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: __CO-STBK__ Major Description: __Principles of Sustainable 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: _____

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 Competence, Principles of Sustainable 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:

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

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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   _Louise Pagotto_   12/15/5

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: _____

CC Tim (handwritten)

CERTIFICATE OF COMPETENCE REQUEST (September 2008)
Kapi'olani Community College
(Follow the CCCM #6004 Guidelines and the KCC Procedures and Guidelines)

Name of Certificate: Certificate of Competence   **Effective Date:** Fall 2009 (or upon approval, pending authorization)

Type of Action: [X] NEW Certificate

Credential: Certificate of Competence in the Principles of Sustainable Tourism

Employment Objective:

The creation of this Certificate of Competence is a vehicle to meet the objectives of a Title III grant for Native Hawaiian Serving Institutions to "create purposeful and sustainable pathways in student services, professional development and 21st century career programs for improved student learning." This Certificate of Competence addresses the objective of the grant which is: "Curriculum clusters will be developed in intercultural competence, educational tourism, eco tourism, and sports tourism to enhance the knowledge, skills and attitudes of both under-prepared and incumbent Native Hawaiian and other workers in the visitor industry. This cluster will be a vehicle for continuous job skills upgrading for both under-prepared and incumbent workers, while at the same time providing options for long term career upgrading" (KCC Grant Proposal, p. 20).

This certificate would be appropriate for incumbent workers in sustainable paths in the tourism industry or to prepare workers for various positions such as: tour guides, cultural specialists, activity coordinators, interpretive docents, nature guides, energy and environmental resource specialists. The estimated annual employment for tour guides and escorts is 2,410 (Hawai'i Workforce Informer, 2006 – 2016 Ten Year Occupational Projections, Department of Labor and Industrial Relations, State of Hawai'i).

The introduction of this Certificate of Competence provides an additional entrance point for potential students by introducing them to the college, the hospitality and tourism programs, and the visitor industry; in hopes that they will choose to continue on to other certificate or degree programs.

Student Learning Outcomes:

Upon successful completion of the Certificate Competence in the Principles of Sustainable Tourism, the student will be able to:

- Use knowledge of best practices to further sustainability (economic, environmental, and cultural/social) in the industry.
- Apply the concepts and skills necessary to achieve guest satisfaction.

- Demonstrate the knowledge that the foundation of tourism is based on the respect of the host culture with the responsibility to perpetuate the unique values, traditions, and practices of that place.

Certificate of Competence Requirements:

The Certificate of Competence in the Principles of Sustainable Tourism is proposed to be a three (3) course, 8 credit program that could be completed in one-semester.

CERTIFICATE OF COMPETENCE in the Principles of Sustainable Tourism (8 CREDITS)		R = Required Semester • = Suggested Semester SS= Summer Session					Grade Received
Course	Title	Cr	1	2	3	4	
HOST 101	Introduction to Hospitality and Tourism	3	•				
HOST 168	Tour Directing	2	•				
HOST 265	Tourism and Destination Development and Planning	3	•				
	TOTAL	8					

For the Certificate of Competence in the Principles of Sustainable Tourism, a grade of "C" or higher is required in all of the above HOST courses.

Certificate of Competence Justification:

The Certificate of Competence in the Principles of Sustainable Tourism is a one-semester program of study. This program will provide students with an introductory overview of the principles of sustainable and responsible tourism. Students will gain the knowledge to cultivate tourism as an industry that achieves environmentally and culturally responsible economic development within a destination. The program will emphasize cultural responsibility and regard the awareness of the host culture as integral to the success of tourism. Students will gain an appreciation for the authentic interpretation of culture, language, history, historical places/people, geography and geology.

Per the World Tourism Organization (WTO) Sustainable Tourism is defined as:
> "...development that meets the needs of present tourists and host regions while protecting and enhancing opportunities for the future. It is envisioned as leading to management of all resources in such a way that economic, social and aesthetic needs can be fulfilled while maintaining cultural integrity, essential ecological processes, biological diversity and life support systems"

Course Competencies

HOST 101 – Introduction to Hospitality: provides students with an overview of the industry and the interrelationships of the need to balance the environmental, cultural and economic needs of a destination.

HOST 168 – Tour Directing: provides students with the appreciation of the place and host culture. Develops in the students the importance of authentic interpretation of the culture, history, geology, politics, flora and fauna of the destination.

HOST 265 – Tourism Destination Development and Planning: provides students with a deeper and broader appreciation of the importance of sustainability in the environment, the economy and the culture. Students develop an understanding of the economic impacts tourism has on a destination especially in regards to job creation and poverty alleviation. Students study a "value-based" culturally sensitive business model of management with an emphasis on perpetuating the culture of the destination the organization is operating in.

Certificate of Competence Review: (Please indicate Y or N)

Y   Employment objective is valid and supported by the proposed certificate.
Y   Certificate objective and competencies enhance the student's job skills and
         employability.
Y   All credit work consists of courses in the current KCC General Catalog.
Y   No more than 9 credit hours of credit course work is required for the certificate.

Recommended by:

Ron Umehira & Dave Evans   10/22/2008
(Department Chair & Program Coordinator)   Date

Approved by:

(Curriculum Committee Chair)   10/24/08
                                                           Date

(Faculty Senate Chair)   12/8/08
                                                           Date

(Vice Chancellor for Academic Affairs)   1|3|09
                                                           Date

(Chancellor)   _____
                                                           Date

Subject	Re: Kapiolani Code Request: CO-STRM
From	Lynn T Inoshita <inoshita@hawaii.edu>
Date	Monday, January 18, 2010 7:31 am
To	"S. Pope" <spope@hawaii.edu>
Cc	Melissa M Tome <mtome@hawaii.edu> , Christine A Shaw <cshaw@hawaii.edu> , pagotto@hawaii.edu

Hi Susan,

Yes, as much as possible we should have spaces between the words. In cases where there are space limitations, we usually shorten/abbreviate the words. Per your email below, we will shorten "principles" instead of "tourism." Thanks for your input. The description will read as: Princp of Sustainable Tourism
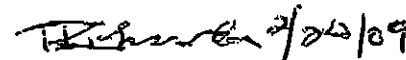
Melissa: please create new program codes in smaprle/soacurr. Thanks.

Lynn

----- Original Message -----
From: "S. Pope" <spope@hawaii.edu>
Date: Monday, January 11, 2010 4:48 pm
Subject: Re: Kapiolani Code Request: CO-STRM
To: Lynn T Inoshita <inoshita@hawaii.edu>

> Do we have to have the spaces between the words? I'm okay with removing spaces if that will allow us to have both principles and tourism. Yes, shortening "Principles" would be preferable to shortening "Tourism".
>
> On Mon, Jan 11, 2010 at 12:07 PM, Lynn T Inoshita <inoshita@hawaii.edu> wrote:
  > Susan,
  >
  > We have to truncate the description somehow as the description (character length) exceeds what is allowable in banner. If you prefer that "principles" be shortened instead of "tourism" we could do that instead. Let me know. Thanks.
  >
  > Lynn

  >
  > ----- Original Message -----
  > From: "S. Pope" <spope@hawaii.edu>
  > Date: Monday, January 11, 2010 11:48 am
  > Subject: Re: Kapiolani Code Request: CO-STRM
  > To: Lynn T Inoshita <inoshita@hawaii.edu>
  > Cc: Melissa M Tome <mtome@hawaii.edu>, Christine A Shaw <cshaw@hawaii.edu>
  >
  > > 201010 is correct. If possible, "Principles SustainableTourism" would be preferred over "Principles of Sustainable Tour".
  > >
  > > Thank you.
  > >
  > > On Sat, Jan 9, 2010 at 3:15 PM, Lynn T Inoshita <inoshita@hawaii.edu> wrote:
    > > Susan,
    > >
    > > Please review the changes in red on the attached code request form. If OK, we will proceed with the creation of the new code CO-STRM in banner.
    > >
    > > Please note that the code description exceeds the character limits of that field so I had to truncate it to "Principles of Sustainable Tour".
    > >
    > > Your prompt attention to this is appreciated. Thanks.
    > >
    > > Lynn
  > >

|>
>

Subject	**Re: New Entries to STVMAJR: LGRW and STRM**
From	Lynn T Inoshita <inoshita@hawaii.edu>
Date	Monday, January 18, 2010 7:49 am
To	Melissa M Tome <mtome@hawaii.edu> , Aaron Michimasa Yamane <yamanea@hawaii.edu>
Cc	Christine A Shaw <cshaw@hawaii.edu>

Melissa and Aarron,

An update--the description for STRM was changed to "Princp of Sustainable Tourism" per campus preference for truncating "principles" instead of "tourism."

Thanks.

Lynn

----- Original Message -----
From: Lynn T Inoshita <inoshita@hawaii.edu>
Date: Saturday, January 9, 2010 3:18 pm
Subject: New Entries to STVMAJR: LGRW and STRM
To: Melissa M Tome <mtome@hawaii.edu>,Aaron Michimasa Yamane <yamanea@hawaii.edu>
Cc: Christine A Shaw <cshaw@hawaii.edu>

> Melissa and Aaron,
>
> The following new major codes were added to STVMAJR:
>
> Code: LGRW
> Description: Legal Research & Writing
> CIPC/SEVIS: 220302
> Major box: checked
> Financial aid eligibility box: checked
>
> Code: STRM
> Description: Principles of Sustainable Tour ("tour" was truncated from "tourism" due to character limitation)
> CIPC/SEVIS: 520999
> Major box: checked
> Financial aid eligibility box: unchecked
>
> Please let me know if you have any questions. Thanks.
>
> Lynn

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
STRM	Principles of Sustainable Tour	520999 ▼	✔	☐	☐	☐	☐	☐	
	SEVIS Equivalent:	520999						Activity Date:	09-JAN-2010

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
			☐	☐	☐	☐	☐	☐	
	SEVIS Equivalent:							Activity Date:	

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
			☐	☐	☐	☐	☐	☐	
	SEVIS Equivalent:							Activity Date:	

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
			☐	☐	☐	☐	☐	☐	
	SEVIS Equivalent:							Activity Date:	

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
			☐	☐	☐	☐	☐	☐	
	SEVIS Equivalent:							Activity Date:	