MEMORANDUM

TO:         Doug Dykstra  
             Chancellor, Windward Community College

VIA:        Faculty Senate

VIA:        Curriculum Committee

FROM:       Charles Sasaki,  
             Dean, Academic Affairs, Division II

SUBJECT:    ADMISSIONS STOP-OUT FOR THE CERTIFICATE OF  
             COMPETENCE IN AGRICULTURAL TECHNOLOGY,  
             CERTIFICATE OF COMPETENCE IN PLANT LANDSCAPING,  
             AND CERTIFICATE OF COMPETENCE IN SUBTROPICAL  
             URBAN TREE CARE

SPECIFIC ACTION REQUESTED:

Approval of a two-year admissions stop-out to the Certificate of  
Competence in Agricultural Technology, Certificate of Competence in Plant  

RECOMMENDED EFFECTIVE DATE:

Spring 2016 through Fall 2018

ADDITIONAL COST:

None

PURPOSE:

The purpose of this request is to temporarily halt admissions to the  
Certificate of Competence in Agricultural Technology, Certificate of Competence  
in Plant Landscaping, and Certificate of Competence in Subtropical Urban Tree  
Care.

BACKGROUND INFORMATION:

Per Regents Policy **RP 5.201**, Instructional Programs, “An admission stop- 
out (a halt to new admissions to the program) for more than two years shall be
approved by the president. Chancellors may approve admission stop-outs for up to two years."

The Certificates of Competence were originally created and approved to prepare workers for jobs in golf course maintenance, arborist and tree maintenance, and landscaping. Total certificates awarded have declined dramatically. According to the ARPD for Agricultural Technology, there were zero graduates in 2012-13, 2013-14, and 2014-15. Intensive and intrusive advising led to a single certificate completer in fall 2015.

In addition to the low completion rate, the aforementioned three Certificates in Competence program no longer meet the workforce needs of the agricultural industry and are not preparing students for viable jobs or careers.

I am requesting approval to halt admissions to the following three programs of study:

- Certificate of Competence in Agricultural Technology
- Certificate of Competence in Plant Landscaping
- Certificate of Competence in Subtropical Urban Tree Care

Additionally, per Regents Policy RP 5.201, Instructional Programs, "Commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs and four years for baccalaureate degrees. No new program admissions shall take place."

The aforementioned three Agriculture Certificates of Competence range from 12 to 16 credits in length. Regents Policy RP 5.201, Instructional Programs, is interpreted to apply to these three Certificates of Competence by a commensurate length of time. For the Certificate of Competence in Agricultural Technology, Certificate of Competence in Plant Landscaping, and Certificate of Competence in Subtropical Urban Tree Care, students would be allowed up to one year to complete all relevant coursework.

**ACTION RECOMMENDED:**

APPROVED/DISAPPROVED:

Approve / Disapprove

Ardis Eschenberg, Vice Chancellor, Academic Affairs

Date

Approve / Disapprove

Doug Dykstra, Chancellor

Date