

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 2/21/12	Effective term of request (Semester-Year): Fall 2012
Name: Leighton Oride	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:	Certificate: (see attached listing)	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Existing Concentration:	
Code                      Description	Code                      Description	
If requesting a new <input checked="" 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? Yes: Major Codes for HOST and HOPE		
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: Hotel Operations, Hospitality and Tourism

**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 (Minor codes are listed on the Major code table)</b>		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):

(see attached)

**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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<b>CAMPUS VERIFICATION</b>		
<b>Requestor Signature</b>	<u>Candace M. Gelli</u>	Date <u>2/22/12</u>
<b>Registrar</b> (If different from Requestor)	<u>Leighton Orde</u>	<u>2/22/12</u>
Leighton Orde	<u>Leighton H. Orde</u>	Date
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>Rebecca Thompson</u>	<u>2/22/12</u>
Rebecca Thompson	<u>Rebecca Thompson</u>	Date
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>James Dire</u>	<u>James R. Dire</u>	<u>2/28/12</u>
James Dire	Signature	Date
Print name		
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.

<b>FOR INTERNAL USE ONLY</b>	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

**Attachment: HOPE and HOST**

**Existing:**

CC-HOPE	Hotel Operations
CA-HOPE	Hotel Operations
AAS-HOST	Hospitality and Tourism

**Requested Fall 2012:**

CO-HOST-HESS	Hospitality Essentials
CC-HOST-HSMK	Hospitality Sales and Marketing
CC-HOST-HMGT	Hospitality Management

**Reason for Request:**

The proposed Certificate of Competence in Hospitality Essentials, Certificate of Completion in Hospitality Management, and Certificate of Completion in Hospitality Sales and Marketing will afford students specialty options within the HOST program. The Certificate of Competence is designed to be offered on campus and via distance learning. Additionally, the two Certificates of Completion will provide students with a higher level course selection and/or a broader selection of transferable courses.

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

1. Type of Program Action:     New     Change     Cancel

PRESENT	(CC) Hotel Operations	(CA) Hotel Operations	(AAS) Hospitality and Tourism	PROPOSED	(CO) Hospitality Essentials	(CC) Hotel Operations	(CC) Hospitality Sales and Marketing	(CC) Hospitality Management	(CA) Hotel Operations	(AAS) Hospitality and Tourism
HOST 101	3	3	3	HOST 101	3	3	3		3	3
HOST 125	3	3	3	HOST 125	3	3	3		3	3
HOST 150		3	3	HOST 150				3	3	3
HOST 152		3	3	HOST 152				3	3	3
HOST 154		3	3	HOST 154					3	3
HOST 193V		3	3	HOST 193V					3	3
				HOST 290				3		
ACC 124 (4) or ACC 201 (3)		3-4	3-4	ACC 124 or ACC 201					3	3
BLAW 200			3	BLAW 200						3
BUSN 89	1	1	1	BUSN 89		1			1	1
BUSN 121	3	3	3	BUSN 121		3			3	3
				BUSN 130			3	3		
BUSN 160	1	1	1	BUSN 160	1	1			1	1
BUSN 166	1	1	1	BUSN 166	1	1			1	1
				ECON 100			3			
				MGT 120			3			
MGT 122		3	3	MGT 122				3	3	3
SMKT 150			3	SMKT 150			3		3	3
CULTURAL ENVIRON (one): ANTH 200, BOT 105, HWST 107, HWST 111, PHIL 100, REL 150	3	3	3	CULTURAL ENVIRON (one): ANTH 200, BOT 105, HWST 107, HWST 111, PHIL 100, REL 150		3			3	3
NATURAL ENVIRONMENT. Core Options, Spring 2011			3	NATURAL ENVIRONMENT Core Options (Fall 2012)						3
ORAL COMMUNICATION (one): BUS 130, SP 20, SP 151		3	3	ORAL COMMUNICATION (one): BUS 130, SP 20, SP 151			3	3	3	3
SOCIAL ENVIRONMENT (one): BUS 120 or ECON 130		3	3	SOCIAL ENVIRONMENT (one): BUS 120 or ECON 130					3	3
THINKING/REASONING MATH (one): BUSN 189, ICS 111, MATH 103		3	3	THINKING/REASONING MATH (one): BUSN 189, ICS 111, MATH 100, 103, 111, 115					3	3
WRITTEN COMMUNICATION: Core Options, Spring 2011		3	3	WRITTEN COMMUNICATION: Core Options (Fall 2012)				3	3	3
ELECTIVE (two for AAS): Any 100 level or higher course not currently listed			6	ELECTIVE (two for AAS): Any 100 level or higher course not currently listed						6
<b>TOTAL CREDITS</b>	<b>15</b>	<b>45-46</b>	<b>60-61</b>	<b>TOTAL CREDITS</b>	<b>8</b>	<b>15</b>	<b>21</b>	<b>21</b>	<b>45</b>	<b>60</b>

2. Program Type:

- Associate in Applied Science (AAS)
- Associate in Arts (AA)
- Associate in Science (AS)
- Certificate of Achievement (CA)

- Certificate of Completion (CC)
- Certificate of Competence (CO)
- Academic Subject Certificate (ASC)

3. Program Title:

CO in Hospitality Essentials, CC in Hospitality Management, CC in Hospitality Sales and Marketing

4. Program Description:

The Hospitality and Tourism (HOST) Program is designed to meet the needs of students who are already employed in the hospitality services industry, who wish to prepare themselves for entry into this field, and who will seek transferability into baccalaureate degrees in either travel industry management or general business.

5. Program Student Learning Outcomes:

1. Effectively and purposely use verbal and nonverbal language about HOST topics with confidence and to ensure it is appropriate to the audience.
2. Use critical thinking skills to effectively synthesize and evaluate information from assigned readings and articles through written memos, reports, reflective notes, and essay exams.
3. Conduct presentation projects that include internet research and visual media.
4. Interact with others through team-building speeches and visual-oral presentations, which are designed to promote teamwork solutions and teach teamwork principles. Values such as respect for diversity, the need for fairness, empathy, and human dignity are stressed.
5. Demonstrate self-management related to the Hospitality industry through practices that promote physical, mental, and emotional health.

6. Proposed Date of First Offering: Fall 2012

7. Is this program offered at another UH campus?  Yes  No

If Yes, specify campus. If No, why is this program offered at KCC:

The HOST program is offered at Maui College and Hawai'i CC. The Hotel Operations program is offered at Kapi'olani CC.

8. Reason for this Program Action:

The proposed Certificate of Competence in Hospitality Essentials, Certificate of Completion in Hospitality Management, and Certificate of Completion in Hospitality Sales and Marketing will afford students specialty options within the HOST program. The Certificate of Competence is designed to be offered on campus and via distance learning. Additionally, the two Certificates of Completion will provide students with a higher level course selection and/or a broader selection of transferable courses.

Proposed by:	<i>Candace M. Galli</i>	2/15/2012
	Originator	Date
Requested by:	<i>Candace M. Galli</i>	2/15/2012
	Department/Division Chairperson	Date
Approved by:	<i>Wade Smith</i>	2/17/12
	Curriculum Committee Chairperson	Date
	<i>James R. One</i>	2/17/12
	Vice Chancellor for Academic Affairs	Date
	<i>Helen A. Bro</i>	2/17/12
	Chancellor	Date



UNIVERSITY of HAWAII\*  
**KAUAI**  
COMMUNITY COLLEGE

February 28, 2012

TO: Anita Huang  
Institutional Analyst, IRAO

FR: Leighton Orde *Orde*  
Admissions Officer & Registrar

RE: UH Code Request Form: Accounting  
UH Code Request Form: Hospitality and Tourism

With reference page 4, Vice Chancellor James Dire conveyed to me this afternoon that he consulted via telephone with Vice President Peter Quigley.

Should you have any questions, please feel free to contact me via email at [loride@hawaii.edu](mailto:loride@hawaii.edu).

Thanks.