

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

REQUESTOR CONTACT INFORMATION	
Date: 8/4/2014	Effective term of request (Semester-Year): Fall 2014
Name: Kathlen Lee	Title: Educational Specialist
Campus: Kauai Community College	Office/Department: Business Education
Phone: (808) 245-8204	Email: kathlen@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: Kauai CC (KAU)	College: Instructional	Department: BUS	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
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: Associate in Science		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:	Code	Description	Existing Concentration:
	BUS	BUSINESS	
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?			
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 (Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, students may select the code as their <u>only</u> program of study.)			

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

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 type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

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]:

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

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):

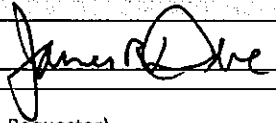
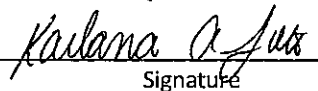
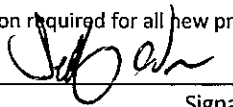
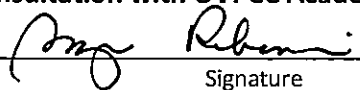
We are offering a new program: Associate in Science in Business.

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: _____

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION		
Requestor Signature <u></u>	Date <u>8/14/14</u>	
Registrar (If different from Requestor)		
Kailana Soto	<u></u>	<u>8/7/14</u>
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)		
Jeff Anderson	<u></u>	<u>8/20/14</u>
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:		
<u>Suzette Robinson</u>	<u></u>	<u>9/1/14</u>
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]:

Program Length and Special Program Designation

August 4, 2014

The following information is submitted in addition to the IRAO Code Request form.

Program: AS in Business

Length of program:

1. Certificate of Competence (Retail Essentials): 0.5 years
2. Certificate of Competence (Management Essentials): 1 year
3. Certificate of Competence (Entrepreneurship): 1 year
4. Certificate of Achievement (Management): 1.5 years
5. Certificate of Achievement (Entrepreneurship): 1.5 years
6. Associate in Science (Business): 2 years

Special program designation: N

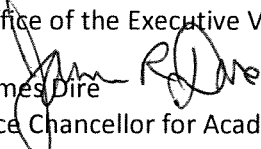



UNIVERSITY of HAWAII
KAUAI
COMMUNITY COLLEGE

September 22, 2014

MEMORANDUM

TO: Joanne Itano
Office of the Executive Vice President for Academic Affairs/Provost

VIA: 
James Dire
Vice Chancellor for Academic Affairs

FROM: Helen A. Cox 
Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 6/16/2014 effective Fall 2014.

New

Associate in Science (A.S.) – Business
Certificate of Achievement (C.A.) – Management
Certificate of Achievement (C.A.) – Entrepreneurship
Certificate of Competence (C.O.) – Retail Essentials
Certificate of Competence (C.O.) – Management Essentials
Certificate of Competence (C.O.) – Entrepreneurship

c: Division Chairs
Glenn Alquiza
Gigi Drent
Patricia McGrath
Cherie Mooy
Richard Randolph

3-1901 Kaunualii Highway
Lihu'e, Hawaii 96766-9500
Telephone: (808) 245-8210
Fax: (808)245-0101

An Equal Opportunity/Affirmative Action Institution

Notice of Meeting

UNIVERSITY OF HAWAI'I

BOARD OF REGENTS' COMMITTEE ON ACADEMIC AFFAIRS

Date: Wednesday, April 30, 2014

Time: 9:00 a.m.

Place: University of Hawai'i
2444 Dole Street
Bachman 113
Honolulu, HI 96822

AGENDA

- I. **Call Meeting to Order**
- II. **Approval of Minutes of March 5, 2014 Meeting**
- III. **Public Comment Period:** *Individuals may testify on items on this agenda during the Public Comment Period. Individuals providing oral testimony will be requested to sign up at the meeting. Written testimony is also accepted 24 hours in advance of the meeting time, via email at bor@hawaii.edu, or hand-delivery or mail to the address above. Individuals testifying at the meeting are requested to limit their testimony to three (3) minutes.*
- IV. **Agenda Items**
 1. Academic Program Actions
 - a. New Program Proposal: Provisional Associate of Science in Business, Kaua'i Community College
 - b. New Program Proposal: Provisional Certificate of Achievement in Medical Assisting, Kaua'i Community College
 - c. Established Status for the Bachelor of Education Degree with a Concentration in Elementary Education, UH West O'ahu
 - d. New Program Proposal: Provisional Associate of Science in Plant Biology and Tropical Agriculture, Kaua'i Community College and Leeward Community College
 2. Discussion on Distance Learning (information only)
 3. Proposed Revision to Chapter 9-11(c) Emeritus/Emerita Title
 4. Proposed Revision to Chapter 4-1(c) Mission and Purpose

V. Executive Session (Closed to the Public)

Personnel Actions Related to the Following (To discuss the following personnel matters pursuant to HRS §92-5(a)(2)):

1. Approve Establishment of an Endowed Visiting Chair in History in the College of Arts and Sciences, UH Hilo
2. Emeritus/Emerita Request

VI. Adjournment

University of Hawai'i—West O'ahu

8. Approval of Established Status for the Bachelor of Education Degree with a Concentration in Elementary Education, UH West O'ahu

Vice Chancellor for Academic Affairs Linda Shimabukuro presented for approval changing the status of their Bachelor of Education Degree from provisional to established. The National Council for Accreditation of Teacher Education (NCATE) accredited the program last year and was given many commendations. There are close to 200 students who are majoring the Bachelor of Education, most of whom are now teaching in the West O'ahu region. The focus is to meet the needs of the Nānākuli, Waianae, and Kapolei area for highly qualified elementary, middle and secondary school teachers. Regent Gee said the Committee on Academic Affairs is recommending approval. He commended the results of the program over the past three years had been very positive and the graduates of this program are gainfully employed, well accepted in the community and retention is high. He noted that a survey done of students who went through the program was high in every single category with only one small exception of dealing with diversity in the classroom, which is not an easy issue to deal with. Regent Gee moved for approval of established status for the Bachelor of Education Degree with a Concentration in Elementary Education. The motion was seconded by Regent Moore and carried upon unanimous vote.

University of Hawai'i Community Colleges

9. Approval of New Program Proposal: Provisional Associate of Science in Business, Kaua'i Community College

10. Approval of New Program Proposal: Provisional Certificate of Achievement in Medical Assisting, Kaua'i Community College

11. Approval of New Program Proposal: Provisional Associate of Science in Plant Biology and Tropical Agriculture, Kaua'i Community College and Leeward Community College

VP Morton presented for approval of four new program proposals, three at Kaua'i Community College (KCC) and one at Leeward Community College (LCC). The provisional Associate of Science in Business at KCC would provide students with the opportunity to apply general business skills, including entrepreneurial skills to a variety of jobs on Kaua'i while preparing themselves to transfer to baccalaureate programs particularly at UHWO which offers the program on Kaua'i. The business community strongly supports the program and draws on courses already taught in applied science degrees at KCC.

The provisional Certificate of Achievement in Medical Assisting at KCC is an existing program at the lower level certificate seeking accreditation by adding a class in some of

the electronic records management, which is now required of medical assistants. Adding the class reclassifies the certificate to the Certificate of Achievement level for the one year program which requires board approval.

The two provisional Associate of Science Degrees in Plant Biology and Tropical Agriculture at KCC and LCC were jointly developed by faculty from the two programs and part of the overall effort to address some of the sustainable agriculture workforce needs in the state. The programs reflect the local agriculture communities in West O'ahu and Kaua'i, and are designed and articulated together to continue sharing between the faculty in the two programs.

Regent Gee said the Committee on Academic Affairs vetted all four of the requests and heartily recommend their approval. He noted that the Certificate of Achievement in Medical Assisting was built upon the Certificate of Completion and is particularly important since it is required to meet national certification for practice as medical assistants. The two degrees in plant biology and tropical agriculture are very important to improve food security in the state because we only provide for 10% to 15% of our own needs. These programs are important to the mission of the colleges, to our own state and communities needs, and have strong support from companies like DuPont. The committee also liked the program as a conjoined program because the two colleges came together and collaborated on the program and made sure the courses were in alignment in close cooperating with CTAHR. Regent Gee moved to approve the new program proposals for the Provisional Associate of Science in Business; the Provisional Certificate of Achievement in Medical Assisting; and the Provisional Associate of Science in Plant Biology and Tropical Agriculture at KCC and LCC. Regent Shigemoto seconded the motion and it carried upon unanimous vote.

IX. ITEMS FOR DISCUSSION (CONTINUED)

12. Report on the visits by finalists for UH President

Chair Holzman gave an update on the finalists visits, and the decision to not hire a search firm and instead utilize the services of the board office, communications staff, and HR staff. He noted and recognized the extraordinary undertaking and additional effort on top of their regular work.

He explained the agenda for the candidate schedules for the remainder of this week and next week that had been distributed to the Regents. The first week there were two meetings on O'ahu at Mānoa and Leeward Community College, meetings at Kaua'i Community College, UH Maui College, and UH Hilo, with the assistance of the neighbor islands regents. All events were reasonably attended and have been posted on online for those who could not attend. There have been more visits with administrators and campus leaders this week, and they will also be seeing various campus stakeholders. In the coming week, the candidates will be going outside in the business community. He noted that from the testimony this morning, some people are concerned about the process, but the board has tried to make it open and fair as possible.

**APPENDIX B
Kaua'i Community College
University of Hawai'i
Program Action Request**

1. Type of Program Action: New Modification Deletion

PROPOSED	Entrepreneurship CO	Management Essentials CO	Retail Essentials CO	Entrepreneurship CA	Management CA	Business AS
ACC 201					3	3
ACC 202					3	3
BLAW 200				3	3	3
BUS 120 OR MATH 115		3		3	3	3
BUS 293V				3	3	3
BUSN 189 (Thinking/Reasoning Math)		3	3	3	3	
ECON 130				3	3	3
ECON 131						3
ENT 125	3			3		3
ENT 150	3			3		3
HOST 125	3		3	3	3	3
MGT 120		3			3	3
MGT 122		3	3	3	3	3
MKT 130			3			
COMPUTER TECHNOLOGY: BUSN 121, BUSN 130, BUSN 150; ICS 100, ICS 101	3			3	3	3
CULTURAL ENVIRONMENT: ANTH 200; HWST 107; PHIL 100; POLS 110; PSY 100; REL 150; SOC 100						3
MARKETING OPTIONS: ENT 130; ECOM 100; MKT 130; SMKT 150	3	3		6	3	6
NATURAL ENVIRONMENT: Any 100-level or higher natural science course. DB 3 credits, DP 3 credits, and DY 1 credit						4
ORAL COMMUNICATION: BUS 130; SP 151, SP 251	3	3	3	3	3	3
THINKING/REASONING MATH: MATH 100, MATH 103, MATH 135 or higher						3
WRITTEN COMMUNICATION: BUS 175 (WI); ENG 100, ENG 209*		3		3	3	3
TOTAL CREDITS	18	21	15	42	42	61

*Not currently offered at Kaua'i CC but available at other UH campuses.

2. **Program Type:**

- | | |
|---|---|
| <input type="checkbox"/> Associate in Applied Science (AAS) | <input checked="" type="checkbox"/> Certificate of Achievement (CA) |
| <input type="checkbox"/> Associate in Arts (AA) | <input checked="" type="checkbox"/> Certificate of Competence (CO) |
| <input type="checkbox"/> Associate in Arts–Concentration | <input type="checkbox"/> Academic Subject Certificate (ASC) |
| <input checked="" type="checkbox"/> Associate in Science (AS) | |
| <input type="checkbox"/> Associate in Science Natural Sciences–Concentration (ASNS) | |

3. **Program Title:** Business

4. **Program Description (for catalog):**

The Associate in Science in Business degree will prepare students for entry-level positions in business, industry, and non-profit organizations. It is designed for students who seek to gain a solid foundation of the basic business concepts and skills necessary to contribute and create solutions in today's business environment. Upon successful completion of this program, students will acquire the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance in a business setting. This degree can help an individual jump-start a career in business or prepare them for transfer to a four-year institution.

Program Admission Requirements: None.

Graduation Requirements:

A GPA of 2.0 or higher for all courses applicable toward the degree or certificate is needed to meet graduation requirements.

5. **Program Student Learning Outcomes:**

1. Develop critical thinking and interpersonal skills applicable to real-world problems
2. Utilize creativity and logical strategies and techniques to solve complex business issues
3. Implement and apply current technical solutions to business activities, systems, and processes
4. Apply foundational management principles to the functions of planning, organizing, coordinating, and decision making to business operations
5. Demonstrate fundamental knowledge of business and technical skills to support lifelong professional development

6. **Proposed Date of First Offering:** Fall 2014

7. **Is this program offered at another UH campus?** Yes No
If Yes, specify campus. If No, why is this program offered at KCC:

8. Reason for this Program Action:

This Program Action Request reflects the process of the approved Authorization to Plan the Associate in Science in Business degree. The Business program is designed to be an articulated degree, which will enable students to transfer to a baccalaureate program. Additionally, certificate tracks will enable students to pursue concentrations in Entrepreneurship, Management, or Retail. Articulation discussions are in place to support student transferability to four-year campuses. Currently, discussions have are in progress with UH West O'ahu, UH Hilo, and UH Mānoa.

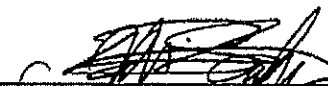

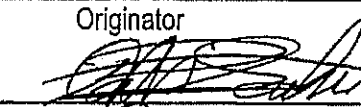


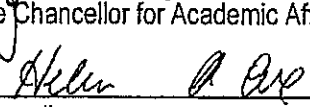
9. Board of Regents Approval Needed: Yes No

THIS PAGE
INTENTIONALLY
LEFT BLANK

PROGRAM ACTION REQUEST APPROVAL

PROGRAM: Business CO, CA, and AS

Effective date: Fall 2014

PSLOs Approved by:		6/2/14
	Assessment Committee Chairperson	Date
Proposed by:		6/2/14
	Originator	Date
Requested by:		6/2/14
	Department/Division Chairperson	Date
Approved by:		6/2/14
	Curriculum Committee Chairperson	Date
		6/6/14
	Vice Chancellor for Academic Affairs	Date
		6/6/14
	Chancellor	Date

LS509



UNIVERSITY of HAWAII
KAUAI
COMMUNITY COLLEGE

UNIVERSITY OF HAWAII
KOUA'I COMMUNITY COLLEGE

14 APR 16 10:19

RECEIVED

UNIVERSITY of HAWAII
Kauai Community College
New Program Proposal

Associate in Science (AS) in Business Degree

14 APR 24 13:18

UNIVERSITY OF HAWAII
BOARD OF REGENTS

Date of Proposal: December 2013
Proposed Date of Implementation: Fall 2014

April 15, 2014

TO: John C. Holzman
Chair
Board of Regent

VIA: David Lassner
Interim President

VIA: John Morton
Vice President for Community Colleges

FROM: Helen Cox
Chancellor
Kauai Community College

Specific Action Requested

We request the approval of a new provisional degree, an AS in Business, at Kauai Community College.

Recommended Effective Date

The effective start date is Fall 2014. The AS in Business Program Action Request has been approved by the Assessment and Curriculum committees. All new courses applicable to the program degree have gone through the curriculum process, and will be offered beginning Fall 2014

Background

Significance/Contribution of this degree:

The Associate of Science (AS) in Business degree will prepare students for entry-level positions in business, industry, and non-profit organizations. It is designed for students who seek to gain a solid foundation of the basic business concepts and skills necessary to contribute and create solutions in today's business environment. Upon successful completion of this program, students will acquire the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance in a business setting. This degree can help an individual jump-start a career in business or prepare them for transfer to a four-year institution.

The objectives of the proposed AS in Business program is to provide students with an integrated understanding of business and economic concepts and how these concepts

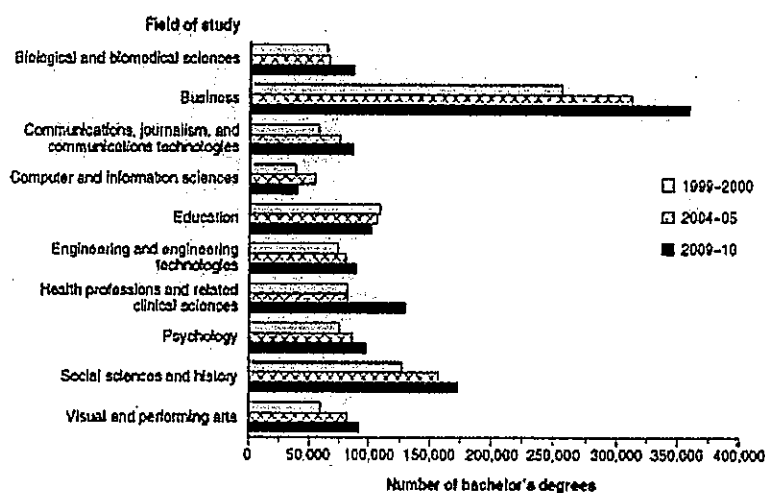
relate to business and social systems; the recognition of ethical responsibilities and accountability; the development of planning; decision-making, and other management functions; the capacity to implement and adapt to change; and the development of analytical thinking and leadership style.

Cost and Resource allocation implications:

Leeward Community College's AAS in Management program amounts were used as comparable costing analysis, and were retrieved from the Expenditures Report at <http://www.hawaii.edu/cgi-bin/iro/maps?esuhfy1011.pdf>. The comparison reflects the cost for KauaiCC's Business program as slightly higher than Leeward, especially in the first year of program implementation. This is reflective of Leeward's established program offerings and higher student enrollment numbers. However, initially there should be little additional cost to the college since the program will draw from mainly high school graduates and costs will be offset by revenues. As the program grows, additional equipment/supplies (technology update, resource materials) and faculty (1.1 full-time Instructor) will be required, but will be more than covered by tuition revenue.

Demand projections:

The proposed AS in Business program will attract participants from two main sources— Liberal Arts unclassified students seeking baccalaureate degrees, and incoming freshmen from Kauai island high schools. Kauai Community College had approximately 36% or a total of 432 students enrolled in Career and Technical Education in spring 2012. Of these students, 40.7% are in the Business Education Division. This indication of interest in the business field will fuel enrollment in this program. In the 2011 – 2012 academic year there were 140 graduates with an AA, AS or AAS degree, and additionally, 114 transfer students to four-year universities. It is expected that an increasing number of Career and Technical Education (CTE) and Liberal Arts unclassified students will choose to pursue the AS in Business degree, either independently or in tandem with another major. We anticipate enrollment of 12 students in the first year of the program with subsequent increases of 15 students in year two and three for a total of 27 and 30 students respectively. Additionally, based upon data from the National Center for Education Statistics (<http://nces.ed.gov/>), "of the 1,650,000 bachelor's degrees conferred in 2009–10, the greatest numbers of degrees were conferred in the fields of business (358,000)



Accreditation impact:

We anticipate a positive impact on Accreditation reviews as the addition of this program to Kauai Community College's curricula only serves to enhance student success and transferability to four-year institutions.

Examples of 2-3 similar models from peer institutions:

Two examples of similar models from peer institutions may be viewed at the following websites:

http://www.uhwo.hawaii.edu/default/assets/File/catalog/UHWO_General_Catalog_2012-13.pdf

<http://hilo.hawaii.edu/catalog/bba-gbus.html>

Similar programs at other UH campuses:

Similar programs exist at other UH system campuses; however, this degree is the first AS in Business degree to be offered within the UH Community College system. Hawaii and Kapiolani Community Colleges both offer AS degrees in Marketing. Additionally, Kapiolani offers a nine-credit Certificate in Entrepreneurship and Certificates of Competence in Management and Retailing. Leeward offers an AS and ASC in Management as well as various Certificates of Competence in Management, Marketing, and Retailing. Maui College offers an AAS in Business Careers, and it provides the closest match to Kauai's proposed AS in Business; however, as our students will unlikely seek a four-year degree at Maui College, this program will provide Kauai students the most viable opportunity to matriculate to UH-Hilo, UH-Manoa, and UH-West Oahu.

Statement from campus administration of new program's strategic value within UH priorities:

The proposed AS in Business degree will directly address four out of the five UHCC Strategic goals as outlined in the *UHCC Strategic Plan 2002-2010 Update Strategic Outcomes and Performance Measures, 2008-2015*. The UHCC Strategic Goals are listed below followed by the associated Kauai Community College Goals. In particular, the program focuses on Goals A, B, D, and E.

Action Recommended

We request the approval of a new provisional degree, an AS in Business, at Kauai Community College.