

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: Minutes of BOR Approval

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 new banner codes for the CA 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 _____		Date <u>August 20, 2014</u>
Registrar (If different from Requestor)		
Grant Helgeson _____		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 _____		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 _____		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.

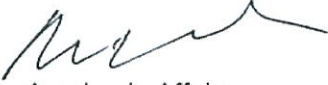



UNIVERSITY of HAWAII*
LEEWARD
COMMUNITY COLLEGE

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, Hawaii 96782-3393
Telephone: (808) 455-0215
Fax: (808) 455-0641

Leeward Community College

Degree:	Certificate of Achievement
Division:	Mathematics and Natural Sciences
Title:	Plant Biology and Tropical Agriculture
Description:	Plant Biology and Tropical Agriculture Certificate of Achievement program will prepare students for a career in agriculture through hands-on practices and classroom instructions. The subjects included plants, soils, pest management, food, agricultural systems, and business concepts.
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 Certificate of Achievement (CA) in Plant Biology and Tropical Agriculture is designed to prepare students for a career in agriculture through hands-on practices and classroom instructions. It will provide farmers, returning non-traditional students and youth who are interested in agriculture with fundamental skills, knowledge and experiences in tropical crop production.

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.)

The Certificate of Achievement (CA) in Plant Biology and Tropical Agriculture will provide post-secondary education that prepares farmers, returning non-traditional students and youth to start various occupations in agriculture. It will also improve job opportunities and better pay in the workforce.

Program Learning Outcomes

a. Identify and analyze the biotic and abiotic factors that affect agricultural production and manage these factors at the local, state, national, and global level.

b. Understand and apply principles and practices from plant and soil sciences, and tropical agriculture to improve production and profitability.

- c. Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities.
- d. 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 plant science and agriculture. The subjects included plants, soils, crop production, pest management, food, agricultural systems, business, and landscaping. The CA program builds on Certificate of Competence (CO) program, utilizing several existing courses in Plant Biology and Tropical Agriculture. Students will have an opportunity to pursue Associate in Science (AS) degree, which build upon this program.

The Certificate of Achievement in Plant Biology and Tropical Agriculture (PBT) is awarded to students who complete at least 34 credits of the following courses:

- HIST 151 World History I or other FG courses (3)
- SOC 151 Introduction to the Sociology of Food (suggested) or other DS courses (3)
- HWST 107 Hawai'i: Center of the Pacific (DH) (suggested) and/or other DA/DH/DL courses (3)
- MGT 135 Agriculture Entrepreneurship in Hawaii or MGT 125 Starting a New Business or BUSN 164 Career Success (3)
- BOT 130 Plants in Hawaiian Environment or HORT 110 Hawaii Horticulture & Nutrition (4)
- AG 112 Introduction to Organic Agriculture (4) or PBT 200+ 200L Introduction to Plant Science +Lab (4)
- PBT 100 Orientation to Hawaii's Agriculture Industry (1)
- PBT 122 Soil Technology (3)
- PBT 141 Integrated Pest Management (3)
- PBT 264 Introduction to Horticulture and Plant Propagation (3)
- PBT 290V PBT Internship (1-3)
- PBT Electives (3-4 credits) from the following list:
 - PBT 250 Tropical Landscaping (3)
 - PBT 269 Ornamental Plant Materials (3)
 - PBT 275 Introduction to Crop Improvement (4)

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 tropical agricultural production to expand their job opportunities.

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.)

All courses required for the certificate were approved and have already been offered.

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 in part from a U.S. Dept. of Labor Community College Career and Technical Training grant and other grants.

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. 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.

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 and those who may continue their studies in AS degree in Plant Biology and Tropical Agriculture.

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:	01/30/2014 2:37 PM



Princess Soares <pfrederi@hawaii.edu>

Program Code Request: CA-PBS

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

Thu, Oct 2, 2014 at 8:49 AM

Yes. I will update all of the program length.

On Wed, Oct 1, 2014 at 5:18 PM, Ron Umehira <umehira@hawaii.edu> wrote:

Hi Princess,

Aloha from Leeward CC. Can we change the program length for the CA-PBS to 1.5?

Mahalo,
Ron
455-0321

On Tue, Sep 30, 2014 at 4:44 PM, Ron Umehira <umehira@hawaii.edu> wrote:

Hi Princess,

CA-PBS - program length is 1.25 and special program designation is N.

Mahalo,
Ron
455-0321

On Tue, Sep 30, 2014 at 11:01 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 7:54 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Ron,

The program code request form for CA-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 attached 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
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1633 Bachman Place
Honolulu, HI 96822
Phone: [808-956-5464](tel:808-956-5464)
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