

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:		Certificate: CO Certificate of Competence	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: PBS	Plant Biology and Tropical Ag	Existing Concentration:	
<small>Code</small>	<small>Description</small>	<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 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 <i>ok</i> <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: Memo from Chancellor

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 CO 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	August 20, 2014
Registrar (If different from Requestor)		
Grant Helgeson _____	_____ <i>[Signature]</i> Signature	August 20, 2014 _____ Date
Print name		
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> Signature	August 20, 2014 _____ Date
Print name		
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> Signature	August 20, 2014 _____ 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.

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





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:	Certificate of Competence
Division:	Mathematics and Natural Sciences
Title:	Plant Biology and Tropical Agriculture
Description:	Plant Biology and Tropical Agriculture Certificate of Competence provides comprehensive courses in agriculture through hands-on practices and classroom instructions. Students will develop the skills and acquire knowledge in plants, soils, pest management and agricultural systems.
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 Competence (CO) in Plant Biology and Tropical Agriculture offers comprehensive courses that will help students develop the skills and acquire knowledge in plant production and agricultural systems through hands-on practices and classroom instructions. It will provide farmers, returning non-traditional students and youth who are interested in agricultural production with fundamental skills 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 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 CO in Plant Biology and Tropical Agriculture is a comprehensive program that provides students experiences in plants, soils, pest management and agricultural systems. It will help farmers, returning non-traditional students and youth who are interested in agriculture to gain fundamental skills and experiences in tropical crop production.

It will utilize the existing classes offered in the Academic Subject Certificate. Students will have an opportunity to pursue CA and AS degree, which build upon this program.

Program Learning Outcomes

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

- b. Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities.
- c. 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, pest management and agricultural systems. Students will have an opportunity to pursue CA and AS degree, which build upon this program.

The Certificate of Competence in Plant Biology and Tropical Agriculture (PBT) is awarded to students who complete at least 14 credits of the following courses:

BOT 130 Plants in Hawaiian Environment or HORT 110 Hawaii Horticulture & Nutrition (4) or 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)
 SOC 151 Intro to Sociology of Food, or other DS course (3)

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.

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 to obtain CA and AS 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 2:50 PM



Princess Soares <pfrederi@hawaii.edu>

Program Code Request: CO-PBS

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

Wed, Oct 1, 2014 at 5:19 PM

Hi Princess,

Aloha from Leeward CC. Can we change the program length for the CO-PBS to 1.0?

Mahalo,
Ron
455-0321

On Tue, Sep 30, 2014 at 4:42 PM, Ron Umehira <umehira@hawaii.edu> wrote:

Hi Princess,

CO-PBS - program length is .75 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 CO-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

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Honolulu, HI 96822

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