents were double sided and had to be faxed out of order.
>
> On Wed, Dec 16, 2009 at 7:44 AM, Lynn T Inoshita <inoshita@hawaii.edu> wrote:
> Susan,
>
> Please confirm the changes I made in red to your code request form. The effective term in the supporting documentation is fall 2009 so the banner term code is 201010. The banner college code used for the AS and CA in TRAV is FH (Food Service and Hospitality) so to be consistent, we should assign the same FH code.
>
> Please refer to page 5 of this document (highlighted in yellow) - there seems to be a chancellor's signature missing?
>

> Also please confirm that all the relevant pages are contained here - you faxed over 40 pages in total so I
want to be sure that I am not missing anything.
>
> Thanks.
>
> Lynn
>