



UNIVERSITY of HAWAII*
KAUAI
COMMUNITY COLLEGE

April 12, 2013

TO: Institutional Research & Analysis Office

FR: Leighton Oride *Oride*
Admissions Officer & Registrar

RE: UH Code Request Form: Certificate of Achievement-Culinary (Advanced)

With reference to page 4, Vice Chancellor James Dire conveyed to me this morning that he consulted with Academic Affairs Program Officer Suzette Robinson on January 10, 2013.

Existing major code: CA-CULN
Additional code requested: CA-CULN-ADV

Based on the email excerpt below, it is my understanding that additional BOR approval is not required.

*From: Kathlen Lee kathlen@hawaii.edu
Sent: Friday, April 05, 2013 2:47 PM
To: Leighton Oride
Subject: Culinary PAR: CA Advanced Culinary Arts*

Just received an email from Jim. Any degree (e.g., AAS in the case of Culinary Arts) that has already been approved by the BOR does not reapproval from the BOR for lesser certificates (including the CA).

Should you have any questions, please feel free to contact me via email at loride@hawaii.edu.

Thanks.

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

REQUESTOR CONTACT INFORMATION	
Date: 4/5/13	Effective term of request (Semester-Year): Fall 2013
Name: Leighton Orde	Title: Admissions Officer & Registrar
Campus: Kauai Community College	Office/Department:
Phone: (808) 245-8226	Email: loride@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: Kauai CC (KAU)	College: Instructional	Department:	
<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: Culinary Arts		Certificate: CA Certificate of Achievement	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:	Code	Existing Concentration:	Code
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner: New Code [4 char/space limit]: ADV Description [30 char/space limit]: Advanced Culinary Arts			
If a similar major/concentration code exists in Banner, please list the code: CA-CULN			
Is this major/concentration code being used the same way at other UH campuses? Yes			
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.)			

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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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Should the old program code be available for use in Banner? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will the old program code be available for:		Banner Module	Ending Term (Semester-Year)
Online Application		Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Recruitment		Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Admissions		Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
General Student		Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Academic History		Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

2. CERTIFICATES ONLY:
Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: 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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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	




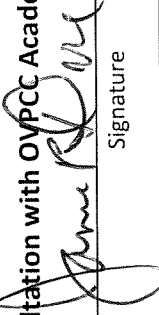
5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

This change is made to meet the ACCJC general education requirements for the AAS Degree. Additionally, this program change will better prepare graduates to transfer into the University of Hawaii West Oahu's Bachelor of Applied Science Culinary Management degree program.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input type="checkbox"/> Memo from Chancellor <input checked="" type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____ </div>

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CAMPUS VERIFICATION			
Requestor Signature		Date	4/8/13
Registrar (If different from Requestor) Leighton Orde		Signature	4/9/13
Email/memo in lieu of Registrar's signature may be attached			
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) Rebecca Thompson		Signature	4/9/13
Email/memo in lieu of Financial Aid Officer's signature may be attached			
For Community Colleges, verification of consultation with OVPCC Academic Affairs: James Dire		Signature	4/9/13
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
Sinclair Annex 2, Room 4
Honolulu, HI 96822
Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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]:

Effective Fall
Date Approved
Replaces

2013
2/13
5/12

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

1. Type of Program Action: ☐ New ☒ Modification ☐ Deletion

PRESENT	CO Food Service	CC Food Service	CA Culinary Arts	AAS Culinary Arts	PROPOSED	CO Culinary Arts	CC Culinary Arts	CA Culinary Arts	CA Advanced Culinary Arts	AAS Culinary Arts
CULN 101B CULN 101C OR CULN 102B CULN 102C	8				CULN 101B CULN 101C OR CULN 102B CULN 102C	8				
CULN 111		2	2	2	CULN 111		2	2		2
CULN 112		2	2	2	CULN 112		2	2		2
CULN 115				2	CULN 115			2		2
CULN 120		4	4	4	CULN 120		4	4		4
CULN 130		5	5	5	CULN 130		5	5		5
CULN 150			5	5	CULN 150			5		5
CULN 160			5	5	CULN 160			5		5
CULN 185				3	CULN 185				3	3
CULN 221				5	CULN 221				5	5
CULN 222				5	CULN 222				5	5
CULN 240				5	CULN 240				5	5
CULN 271				4	CULN 271				4	4
CULN 275				3	CULN 275				3	3
CULN 294				5	CULN 294				5	5
BUSN 161B	1				BUSN 161B	1				
BUSN 166			1	1						
					ENG 100 or higher					3
MATH 50H			3	3	MATH 26, MATH 50H, MATH 100 or higher. For the AAS, must be MATH 100 or higher.			3		3
					Oral Communication (one): BUS 130 or SP 151				3	3
Written Communication (one): Core Options (Fall 2012)		3	3	3	Written Communication (one): BUS 175; EALL 272; ENG 22, ENG 100, ENG 106, ENG 215, ENG 250, or higher; JOUR 205; LING 102; or any WI course		3	3		
TOTAL	9	16	30	62	TOTAL	9	16	31	33	64

2. Program Type:

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

3. Program Title: Culinary Arts (CULN)

4. Program Description (for catalog):

The Certificate of Competence (CO) in Culinary Arts requires 9 credits and prepares students for entry-level positions in the food service industry. Students are able to demonstrate competency in basic food preparation, sanitation, and safety and customer service. Completion of this certificate does not assure entry into the Culinary Arts Associate in Applied Science (AAS) degree cycle.

The Kaua'i Community College Career Ladder Culinary Arts program is designed to provide technical knowledge and basic skills training for students choosing to enter the culinary field, as well as upgrade skills of those already employed in the food service industry. "Hands-on" laboratory training reinforces theoretical knowledge and prepares graduates for positions in professional food service careers. With job experience, graduates of the Culinary Arts program may advance to positions such as chefs, kitchen managers, and restaurant managers.

Successful completion of the first-level Certificate of Completion (CC) allows students to continue to the Certificate of Achievement (CA) and/or to the AAS degree program. Graduates will also be eligible to apply for the American Culinary Federation "Certified Culinarian" certificate.

Program Admission Requirements:

Although applicants will be admitted into the Culinary Arts program, admission into the Culinary Arts AAS laboratory cycle (except CULN 101B/C and CULN 102B/C) is on a "first applied, first qualified" basis. Once qualified, the student must initiate the registration process (i.e. submit health clearances, gain academic advising, register for classes, and attend the mandatory orientation). A new culinary laboratory cycle begins each fall semester.

Applicants must demonstrate basic skills proficiency writing and mathematics as part of acceptance into the CC, CA, and AAS degree programs. Priority admittance into the Culinary Arts fall AAS degree cycle will be given to **continuing students** who have met the following requirements by the **March 1 priority deadline**:

1. Met minimum English requirements by placing into **ENG 22** or higher, or completed ENG 19 or ENG 22 with a grade of "C" or higher;
2. Met minimum math requirements by placing into **MATH 50H** or higher, or completed MATH 21 or MATH 22 with a grade of "C" or higher; and
3. Completed CULN 101B/C and/or CULN 102B/C with a grade of "B" or higher, and maintained a 2.0 GPA in all courses applicable toward a Culinary Arts CC or higher degree.

Applicants exploring the culinary arts field that wish to gain a general survey of basic culinary skills and/or are working on completing the reading, writing and/or math program prerequisites are encouraged to enroll in the CO program.

Graduation Requirements:

A grade of "C" or higher is required for all Culinary Arts program courses. A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is required to meet graduation requirements.

4. Program Student Learning Outcomes:

1. Communicate with guests, co-workers, and supervisors by using oral, written, and nonverbal skills required in food services operations. (COMMUNICATION)
2. Demonstrate reasoning and decision-making skills that reflect critical thinking (problem-solving, creative thinking, quantitative reasoning, application, and resource management) and the current state of culinary arts/science. (COGNITION)
3. Use print materials, personal communications, observations, and electronic media efficiently and ethically to locate, retrieve, evaluate, organize, and present information needed to meet educational, personal, and professional objectives. (INFORMATION COMPETENCY)
4. Apply work ethics, attitudes, and professional codes of conduct in the workplace with guests and with members of the culinary team including co-workers and supervisors. (SOCIAL RESPONSIBILITY)
5. Demonstrate commitment to culinary arts and food service practices through professional behaviors that meet industry standards. (PERSONAL RESPONSIBILITY)

6. Proposed Date of First Offering: Fall 2013

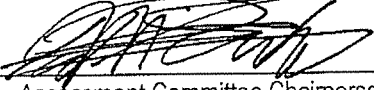
7. Is this program offered at another UH campus? ☒ Yes ☐ No
If Yes, specify campus. If No, why is this program offered at KCC:

Hawai'i Community College, Kapi'olani Community College, Leeward Community College, UH Maui College

8. Reason for this Program Action:

These PAR changes are made to meet the ACCJC general education requirements for the AAS Degree. Additionally, these program changes will better prepare graduates to transfer into the University of Hawai'i West Oahu's Bachelor of Applied Science Culinary Management degree program

PSLOs approved by:


Assessment Committee Chairperson

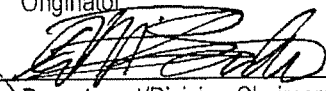
2/11/13
Date

Proposed by:


Originator

2/11/13
Date

Requested by:

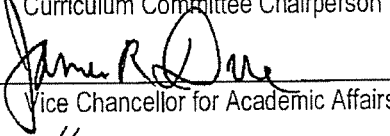

Department/Division Chairperson

2/11/13
Date

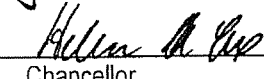
Approved by:


Curriculum Committee Chairperson

2/8/13
Date


Vice Chancellor for Academic Affairs

2/8/13
Date


Chancellor

2/11/13
Date