IRAO OFFICE USE ONLY	
Received	
In Banner	
MTVCOMP/Codeset	
Master Curriculum	
CIP Code	
Program Code	
Program Description	

University of Hawai'i
Code Request Form for Academic Programs for

NEW OR MODIFY PROGRAM CODE

Reset Form

[✓] **New Program Code**　　[ ] **Modify Program Code**　　Date: 2/8/2016

REQUESTOR CONTACT INFORMATION

Name: Shelby Wong

Title: Curriculum & Catalog Coord

Office/Dept: OVCAA

Campus: UH Hilo

Email: shelbyw@hawaii.edu

Phone: (808) 932-7927

NEW PROGRAM CODE TO CREATE

Institution: HIL - UH Hilo

Level: PR - Professional

Campus: HIL - UH Hilo

Effective Term: Fall 2016

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) PH	Pharmacy	[ ] See Banner form STVCOLL
Department	(4) PHRM	Pharmacy	[ ] See Banner form STVDEPT
Degree/Certificate	(6) GCER	Grad Certificate	[ ] See Banner form STVDEGC
Major	(4) PHRM	Pharmacy	[ ] See Banner form STVMAJR
Concentration	(4) ~~HSCR~~ HR	Health Sciences Research	[✓] See Banner form STVMAJR
Minor	(4)		[ ] See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

N/A

Is this major/concentration code being used the same way at the other UH campuses?　[ ] Yes　[✓] No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*　[✓] Yes　[ ] No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?　[ ] Yes　[✓] No

Is this program/major/certificate financial aid eligible?　[ ] Yes　[✓] No

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?
See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html　[ ] Yes　[✓] No

Program Length
In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.　2 yrs

Special Program Designations
See Special Program Designations Code Definitions on IRAO Program Code Request webpage　[ ] A　[ ] B　[✓] N　[ ] P　[ ] T　[ ] U

Required Terms of Enrollment:　[✓] Fall　[✓] Spring　[ ] Summer　[ ] Extended

ADDITIONAL COMMENTS

New Subject Certificate in Health Sciences Research

ATTACHMENTS

BOR Approved: Associate, Bachelor and Graduate Degrees, and sole credential certificates

☐ BOR Meeting Minutes & Supporting Documents   ☑ Curriculum

Chancellor Approved: Certificates related to authorized BOR program & Associate in Technical Studies (ATS) Degree

☐ Memo from Chancellor to notify VPAA about new program   ☐ Curriculum

For new certificates approved by the Chancellor, the related BOR authorized academic program is:
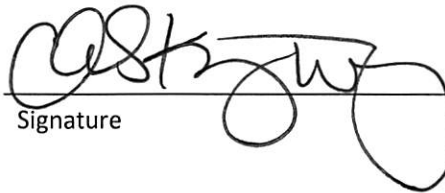PharmD- Doctor of Pharmacy

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar:

Chelsea Kay-Wong   3/31/16

Print Name   Signature   Date
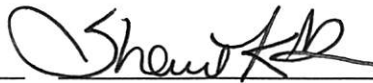
Financial Aid Officer:

Sherrie Padilla   3/31/16

Print Name   Signature   Date

For Community Colleges, verification of consultation with OVPCC Academic Affairs:

Print Name   Signature   Date

UNIVERSITY
of HAWAI'I
HILO

March 3, 2016

MEMORANDUM

TO: Donald Straney, Chancellor
University of Hawai`i at Hilo

FROM: Matthew Platz
Vice Chancellor for Academic Affairs
University of Hawai`i at Hilo

SUBJECT: Request for Approval of Program Codes for use at UH Hilo

SPECIFIC ACTION REQUESTED:

We request that the following new program codes be approved for use. All programs below were reviewed and approved during the 2015-2016 curriculum review cycle.

Degree Program Tracks:
BA-ANTH-MANT   Anthropology BA, Medical Anthropology Track
BA-GEOG-ENVS   Geography, BA, Environmental Studies Track
BS-BIOL-BMD5   Biology, BS, Cell, Molecular and Biomedical Sciences Track

New Subject Certificate Programs:
SC-LSTU-PREL   Pre-Law Certificate
SC-NURS-HCMG   Healthcare Management Certificate
SC-CHEM-PPHR   Pre-Pharmacy Certificate
SC-ENG-CWRT   Creative Writing Certificate
SC-HIST-PHIS   Public History Certificate
SC-AG4-ENSM   Energy Science Certificate, Management & Policy Track
SC-AG4-ENST   Energy Science Certificate, Technical Track
GCER-PHRM-HSCR Health Sciences Research Certificate
GCER-PHRM-HCAL Healthcare Leadership Certificate
GCER-CPP   Clinical Psychopharmacology Certificate
GCER-CPP-PSP   Psychopharmacology Certificate

200 W. Kāwili St.
Hilo, Hawai'i 96720-4091
Telephone: (808) 932-7332
Fax: (808) 932-7338
hilo.hawaii.edu/uhh/vcaa
An Equal Opportunity/Affirmative Action Institution

RECOMMENDED EFFECTIVE DATE:

We request the effective date of Fall 2016 for all program codes.

ADDITIONAL COST:

There is no additional cost associated with this request.

PURPOSE:

The purpose of this request is to request approval for new program codes from the UH System Office of Institutional Research for the above-mentioned degree and certificate programs. These programs were proposed, reviewed and approved during the 2015-2016 curriculum review cycle.

The three degree tracks are new tracks under existing BOR approved degree programs and the ten certificate programs are all new subject certificate programs.

ACTION RECOMMENDED:

We recommend that you approve the new program codes for use for the above-mentioned degree and certificate programs.

APPROVED/DISAPPROVED:

_____
Donald Straney, Chancellor

3/4/16
Date

Cc: Risa Dickson, UH System Vice President for Academic Planning & Policy
      Zachary Street, Interim Director of Admissions
      Chelsea Kay-Wong, Interim Registrar

UNIVERSITY of HAWAI'I SYSTEM

Princess Soares <pfrederi@hawaii.edu>

Program Code Request: Information Needed: GCER-PHRM-HSCR

Shelby Wong <shelbyw@hawaii.edu>   Mon, Apr 4, 2016 at 2:28 PM
To: Princess Soares <pfrederi@hawaii.edu>

HI Princess,

I consulted with Chelsea and the codes that we decided on for the 2 Pharmacy GCER's are:

GCER-PHRM-HR (Health Sciences Research)
GCER-PHRM-HC (Healthcare Leadership).

Thank you,
Shelby

On Mon, Apr 4, 2016 at 11:48 AM, Princess Soares <pfrederi@hawaii.edu> wrote:
> Hi Shelby,
>
> The same problem exists with GCER-PHRM-HSCR. Can only use 12 letters for the program code. I would
> recommend shortening the concentration code to HSR. However, one more character will need to be cut. If possible,
> shortening the concentration code to 2 characters would be best. Here are a few options available:
>
> HR
> SR
>
> If you will be shortening the program code, I recommend that you consult with Chelsea on the best code to use.
>
> Let me know if there are any questions.
>
> Mahalo,
> Princess
>
>
> --
> **Princess Soares**
> Institutional Research Analyst
> Institutional Research and Analysis
> University of Hawai'i System
> Sinclair Annex 1, Room 1
> 1633 Bachman Place
> Honolulu, HI 96822
> Phone: 808-956-5464
> Fax: 808-956-9870
>
> CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the
> intended recipient s and may contain confidential and privileged information. Any unauthorized review, use,
> disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply
> e-mail and destroy all copies of the original message.

--

Shelby Wong
Curriculum & Catalog Coordinator
University of Hawaii at Hilo
Office of the Vice Chancellor for Academic Affairs
Student Services Building E-115
200 W. Kawili St. Hilo, HI 96720
Ph: (808) 932-7927
shelbyw@hawaii.edu

| Home | My Tasks | Courses | Programs | Reports | Utilities | Banner | Log Out | Welcome: SHELBY WONG (CHEM) |

| Help |

Program Detail: Health Science Research COP-PPPS -

Approval History | Approver Comments | Approval Status | Action Log

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Approval History   back to top

10/06/2015 - SHELBYW

(Vote for: 0; Vote against: 0; Vote abstain: 0)

10/06/2015 - FISHERE

(Vote for: 0; Vote against: 0; Vote abstain: 0)

10/09/2015 - CSJMA

(Vote for: 0; Vote against: 0; Vote abstain: 0)

01/05/2016 - SAFT

(Vote for: 0; Vote against: 0; Vote abstain: 0)

01/13/2016 - NFURUMO

(Vote for: 7; Vote against: 0; Vote abstain: 0)

01/13/2016 - MPLATZ

(Vote for: 0; Vote against: 0; Vote abstain: 0)

Approval Comments   back to top

🖾 Reviewer comments (0)

🖾 Approval comments (0)

🖾 Review within approval comments (0)

Approval Status   back to top
Completed approvals

Search: [ ]

Sequence	Approver	Title	Position	Date	Role	Approved	Progress
			No data available in table				

Showing 0 to 0 of 0 entries

Pending approvals

Search: [ ]

Sequence	Approver	Title	Position	Delegate
3	CSJMA	INTERIM DEAN, COP	FACULTY, ASSOC PROF	
2	FISHERE	PROFESSOR, PHARMACY, AND ASSOCIATE DEAN, COP	ASSOCIATE DEAN, COP	
6	MPLATZ	VCAA	VCAA	
5	NFURUMO	PROFESSOR	CHAIR, FAC CONGRESS CURRICULUM REVIEW COM.	
4	SAFT	PROFESSOR	GRADUATE COUNCIL CHAIR	
1	SHELBYW	CURRICULUM COORDINATOR	CURRICULUM COORDINATOR FOR	CKWONG

ACADEMIC AFFAIRS

Showing 1 to 6 of 6 entries

Action Log			back to top

Show 10 ▲▼ entries   Search: [   ]

User	script	Action	Date
SAFT	ACTION	Save history - Health Science Research	01/05/2016 9:37 AM
SAFT	ACTION	Program approval by SAFT - Health Science Research	01/05/2016 9:37 AM
SAFT	REMOVE	Approve Program Proposal - Health Science Research	01/05/2016 9:37 AM
NFURUMO	ADD	Approve Program Proposal - Health Science Research	01/05/2016 9:37 AM
KAREN3	ACTION	CC: Program Notification (NFURUMO) - Health Science Research	01/05/2016 9:37 AM
SAFT	ACTION	Approval recommendation (Health Science Research) from saft@hawaii.edu to nfurumo@hawaii.edu	01/05/2016 9:37 AM
NFURUMO	ACTION	Save history - Health Science Research	01/13/2016 2:42 PM
NFURUMO	ACTION	Program approval by NFURUMO - Health Science Research	01/13/2016 2:42 PM
NFURUMO	REMOVE	Approve Program Proposal - Health Science Research	01/13/2016 2:42 PM
MPLATZ	ADD	Approve Program Proposal - Health Science Research	01/13/2016 2:42 PM
KAREN3	ACTION	CC: Program Notification (MPLATZ) - Health Science Research	01/13/2016 2:42 PM
NFURUMO	ACTION	Approval recommendation (Health Science Research) from nfurumo@hawaii.edu to MPLATZ@HAWAII.EDU	01/13/2016 2:42 PM
MPLATZ	ACTION	Save history - Health Science Research	01/13/2016 4:21 PM
MPLATZ	ACTION	Program approval by MPLATZ - Health Science Research	01/13/2016 4:21 PM
MPLATZ	REMOVE	Approve Program Proposal - Health Science Research	01/13/2016 4:21 PM
MPLATZ	ACTION	CC: Program Notification (KAREN3) - Health Science Research	01/13/2016 4:21 PM
KAREN3	ADD	Proposed Program Approved - Health Science Research	01/13/2016 4:21 PM
KAREN3	ADD	Outline approved task (NotifiedWhenApproved) – Health Science Research	01/13/2016 4:21 PM
MPLATZ	ACTION	Program final approval by MPLATZ - Health Science Research	01/13/2016 4:21 PM

Showing 1 to 19 of 19 entries

First   Previous   1   Next   Last

Curriculum Central (CC) - UH Hilo | contact | support | help | settings

UH Hilo

Degree: Academic Subject Certificate

Division: CoP-Pharmaceutical Science

Title: Health Science Research

Description: This certificate program in Research gives PharmD students education in research methodology as well as experience implementing a research project

Effective Date: Fall 2016

---

1. **Is this a proposal for**

    (a) modification of an existing undergraduate or graduate program/degree/major/minor/certificate?

    (b) a new certificate or minor or track within an existing baccalaureate or graduate program?

    (c) a proposal for an individual liberal studies major equivalent?

    (d) a request for Approval To Plan a new graduate or undergraduate degree program (ATP)?

    (e) a new graduate degree program or a new baccalaureate degree program?

    If (a) or (b), please answer all questions in this proposal form.

    If (c), provide student's name, student ID, faculty advisor's name, and title of proposed program in the space below; then answer question 2 only, and attach the proposal and advisor's letter.

    If (d), answer only questions 1 and 9 and attach your request for Approval to Plan.

    If (e), answer all questions and attach both the signed, approved ATP for your proposed program and the program proposal by clicking the "Attachment" tab at the bottom of the proposal form.

    The BOR E5.201 template for new programs and budget template are posted on the VCAA Curriculum Resources page: http://hilo.hawaii.edu/uhh/vcaa/CurriculumResources.php

    Consult CurrCtrl campus administrator Jon Awaya awayaj@hawaii.edu for assistance.

    b- a new certificate or minor or track within an existing baccalaureate or graduate program

2. **Please answer the following, for both new programs and modifications, numbering your answers.**

    1. Specify (a) the number of credits required for the program and (b) the number of elective credits.

    2. Specify the minimum required GPA for courses taken for the major, minor or certificate. Unless otherwise stipulated here, the minimum required GPA will be set as 2.0 (C) in Banner.

    3. Specify the minimum acceptable grade for each course taken for the major, minor, or certificate. Unless otherwise stipulated here, the minimum acceptable grade will be set as 1.0 (D) in Banner.

1 - 22 required credits
2 - students must have and maintain a 3.0 GPA in the PharmD program
3 - students must get a grade of C or higher in all certificate courses

3. **How does the NEW program or program modification benefit students, the curriculum, and the institution, and how does this change relate to or impact other programs at the university?**

   This certificate program benefits PharmD students by making them more competitive for post-graduate residency programs, which are increasingly required for jobs in clinical and academic settings. This program benefits the current curriculum by aligning student coursework to support research activities in both academic departments. This program benefits UH Hilo by increasing our ability to compete for pharmacy students, particularly non-resident students. This program relates only to the PharmD program.

4. **Describe any additional library resources, facilities, equiipment or other resources required for the new or modified program and provide an estimate of such costs.**

   Type in "None" if appropriate.

   None

5. **Describe any additional faculty required for the new or modified program and provide an estimate of such costs.**

   None

6. **If this is a new program or a new certificate or a minor or a new track within an existing program, copy and paste from a Word document into the window below a catalog-ready list of the graduation (or minor or certificate) requirements, including required courses and acceptable electives.**

   If this is a program modification, copy and paste the current requirements into the window below; strike out portions to be deleted, and underline any new or additional portions.
   Reminder: This proposal is for one type of program. Include requirements for only one type of program: the BA, or the minor, or the certificate, as indicated by the type of program you selected when you created this proposal.

   Requirements (22 Credits):
   PHPP 530 Basic Research Methods (1)
   PHPP 531 Survey Research, Epidemiology, and Qualitative Methods (1)
   PHPP 532 Pharmacy Research (1)
   √PHPS 503 Pharmaceutical Calculations (2)
   √PHPP 508 Intro to Biostats (3)
   √PHPP 514 Evidence-Based Medicine and Critical Literature Review (3)
   ⌐ PHPP 524 Pharmacoeconomics (3)
   PHPS 599 Research Project/ Directed Studies Elective (2)
   PHPP 544 Adv Pharm Prac Exp: Elect I (6) OR PHPP 545 Adv Pharm Prac Exp: Elect II (6)

7. **List any new courses or modified courses being proposed with this program proposal, providing alpha, number, and title of each one. The proposals for these new/modified courses MUST be submitted at the same time as this program proposal, to ensure proper review by approvers. Specify "Proposal submitted" next to each course in your list.**

   New Course Proposals Submitted for the Below in CC:

   PHPP 530 Basic Research Methods (1)
   PHPP 531 Survey Research, Epidemiology, and Qualitative Methods (1)
   PHPP 532 Pharmacy Research (1)

8. **Does this new or modified program involve courses offered by other departments? If not, type in "no."**
   If yes, please attach an email (in PDF) or other document from the chair(s) of the other department(s) approving the inclusion of those courses by alpha, number, and title.

To attach, click on the ATTACHMENT button at the bottom of this page, next to the SUBMIT button.

No

9. **Please record the department vote approving the proposed change(s): Approve, Not Approve, Abstain; give the date of the vote.**

Unanimous vote by all committee members (below) to approve this certificate program:
- Karen Pellegrin
- Sue Jarvi
- Lara Gomez
- Deb Juarez

10. **Provide other attachments that you believe will be useful and informative to reviewers and approvers.**

```
┌─Attachments──────────────────────────────────────────────────────────┐
│                                                                        │
│  History  Version  File Name                                           │
│                                                                        │
│   [icon]     1      Research elective I V3.docx                        │
│                                                                        │
│   [icon]     1      Research elective II V3.docx          .            │
│                                                                        │
│   [icon]     1      Research elective III V3.docx                      │
│                                                                        │
└────────────────────────────────────────────────────────────────────────┘
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Campus:	HIL
Updated By:	SHELBYW
Updated Date:	09/29/2015 11:16 AM