MEMORANDUM

To: Douglas Dykstra
Chancellor, Windward Community College

From: Brian Richardson
Dean of Academic Affairs, Division II

ACTION REQUESTED:

Conversion of Certificates of Completion to Certificates of Competence.

ADDITIONAL COST:

No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE:

January, 2014, with implementation to follow.

PURPOSE:

The University of Hawai‘i Community College policy (UHCCP 5.203 Program Credentials) governing certificates has changed effective Fall 2013. The Certificate of Completion has been removed as a program and the definition of the Certificate of Competence has been extended to include programs that once fell into the category of Certificates of Completion.

Thus, the college must change its Certificates of Completion to Certificates of Competence in order to conform with the new UHCC policy.

The new policy can be found at:
http://uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.203_Program_Credentials_Degrees_and_Certificates.pdf
IMPLEMENTATION PLAN:

The change will be done as quickly as possible, with new Certificates of Competence being created and then the Certificates of Completion being phased out.

The affected certificates are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Current Code</th>
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<tbody>
<tr>
<td>Plant Landscaping</td>
<td>CCPL</td>
</tr>
<tr>
<td>Agricultural Technology</td>
<td>CCAT</td>
</tr>
<tr>
<td>Subtropical Urban Tree Care</td>
<td>STUTC</td>
</tr>
<tr>
<td>Sustainable Agriculture</td>
<td>AGSU</td>
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</tbody>
</table>

Once deleted, equivalent Certificates of Competence will be created, with new Banner codes, so that students can enter the programs in Fall, 2014.

Any current students will be transferred to the new programs.

ACTION RECOMMENDED:
It is recommended that the Chancellor authorize the conversion of the Certificates of Completion.

Approve / Disapprove

[Signature]
Douglas Dykstra
Chancellor, Windward Community College

10/30/13
Date