

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

REQUESTOR CONTACT INFORMATION	
Date: August 20, 2014	Effective term of request (Semester-Year): Fall 2014
Name: Ron Umehira	Title: Dean of Career & Technical Education
Campus: Leeward Community College	Office/Department: Office of the Vice Chancellor of Academic Affairs
Phone: 808-455-0321	Email: umehira@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Leeward CC (LEE)	College: Instructional	Department: Mathematics and Natural Sciences
<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: PBS <small>Code</small>	Plant Biology and Tropical Ag <small>Description</small>	Existing Concentration: <small>Code</small> <small>Description</small>
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? Yes at Kauai Community College		
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 checked="" type="checkbox"/> Yes <input 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>		

OK
9/1

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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, STV_COLL, 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):

Request to create a new banner code for the AS in Plant Biology & Tropical Agriculture.

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 _____ <i>[Signature]</i>		Date <u>August 20, 2014</u>
Registrar (If different from Requestor)		
Grant Helgeson _____	<i>[Signature]</i> _____	August 20, 2014 _____
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)		
Aileen Lum-Akana _____	<i>[Signature]</i> _____	August 20, 2014 _____
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:		
Suzette Robinson _____	<i>[Signature]</i> _____	August 20, 2014 _____
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]:

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.

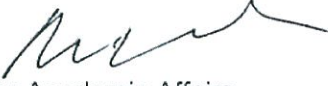



UNIVERSITY of HAWAII*
LEeward
COMMUNITY COLLEGE

June 2, 2014

MEMORANDUM

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

VIA: Michael Pecsok 
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral 
Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 6/02/14 effective Fall 2014. These approvals can be found at:
<http://curriculumcentral.its.hawaii.edu:8080/central/core.cas.jsp>

New

Associate in Science (AS) – Plant Biology and Tropical Agriculture
Certificate of Achievement (CA) – Plant Biology and Tropical Agriculture
Certificate of Competence (CO) – Plant Biology and Tropical Agriculture

c Division Chairs
James Goodman
Ron Umehira
Della Anderson
Alicia Brown
Candy Hochstein
Blake Hunrick
William Albritton
Pearl Imada-Iboshi

96-045 Ala 'Ike
Pearl City, Hawai'i 96782-3393
Telephone: (808) 455-0215
Fax: (808) 455-0641

Leeward Community College

Degree:	Associate in Science
Division:	Mathematics and Natural Sciences
Title:	Plant Biology and Tropical Agriculture
Description:	Plant Biology and Tropical Agriculture Associate in Science program will prepare students for various careers in agriculture through hands-on practices and classroom instructions. The subjects included plants, soils, crop production, pest management, business principles, food, agriculture and the environment.
Effective Date:	Fall 2014

1. Are the program outcomes appropriate functions of the college and University? (Relationship to University and campus mission and development plans, evidence of continuing need for the program, projections of career opportunities for graduates, etc.)

The Associate in Science (AS) in Plant Biology and Tropical Agriculture will prepare students for various careers in agriculture through hands-on practices and classroom instructions. Both returning non-traditional students and traditional students will gain fundamental skills, knowledge and experiences in crop production, pest management, business principles, food, agriculture and the environment.

The program will address core values of Leeward Community College's mission (2013-2014):
Community: We value cooperation, collaboration, social responsibility, and concern for others as crucial elements in building a sense of community inside and outside of the institution.

Diversity and respect: We value individual differences and the contributions they bring to the learning process. Students are enriched through a diverse intellectual and social environment, where learning occurs through exposure to world cultures, and through interaction with peoples of diverse experiences, beliefs, and perspectives.

Integrity: We value personal and institutional integrity by fostering a culture of continuous improvement to open pathways to student success. We hold ourselves accountable for providing a high-quality academic experience.

Open access: We value all students. We seek to meet their needs, as well as those of the community, by offering a diversity of courses, degree and certificate programs, and training opportunities, through traditional and distance education modes of delivery.

The program will also address Leeward CC 2008-2015 Strategic Plan, which is aligned with the University of Hawaii Community College (UHCC) System and the University of Hawaii (UH) System Strategic Plan. It will provide an opportunity for non-traditional returning adult learners (industry professionals) to return for a degree that is suitable for the agriculture workforce needs. The traditional college students will be prepared to start their career with better job skills and training. The program is designed to reach low-income students in an under-served region on the Leeward-Waianae Coast.

2. What are the outcomes of the program? (outcomes should be stated in terms of meeting student, community or State needs. Also includes Program Learning Outcomes.)

Both government and non-government sections have established various strategies in order to improve agriculture, increase food security and food self-sufficiency, which will also keep money circulating in Hawaii and greatly help Hawaii's economy. The AS in Plant Biology and Tropical Agriculture will provide post-secondary levels education, which not only prepare farmers, returning non-traditional students and youth to start various occupations in agriculture successfully, but also lead to more employment opportunities and better pay in the workforce. It will utilize the existing classes offered in the Academic Subject Certificate and build upon the proposing Certificate of Competence (CO) and Certificate of Achievement (CA) program. It will also provide students with an opportunity to transfer to four-year programs at UH Manoa, UH

Hilo, UH West Oahu.

Program Learning Outcomes

- a. Use appropriate scientific and agricultural terminology to communicate in different settings and with different audiences.
- b. Identify and analyze the biotic and abiotic factors that affect agricultural production and manage these factors at the local, state, national, and global level.
- c. Understand and apply principles and practices from plant and soil sciences, and tropical agriculture to improve production and profitability.
- d. Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities.
- e. Demonstrate the fundamental knowledge of the contemporary issues involving food, agriculture and the environment.

3. How is the program organized to meet its outcomes? (Description of curriculum organization, requirements, admission policies, advising and counseling, and other aspects of the program, with reference to its outcomes.)

The program will provide comprehensive courses in science, agriculture, business management, include field and laboratory work and workplace experience through internship. The subjects include plants, soils, crop production, pest management, landscaping, business principles, food, agriculture and the environment. The AS program builds on several existing courses in Math and Science and will expand the existing curriculum in the department. Additionally, the program will also share faculty and resources with the college's Office of Continuing Education and Workforce Development (OCEWD) to meet the needs of the community.

The Associate of Science in Plant Biology and Tropical Agriculture (PBT) is awarded to students who complete 64 credits of the following courses:

- 1) Foundation Written Communication (FW) (3 credits required)
ENG 100 Composition I or ENG 100E Composition I or any FW designated courses numbered 100 or above
- 2) Foundation Symbolic Reasoning (FS) (3 credits required)
MATH 100 Survey Math or MATH 103 College Algebra or any higher FS designated course
- 3) Foundation Global Multicultural Perspectives (FG) (6 credits required from 2 groups)
HIST 151 World History I (suggested) and/or other FG courses
- 4) Diversification Social Sciences (DS) (3 credits required)
SOC 151 Introduction to the Sociology of Food (DS) (suggested) or other DS courses
- 5) Diversification Arts, Humanities, and Literature (DA/DH/DL) (3 credits required)
HWST 107 Hawai'i: Center of the Pacific (DH) (suggested) and/or other DA/DH/DL courses
- 6) Diversification Biological (DB+DY) (4 credits required)
BOT 101+L General Botany or BIOL 101 Biology for Non-majors or BIOL 171+L Introduction to Biology
- 7) Diversification Physical (DP+DY) (4 credits required)
CHEM 151B Elementary Survey Chemistry or CHEM161B General Chemistry
- 8) Additional Requirements (9 credits required)
ICS 101 Digital Tools for the Information World or BUS 101 Business Computer Systems (3)
GEOG 101 Natural Environment (DP) or PBT 210 Introduction to Environmental Science (3)
MGT 135 Agriculture Entrepreneurship in Hawaii or MGT 125 Starting a New Business or BUSN 164 Career Success (3)
- 9) PBT Concentration Requirements (23-25 credits required)
BOT 130 Plants in Hawaiian Environment or HORT 110 Hawaii Horticulture & Nutrition (4)
AG 112 Introduction to Organic Agriculture (4)
PBT 100 Orientation to Hawaii's Agriculture Industry (1)
PBT 122 Soil Technology (3)
PBT 141 Integrated Pest Management (3)
PBT 200+ 200L Introduction to Plant Science+ Lab (4)
PBT 264 Introduction to Horticulture and Plant Propagation (3)
PBT 290V PBT Internship (1-3)

- 10) PBT Electives (6 credits required)
- PBT 250 Tropical Landscaping (3)
- PBT 269 Ornamental Plant Materials (3)
- PBT 275 Introduction to Crop Improvement (4)

The program is organized in an order that the student builds a foundation (CO = 14 credits; CA = 34 credits; AS = 64 credits) as progressing through a recommended group of courses. Courses with required knowledge have prerequisites, and the counselors will have the program information to guide the student into the proper course sequence.

4. Who will enroll in the program? (Special target groups, if any; number of majors expected by year for first five years; expected service to non-majors; evidence of student interest.)

The program will recruit students from 1) incoming freshmen who are interested in science and agriculture and/or seeking a Plant Biology and Tropical Agriculture Associate in Science degree, 2) Non-science majors who are inspired by introductory science and agriculture courses to major in a science, 3) employees and non-traditional students in agriculture, business organizations who intend to gain more skills and experiences in agriculture to expand their job opportunities upon completion of the program.

According to the U.S. Bureau of Labor Statistics, occupations coding and reimbursement classified under the Broad Standard Occupational Classification (SOC) Code related to agriculture (Table 1) listed below will be benefited from the program.

Table 1 National and State of Hawaii employment projection and job opening data

Occupational employments	SOC Code	National job projection 2020 ¹	Annual job opening		Median wage	
			Nation ¹	Hawaii ²	Nation ¹	Hawaii ²
Farmers, Ranchers, and Other Agricultural Managers (included Nursery and Greenhouse Managers)	11-9013.01 11-9013.02	1,106,400	23,450	110	\$69,300	NA
Agricultural Technicians	19-4011.01	122,800	870	10	\$34,100	\$37,400
Forest and Conservation Technicians	19-4093.00	36,100	1,540	10	\$33,900	\$36,500
Precision Agriculture Technicians	19-4099.02	69,400	3,350	30	\$43,100	\$50,800
First-Line Supervisors of Landscaping, Lawn Service, and Grounds keeping Workers	37-1012.00	233,600	6,010	50	\$42,200	\$43,800
First-Line Supervisors of Farming, Agricultural Crop, Horticultural and Forestry Workers	45-1011.07	46,300	1,360	10	\$42,600	\$44,000

¹ National Data Source: Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections; projection period based on year 2010-2020.

² State Data Source: State of Department of Labor and Industrial Relations, Research and Statistics Office; projection period based on year 2008-2018. The median wage based on years 2011 data; NA: not available.

5. What resources are required for program implementation and first five-year cycle operation? (Number, source, and cost of faculty; library requirements; support personnel; estimated cost of supplies, equipment and CIP; facilities to be utilized;

total funds required for program implementation and operation; expected source of funds, including sources of reallocated funds.)

The Majority of courses required for the new certificates and degree were approved and have already been offered. The supplies, equipment, additional expense and salary are being funded from a U.S. Dept. of Labor Community College Career and Technical Training grant.

However, with a total of three new courses to be developed, the new AS degree will have 64 instructional credits. The current faculties are qualified and will teach the three new classes at the beginning of the fall 2014 semester.

Table 2. Three-Year Business Plan for Program Implementation

YEAR	FY '14-'15	FY '15-'16	FY '16-'17
PROGRAM COSTS			
Faculty w/o fringe (A)	58,910	102,450	105,000
Other personnel costs w/o fringe (B)	20,000	20,600	21,220
Library (C)	1,000	1,500	1,500
Equipment (D)	8,000	6,000	6,000
Supplies (E)	5,000	2,000	2,000
TOTAL Expenses	92,910	132,550	135,720
REVENUES			
Projected Enrollment (F)	10	30	40
No. of Courses	12	22	22
No. of Credits	34	61	61
SSH (G)	340	1,830	2,440
Tuition Rate/Credit	114	122	130
Total Revenue from Tuition (H)	38,760	223,260	317,200
TOTAL Revenues	-54,150	90,710	181,480

6. How efficient will the program be? (Compare anticipated cost per SSH, cost per major, SSH/faculty, average class size or other quantitative measures with other programs in the college and similar programs on other UH campuses.)

The proposed program will utilize classes already taught at Leeward CC and three new PBT courses. The efficiency of offering those classes will be determined by the standard methods already in place. Efficiency should be high since most of the required classes showed an increasing in number of students.

After the program is approved, it is expected to generated revenues in FY 2015. The information concerning cost per SSH, SSH/faculty, average class size and other quantitative measures will be available.

See table in Number 5.

7. How will effectiveness of the program be demonstrated? (Projected number of graduates yearly; placement of graduates; special accreditation; student satisfaction; career and employer satisfaction, etc.)

Effectiveness will be evaluated by the number of graduates as well as the number of students following the pathways but obtain shorter certificates (CO or CA) and those who may continue their studies and obtain a four-year baccalaureate degree in related fields.

Program effectiveness will be assessed annually by Plant Biology and Tropical Agriculture faculty as part of the program review process. The Plant Biology and Tropical Agriculture Associate Advisory Board meets bi-monthly and will assist in assessing the program.

Campus: LEE
Updated By: WALBRITT

Updated Date: 02/19/2014 9:27 PM



Princess Soares <pfrederi@hawaii.edu>

Program Code Request: AS-PBS

Ron Umehira <umehira@hawaii.edu>
To: Princess Soares <pfrederi@hawaii.edu>

Wed, Oct 1, 2014 at 5:20 PM

Hi Princess,

Aloha from Leeward CC. Can we change the program length for the AS-PBS to 2.5?

Mahalo,
Ron
455-0321

On Tue, Sep 30, 2014 at 4:37 PM, Ron Umehira <umehira@hawaii.edu> wrote:

Hi Princess,

AS-PBS - program length is 2.0 and special program designation is N.

Mahalo,
Ron
455-0321

On Tue, Sep 30, 2014 at 11:02 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Ron,

I am following up with this request. The request is pending required information to continue.

Mahalo,
Princess

On Thu, Sep 18, 2014 at 8:13 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Ron,

The program code request form for AS-PBS has been received. The following information is needed:

1. Program Length (in academic years; decimals are acceptable so no rounding to whole number is necessary.) The length of the program should match what is published by the campus in any online and/or written publication.
2. Special Program designation - see attached file for definitions - (refer to the attachment in the other email for "definitions")
 - A - Selective Admission Associate Program
 - B - Bachelor's Degree Completion Program
 - N - Not Applicable
 - P - Preparatory Coursework Graduate Professional Program
 - T - Non-credential Teacher Certification Program
 - U - Preparatory Coursework Undergraduate Programs

Mahalo,
Princess

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Princess Soares

Institutional Research Analyst

Institutional Research and Analysis

University of Hawai'i System

Sinclair Annex 1, Room 1

1633 Bachman Place

Honolulu, HI 96822

Phone: [808-956-5464](tel:808-956-5464)

Fax: [808-956-9870](tel:808-956-9870)