



UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

Mathematics and Natural Sciences Division

February 15, 2023

TO: Keala Chock, Vice Chancellor for Academic Affairs

VIA: William Albritton, Math & Sciences Division Chair
Kathryn Fujioka-Imai, Interim Dean of Arts & Sciences

FROM: Michael Bauer, Professor/Coordinator ICS Program

SUBJECT: 2022-2023 Catalog Addendum

Dear Keala,

This memo seeks to correct an error in Leeward CC's 2022-2023 Catalog.

The following program requirements were not updated in the catalog as a result of system approval arriving after the catalog deadline. Currently, the catalog does not mention the program learning outcome and requirements for the Data Science Specialty in the AS ICS Program. I will also attach it to the email.

I am asking that this now be inserted in the 2022-2023 Catalog as an addendum.

Mahalo,

Michael Bauer

Professor in Information & Computer Science
Coordinator of the Data Science Specialty
In the Information & Computer Science Program

Approved / ~~Disapproved~~

Keala Chock
Vice Chancellor for Academic Affairs

Date

96-045 Ala 'Ike
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The information below is an addendum to what was originally printed in the 2022-23 Leeward Community College catalog regarding the Information & Computer Science program degrees.

1. *The following should be included with the Program Learning Outcomes information for the Information & Computer Science associate degree specialty areas provided on page 165 of the 2022-23 Leeward Community College catalog:*

Program Learning Outcomes

Based on a selection of an area of specialty, the student will further be able to:

Data Science Specialist: Apply tools used to analyze and display data.

2. *The following information regarding the AS-ICS-Data Science degree should be included with the Elective Requirements listed in the 2022-23 Leeward Community College catalog on page 166 for the Information & Computer Science Associate degree specialty areas:*

Data Science Specialty

ICS 235 Machine Learning Methods (3)

ICS 262 Data Analysis Using R and Python (3)

ICS 263 Data Visualization (3)



UNIVERSITY of HAWAII*
LEEWARD
COMMUNITY COLLEGE
February 14, 2023

To: Keala Chock, Vice-Chancellor for Academic Affairs

Via: Ron Umehira, Dean of Career and Technical Education

Ron
Umehira

Digitally signed by
Ron Umehira
Date: 2023.02.15
09:13:16 -10'00'

From: Faustino Dagdag, Asst. Professor, Business Division Chair

Subject: 2022-2023 Catalog Addendum

Aloha Keala,

This memo seeks to correct the absence of essential information pertaining to the VA certification requirements for the AS-MGMT and CO-APDE Programs as written in the Leeward Community College 2022-23 catalog. The deficiency will be corrected with insertion of the attached addendum containing the missing information to the catalog and placing the information "on the record" for VA approval.

I am asking approval to insert the attached addendum into the Leeward Community College 2022-23 Catalog.

File is attached

Mahalo

Faustino Dagdag
Asst. Professor
Business Division Chair

Approved/~~Not Approved~~:

Keala Chock
Vice Chancellor for Academic Affairs

Date

The information below is an addendum to what was printed in the 2022-23 Leeward Community College catalog regarding the Management program degrees and certificates.

1. The following supplements the information provided for the Associate of Science Degree in Management and the specializations offered within the degree program on page 183 of the 2022-23 Catalog, Degrees and Certificates information:

Management: Associate in Science

Description

The Associate in Science degree in Management is designed primarily to prepare students for future managerial positions and provides continuing education for current managers. Students may choose to earn an Associate in Science in Management degree OR an Associate in Science in Management degree with a specialization in: Entrepreneurship (ENT) OR Hospitality and Tourism (HOST).

2. The following supplements the information provided in the 2022-23 Catalog on page 183 regarding the required courses for the Associate in Science in Management degrees offered at Leeward Community College:

Special Electives for AS Management

*Special Electives 12 Credits (The following courses are recommended)

BLAW 200 Legal Environment of Business

BUSN 164 Career Success

BUSN 166 Professional Employment Preparation (*1 credit)

BUSN 193v Cooperative Education (*2 credits)

BUSN 277 International Business Protocol

ECOM 100 Introduction to E-Commerce

FIN 150 Personal Finance

HOST 101 Introduction to Travel Industry Management

HOST 152 Front Office Operations

HOST 154 Food and Beverage Operations

ENT 120 Introduction to Entrepreneurship

ENT 125 Starting a New Business

MKT 130 Principles of Retailing

PSY 100 Introduction to Psychology

or

SOC 250 Community Forces in Hawaii

Special Electives for AS Management- ENT:

Students may elect to take the following 4 special electives from the list below and earn a Specialization in *Entrepreneurship* within the AS in Management.

Specialization: Entrepreneurship Credits

ENT 120 Introduction to Entrepreneurship 3

ENT 125 Starting a Business 3

MKT 130 Principles of Retailing 3

ECOM 100 Introduction to E-Commerce 3

Credits 12

Special Electives for AS Management-HOST:

Students may elect to take the following special electives from the list below and earn a Specialization in *Hospitality and Tourism* within the AS in Management.

Specialization: Tourism Credits

HOST 101 Introduction to Travel Industry Management 3

HOST 152 Front Office Operations 3

HOST 154 Food and Beverage Operations 3

BUSN 193v Cooperative Education 2

BUS 166 Professional Employment Prep 1

Credits 12

3. The following information regarding the new Certificate of Competence Agriculture-based Product Development & Entrepreneurship (effective Fall 2022) should be included with the Management program degree and certificate information found on pages 183-187 of the 2022-23 Leeward Community College catalog:

Management: Certificate of Competence Agriculture-based Product Development & Entrepreneurship

Description

The Certificate of Competence in Agriculture-based Product Development & Entrepreneurship program is intended to provide students with entry-level skills in creating and marketing value-added products. Students will be able to explain agricultural practices, apply sanitation and safety principles to the food service operation, create a value-added product, apply entrepreneurship resources and practices to a new business venture, and prepare a business plan.

All classes can be taught as 8-week classes. This certificate can be completed in one semester.

First 8 weeks:

AG 100, Orientation to Hawaii Agriculture Industry (1)

ENT 120, Introduction to Entrepreneurship (3)

CULN 112, Sanitation & Safety (2)

Second 8 weeks:

ENT 125, Starting a Business (3)

CULN 243, Farm-to Retail: Value-added Product Development, (3)

Total Program Credits: 12

All required courses must be completed with a C or better grade.

Semester 1

12 Total Credits

Earn a minimum grade of C in each of the following:

AG100 - Orientation to Hawai'i Agriculture Industry (1)

ENT 120 - Introduction to Entrepreneurship (3)

ENT 125 - Starting a Business (3)

CULN 243 - Farm-to-Retail: Value-Added Product Development (3)



CULN 112 - Sanitation and Safety (2)



UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

December 3, 2022

TO: Keala Chock, Vice Chancellor for Academic Affairs

VIA: Eiko Kosasa, Social Sciences Division Chair 
Kathryn Fujioka-Imai, Interim Dean of Arts & Sciences 

FROM: Gwen Williams, Professor/Coordinator COSUDS Counseling Program

SUBJECT: 2022-2023 Catalog Addendum

Dear Keala,

This memo seeks to correct an error in Leeward CC's 2022-2023 Catalog.

The following program description was not updated in the catalog as a result of system approval arriving after the catalog deadline. Currently, the catalog has outdated information about the COSUDS Counseling Program. I will also attach it to the email as a separate attachment.

I am asking that this now be inserted in the 2022-2023 Catalog as an addendum.

Mahalo,

Gwen Williams PhD., LCSW, DCSW
Professor in Human Services
Coordinator of the Certificate of Competence
in Substance Use Disorders Counseling Program

Human Services/Substance Use Disorders (COSUDS) Counseling Program

Contact Information

Program Coordinator: Gwen Williams

Location: FA 206

Phone: (808) 455-0365

Fax: (808) 455-0633

Email: gwenw@hawaii.edu

The Human Services (HSER) Certificate of Competence in Substance Use Disorders Counseling (COSUB/SUDS) Program provides education and skill development for people interested in pursuing a career as substance use disorders (SUDs) counselors, as well as for those already working in the helping professions and who wish to hone their knowledge and skills. The COSUD program offers a specialization for people with BA and MA degrees in such areas as social work, psychology, counseling, marriage and family counseling, and additional expertise for professionals in law enforcement, nursing, education, and rehabilitation counseling.

Learners will focus on developing both basic and intermediate-level knowledge and skills required for entrance-level substance use disorder counselors. They will be encouraged to develop personal maturity through self-exploration, and the adoption of a professional demeanor that will support their entry into the substance use disorder counseling field.

Learners can fulfill a sizable portion of the IC & RC Twelve Core Functions of the Alcohol and Drug Abuse Counselor requirements with the completion of a substance use disorder counseling certificate program. The coursework will also assist one in preparing for the state certification exam. Please be advised that completing Leeward CC's certificate program is not the same as obtaining the state certification. Contact the Department of Health, Alcohol and Drug Abuse Division (ADAD), Certification Unit for additional information about such requirements.

(<http://hawaii.gov/health/about/admin/health/substance-abuse/index.html>).

It is highly recommended that learners work to complete along with the certificate, an AA degree in Liberal Arts if they currently have no degree. All of the HSER courses may be applied toward the elective credit requirements for the AA degree. Completion of the certificate equals 2,000 hours toward the ADAD education and experiential requirement with the potential for securing an additional 400 fieldwork hours when signed off by a CSAC supervisor, which also contributes toward the ADAD experiential hours requirement.

Certificate of Competence, Substance Use Disorders Counseling

21 credits

The CO in Substance Use Disorders Counseling Program requires a minimum of a C grade in all courses to matriculate through the program.

Typically, this is a two-year, part-time program of study. In most cases, one needs to complete HSER 100, 140, 245, 268 & 270 (in any order) prior to enrollment in the fieldwork and courses HSER 294 and HSER 295, which are completed in the second year.

Prior to entering the internship/fieldwork experience and enrolling in HSER 294 & 295, but after completing all previous program courses (or with instructor approval), the learner must be officially accepted into the CO in Substance Use Disorders Counseling Program. Learners will complete a formal application (to be provided by the program coordinator) before being accepted into the fieldwork part of the program. Upon acceptance into this part of the program, they will then need to secure a commitment from a substance use disorder treatment program in order to complete their internship. In most cases, learners need to be living an abstinent (if in recovery) lifestyle for a minimum of two years and for some agencies, up to three years, in order to intern at a substance use disorders treatment facility.

*Background checks of applicants are often done by fieldwork agencies prior to acceptance. There are only a few agencies that accept those on probation or parole as interns.

*Felonies that are substance use related have typically not been a barrier to work within this field, however having other felonies could be an obstacle to working with clients. Contact DOH Alcohol & Drug Abuse Division (ADAD) Certification Department if you have any questions about becoming a Certified Substance Abuse Counselor (CSAC).

Description

Care, Connect, Collaborate

Substance use disorder counseling is a demanding, yet rewarding field of human service that requires patience, compassion, a keen desire to assist others in healing from substance use disorders, field-specific knowledge and counseling skill development, as well as a good deal of psychological maturity.

In this part-time, two-year substance use disorder counseling program, one will become prepared for entering the field through exposure to the entire range of the 12 Core Functions required of the substance use disorder counselor. The learner will engage in the development of micro-skills and group facilitation skills, mock assessments, and goal development, as well as an introduction to multiple theories of counseling, interventions, and techniques for working with clients.

Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

Demonstrate interpersonal and communication skills needed to build appropriate, collaborative, and respectful relationships with clients, colleagues, and a diversity of populations in various practice settings.

Identify the medical, societal, and psychological effects of substance use disorders (SUD) on the family.

Examine the special needs of vulnerable substance use disorder populations and develop an attitude of cultural humility, inclusivity, and sensitivity to the unique needs of various groups (such as minority groups, Americans with disabilities, LGBTQIA+, the elderly, intravenous drug users, pregnant women, youth, and incarcerated populations).

Apply the 12 Core Functions and the 46 Global Criteria of the SUD counselor across the continuum of care.

Employ a person-centered and motivational interviewing approach during practice assessments (with the American Society of Addiction Medicine- ASAM & biopsychosocial) and counseling role plays.

Survey the history of substance use disorders, theories, regulatory issues, the stages of the treatment process, and issues relevant to clients along the continuum of care—to include prevention, intervention, aftercare, and relapse prevention.

Compare the substance use disorder severity along the continuum, the pharmacology of the drugs, their physiological impact, and the symptomology to meet DSM 5/ICD criteria.

Examine the most common co-occurring behavioral/mental health disorders as defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) that occur alongside substance use disorders, the symptomatic behavior, and best practice interventions.

First Semester (Fall) Requirements

Item #

Title

Credits

HSER 100 Exploration of Self in Society 3 (may also take it in the spring semester)

HSER 140 Individual Counseling 3

*HSER 268 Survey of Substance Use Disorders 3

Sub-Total Credits 9

Spring Semester Requirements

Item #

Title

Credits

HSER 245 Group Counseling 3

*HSER 270 Substance Use Disorders Counseling 3

Sub-Total Credits 6

*Either of these courses may be taken in the Fall or Spring semester (do not take in the same semester)

Third Semester (Fall) Requirements

Item #

Title

Credits

HSER 294 Seminar & Fieldwork I 3

Sub-Total Credits 3

Fourth Semester (Spring) Requirements

Item #

Title

Credits

HSER 295 Seminar & Fieldwork II 3

Sub-Total Credits 3

Total credits: 21

Approved/~~Disapproved~~

Keala Chock
Vice Chancellor for Academic Affairs

Date



August 29, 2022

TO: Keala Chock, Vice Chancellor for Academic Affairs

FROM: Kami Kato, Interim Dean of Student Services *[Signature]*

SUBJECT: 2022-2023 Catalog Addendum

This memo seeks to correct an error in Leeward CC's 2022-2023 Catalog.

The following statement was inadvertently omitted from the About the Catalog section (page 5) of the catalog:

A Note on Catalog Rights

Students have the right to follow the degree and certificate requirements that were in effect at the time of their original enrollment or any year thereafter, provided that they maintain continuous enrollment.

I am asking that this now be inserted in the 2022-2023 Catalog as an addendum.

Approved/~~Disapproved~~

Keala Chock
Vice Chancellor for Academic Affairs

Date



UNIVERSITY of HAWAII®
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COMMUNITY COLLEGE

Mathematics and Natural Sciences Division

February 14, 2023

TO: Keala Chock, Vice Chancellor for Academic Affairs

VIA: William Albritton, Math & Science Division Chair
Kathryn Fujioka-Imai, Dean of Arts & Sciences

Handwritten signatures of William Albritton and Kathryn Fujioka-Imai.

FROM: Jenny Watada

SUBJECT: 2022-2023 Catalog Addendum

Dear Keala,

This memo seeks to correct an error in Leeward CC's 2022-2023 Catalog.

The Developmental Mathematics description was not updated in the catalog. Currently, the catalog has outdated information about Developmental Mathematics.

I request that the updated Developmental Mathematics description be included in the 2022-2023 Catalog as an addendum.

Thanks,

Jenny Watada
Professor in Mathematics
Developmental Math Coordinator

Approved / ~~Disapproved~~

Keala Chock
Vice Chancellor for Academic Affairs

Date

96-045 Ala 'Ike
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The following information replaces the Developmental Mathematics information found on page 62 of the 2022-23 Leeward Community College catalog:

Developmental Mathematics

Leeward Community College has streamlined its developmental mathematics sequence so students have the opportunity to complete a college-level mathematics or quantitative reasoning course in one year or less regardless of their initial MATH course placement. The developmental mathematics sequence offers a standalone course that covers developmental algebra (MATH 82X) as well as co-requisite learning community companion courses (QM 78, MATH 78, MATH 78B, and MATH 88) that support and accompany introductory college-level mathematics and quantitative reasoning courses. Many of these courses are offered in an Emporium Redesign Format which allows instructors to tailor explanations to each individual student and provide one-on-one assistance on demand during scheduled class times. Students are encouraged to enroll and complete a college-level mathematics or quantitative reasoning course in their first year.

Each developmental mathematics course is integrated into one of three tracks: College Math Track, College Algebra Track, and Quantitative Methods Track. Each track is based on a student's intended or declared program or major.

College Math Track

- MATH 78 (College Math Companion), when scheduled as a learning community with a section of one of the following:
 - MATH 100* (Survey of Mathematics, FQ)
 - MATH 115* (Introduction to Statistics and Probability, FQ)
- MATH 78B (College Math Companion B), when scheduled as a learning community with a section of one of the following:
 - MATH 100* (Survey of Mathematics, FQ)
 - MATH 111* (Math for Elementary Teachers I)
 - MATH 115* (Introduction to Statistics and Probability, FQ)

College Algebra Track

- MATH 82X (Expanded Algebraic Foundations), a standalone developmental algebra course that meets the prerequisite to MATH 103 (College Algebra, FQ)
- MATH 88* (College Algebra Companion), when scheduled as a learning community with MATH 103* (College Algebra, FQ)

Quantitative Methods Track

- QM 78* (Quantitative Methods Companion), when scheduled as a learning community with QM 107C* (Quantitative Methods in AMT)

*Corequisite learning communities are scheduled to meet anticipated student enrollment. Consequently, it is not assured that every possible pairing of a developmental

companion course with a transfer-level course will be offered as a learning community in every academic term, and not every section of each transfer-level course will be scheduled as a learning community with a corequisite developmental companion course.

Heather Takamatsu, Math & Sciences, STEM Counselor
Office PS-203, Phone 455-0443
haihara@hawaii.edu