



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

*Western Association  
of Schools and Colleges*

10 COMMERCIAL BOULEVARD  
SUITE 204  
NOVATO, CA 94949  
TELEPHONE: (415) 506-0234  
FAX: (415) 506-0238  
E-MAIL: [accjc@accjc.org](mailto:accjc@accjc.org)  
[www.accjc.org](http://www.accjc.org)

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NOV 27 2011

November 22, 2011

Dr. Leon Richards  
Chancellor  
Kapi'olani Community College  
4303 Diamond Head Road  
Honolulu, HI 96816

Dear Chancellor Richards:

The Committee on Substantive Change of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, met on November 14-15, 2011 to review the Substantive Change Proposal submitted by Kapi'olani Community College to offer four associate degrees and seven certificate programs (attached) at 50% or more via a mode of distance education or electronic delivery.

The Committee acted to approve the Kapi'olani Community College Proposal and thanks the College for providing the required elements and necessary documentation for a successful substantive change review.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. It remains the College's responsibility to inform the Commission of any program change. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan B. Clifford".

Susan B. Clifford, Ed.D.  
Vice President

SBC/mg

Attachment

Cc: Dr. Robert Franco, Accreditation Liaison Officer  
Ms. Martina Fernandez-Rosario, U.S. Department of Education

**Kap'olani Community College**  
**October 2011**

**Description of the Proposed Change**

Early in the 1990s, the University of Hawai'i Community College system made a commitment to increase access to all students in the state by encouraging each of the seven campuses to contribute courses to a distance-delivered Associate in Arts (AA) degree. It has, thus, been possible for a number of years for any student in the system to put together an AA degree via distance education by combining courses from various campuses. At that time, Kapi'olani Community College (KCC) was asked to focus its contributions to the distance-delivered AA on foreign languages. Initially, KCC delivered American Sign Language via interactive TV. Then through the funding support of the local cable network, Spanish, Chinese, Japanese and Hawaiian were offered on cable television.

However, especially with the rise in the development of online courses, it is now possible for a student at Kapi'olani Community College to meet 50% or more of the course requirements for four degrees and seven certificates wholly through the College's distance-delivered courses:

- Associate in Arts in Liberal Arts
- Associate in Science in Natural Science
- Associate in Science in Accounting
- Associate in Science in Marketing
- Certificate of Achievement in Accounting
- Certificate of Achievement in Retail Management
- Certificate of Completion Database Management
- Certificate of Completion Legal Secretary
- Certificate of Competence Retailing
- Certificate of Competence Management
- Certificate of Competence Entrepreneurship

The seven certificates identified in the list above are career-laddered within the related Associate in Science degree in Accounting or Associate in Science degree in Marketing.

**The majority of the distance-delivered courses in these certificates and degrees are offered online and a smaller number of courses are offered via interactive or cable TV. Appendix I outlines the degree and certificate requirements and the courses that meet these requirements, with distance-delivered courses highlighted in red**