

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: Science and Mathematics
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: MS
<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:	Certificate: CO Certificate of Competence	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:    Code <i>PBS</i> Description <i>Plant Biology and Tropical Ag.</i>	Existing Concentration:    Code    Description	
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 <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
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 <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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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		<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]:

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<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

<b>5. NEW MINOR</b> (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 Certificate of Competence is part of the new Associate in Science in Plant Biology and Tropical Agriculture program that we are offering. All certificates and degrees under this program will need a new code.

**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 <u>James R. Dine</u>	Date <u>8/11/14</u>	
<b>Registrar</b> (If different from Requestor)		
Kailana Soto	<u>Kailana A. Soto</u>	8-7-2014
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
<b>Financial Aid Officer</b> (Financial Aid Officer consultation required for all new program codes)		
<u>Jeff Anderson</u>	<u>Jeff Anderson</u>	<u>8/20/14</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>		
<u>Suzelle Robinson</u>	<u>Suzelle Robinson</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: <a href="mailto:iro-mail@lists.hawaii.edu">iro-mail@lists.hawaii.edu</a>
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.

<b>FOR INTERNAL USE ONLY</b>	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 Plant Biology and Tropical Agriculture

Length of program:

1. Certificate of Competence: 1 year
2. Certificate of Achievement: 1.5 years
3. Associate in Science: 2 years

Special program designation: N

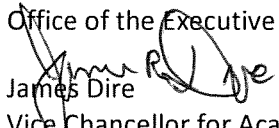



UNIVERSITY of HAWAII<sup>1</sup>  
**KAUAI**  
COMMUNITY COLLEGE

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 5/16/2014 effective Fall 2014.

**New**

Associate in Science (A.S.) – Plant Biology and Tropical Agriculture  
Certificate of Achievement (C.A.) - Plant Biology and Tropical Agriculture  
Certificate of Competence (C.O.) - Plant Biology and Tropical Agriculture

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

3-1901 Kaunualii Highway  
Lihu'e, Hawai'i 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**

Effective Fall	<u>2014</u>
Date Approved	<u>5/14</u>
Replaces	<u>None</u>

1. Type of Program Action:     New             Modification             Deletion

PROPOSED	DB	DA	DS
<b>PLANT BIOLOGY AND TROPICAL AGRICULTURE CONCENTRATION COURSES</b>			
BOT 101 or BIOL 171 and BIOL 171L (Diversification Biological Sciences <b>DB</b> and Science Lab <b>DY</b> ) <sup>1,2</sup>	4	4	4
BOT 130 and BOT 130L	4	4	4
CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L (Diversification Physical Science <b>DP</b> and Science Lab <b>DY</b> ) <sup>2</sup>		4	4
HORT 200	3	3	3
PBT 100	1	1	1
PBT 141		3	3
PBT 204		4	4
PBT 264	3	3	3
PBT 275		3	3
PBT 290V <sup>3</sup>		3	3
<b>GENERAL EDUCATION</b>			
<b>Diversification</b>			
Arts, Humanities, or Literature: Any <b>DA</b> , <b>DL</b> , or <b>DH</b> designated course			3
Social Science: BOT 105 (recommended) or any <b>DS</b> designated course			3
<b>Foundations</b>			
Global and Multicultural Perspectives <b>FGA</b> , <b>FGB</b> , or <b>FGC</b> : Two courses from different time periods			6
Symbolic Reasoning <b>FS</b> : MATH 115 or any <b>FS</b> designated MATH course		3	3
Written Communication <b>FW</b> : ENG 100 or any <b>FW</b> designated course			3
<b>Graduation Requirements</b>			
Electives: Any course numbered 100 or higher <sup>4</sup>			10
<b>Total</b>	15	35	60

Notes:

- 1 BOT 101 is recommended, but students may substitute BIOL 171 and BIOL 171L. Students intending to transfer to a baccalaureate program should consult their intended baccalaureate program requirements for recommendations.
- 2 Some courses fulfill both concentration requirements and the general education requirements for Foundations Symbolic Reasoning (FS) and Diversification Biological Sciences (DB) and Science Lab (DY) or Diversification Physical Sciences (DY) and Science Lab (DY).

- 3 PBT 290V reflects the minimum number of credits required for graduation as a cumulative total that may be accumulated over multiple semesters. Excess credits beyond the minimum may be applied as elective credits.
- 4 Electives consist of any transfer-level courses beyond the specified degree requirements that can be applied towards the minimum 60 credits needed for graduation. Examples include prerequisites for required courses, excess internship credits, or courses of relevance or personal interest.

**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:** Plant Biology and Tropical Agriculture

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

The Plant Biology and Tropical Agriculture academic program is designed to meet the needs of students interested in agriculture. The AS in Plant Biology and Tropical Agriculture may be utilized as a terminal degree for students wishing to enter the workforce directly. Certificate programs in Plant Biology and Tropical Agriculture are also available to meet a range of academic and career needs. Graduates with an AS degree or certificates in Plant Biology and Tropical Agriculture will qualify for a range of different agricultural occupations that provide improved career opportunities and income.

**Program Admission Requirements:**

None.

**Graduation Requirements:**

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

**5. Program Student Learning Outcomes:**

Students graduating from the program will be able to:

1. Use appropriate scientific and agricultural terminology to communicate in different settings and with different audiences.
2. Identify and analyze the biotic and abiotic factors that affect agricultural production and describe how these factors are managed at the local, state, national, and global level.
3. Apply principles and practices from tropical agriculture and plant and soil sciences to improve production and profitability.
4. Apply the scientific method and available technology to understand and manage agronomic and agribusiness challenges and opportunities.

5. Explain contemporary social, political, economic, and ethical issues involving food, agriculture and the environment.
6. Use practical hands-on field and laboratory investigation skills in plant biology and tropical agriculture.

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:

Leeward Community College

8. **Reason for this Program Action:**

This Program Action Request is being proposed to expand the current offerings available in Plant Biology and Tropical Agriculture and to better meet both student and employer needs. The AS in Plant Biology and Tropical Agriculture is designed as a terminal associate degree program. Additionally both a CA and CO in Plant Biology and Tropical Agriculture are also being proposed. All certificates and degrees may be taken individually or as part of a career ladder pathway.


9. **Board of Regents Approval Needed:**  Yes  No


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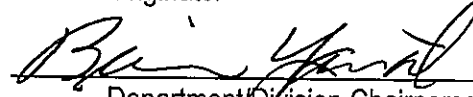
PROGRAM ACTION REQUEST APPROVAL

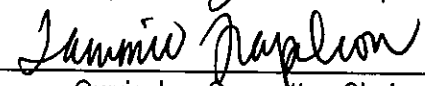
PROGRAM: Plant Biology and Tropical Agriculture CO, CA, and AS


Effective date: Fall 2014

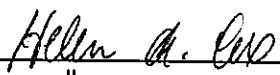
PSLOs Approved by:  5/14/14  
Assessment Committee Chairperson Date

Proposed by:  Shared Professor Mandelker 5/14/14  
Originator Date

Requested by:  5/14/14  
Department/Division Chairperson Date

Approved by:  5/14/14  
Curriculum Committee Chairperson Date

 5/14/14  
Vice Chancellor for Academic Affairs Date

 5/16/14  
Chancellor Date