

New Program Code Modify Program Code

Date: 1/24/2019

REQUESTOR CONTACT INFORMATION

Name Shelby Wong Campus Hilo, UH
 Title Curr. & Cat. Coordinator Email shelbyw@hawaii.edu
 Office/Dept OVCAA Phone 808-932-7927

NEW PROGRAM CODE TO CREATE

Institution HIL - University of Hawaii at Hilo Campus UH Hilo
 Level UG - Undergraduate Effective Term Fall 2019

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>BU</u>	<u>Business and Economics</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>BUSA</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) <u>SC</u>	<u>Subject Certificate</u>	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) <u>BUAD</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

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: _____

Is this major/concentration code being used the same way at the other UH campuses? Yes * No
**our campus only one using Code.*
 Should this program be available for applicants to select as their planned course of study on the online application? Yes No
If yes, student may select the code as their only program of study.

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)? Yes No
 See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

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.

1 year

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

IRA0 USE ONLY: DATE RECEIVED

ADDITIONAL COMMENTS

Requesting to change the level for the BUAD-SC from PB to UG. Students without a previous Bachelor's degree are now allowed to pursue the certificate effective Fall 2019.

ATTACHMENTS

BOR Approved: Sole-credential Certificates, Associate (excluding ATS), Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents Curriculum

Chancellor Approved: Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.
 Curriculum

CERTIFICATES ONLY: Please check one (1) statement. This certificate is a...

- BOR approved certificate. BOR Meeting/Approval Date: _____
 Chancellor approved within an authorized BOR program. BOR Program: BBA-GBUS
 Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

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


Registrar
(Print Name)

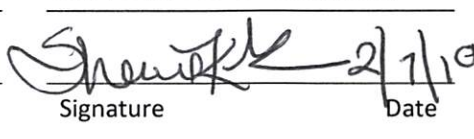
Financial Aid Officer
(Print Name)

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

Chelsea Kay-Wong

Sherrie Padilla

 2/7/19
Signature Date

 2/7/19
Signature Date

Signature Date

BUAD-SC

Certificate in Business Administration

Approved | Fall 2019

Proposal Information

Status

Active

Workflow Status

Proposer

- ✓ **Emmeline DePillis (Submitter)**
Submitted 10-3-2018

(Curriculum Coordinator) \\ Curriculum Coordinator

- ✓ **Shelby Wong**
Approved 10-9-2018

Registrar and Curriculum Office
Completed Review

Department (Business Administration (BUS)) \\ Department Chair

- ✓ **Emmeline DePillis**
Approved 10-9-2018

College (College of Business and Economics (CoBE)) \\ Division Chair

College (College of Business and Economics (CoBE)) \\ College Curriculum Review Committee Chair

- ✓ **Terrance Jalbert**
Approved 10-24-2018

College (College of Business and Economics (CoBE)) \\ Associate Dean

College (College of Business and Economics (CoBE)) \\ Dean

- ✓ **Tam Vu**
Approved 11-21-2018

(CCRC) \\ CCRC Chair

- ✓ **Kimberly Furumo**
Approved 11-30-2018

(VCAA) \ VCAA

- ✓ **Kenneth Hon**
Approved 1-3-2019

(Curr Coord Final) \ Curriculum Coordinator

- Shelby Wong
 - ✓ **VCAA Student Assistant**
Approved 1-7-2019
- Printed and Included in Binder.

Changes

- 1.2) Program Description
- 1.3) Program Catalog Description
- Start Date
- End Term

Program Title

Certificate in Business Administration

Admin Use Only

Code

BUAD-SC

P) Proposal Details

P.1) This is a proposal for:

Modification of an existing undergraduate or graduate program, degree, minor, or certificate

P.2) Proposal Summary

Remove the requirement for a completed bachelor's degree.

P.3) Proposal Rationale/Justification

Makes this certificate consistent with our other certificates. Break out BUS 290 as a requirement as it is a prereq for other courses. Math designations were outdated.

P.4) Related Course(s)

P.5) Course(s) from Other Departments

No

P.6) Proposal Impact(s) - Resources

None

P.7) Department Vote

	DATE	APPROVE	NOT APPROVE	ABSTAIN
DEPT VOTE	10/02/18	7	0	0

P.8) Proposal Supporting Documents

P.9) Proposer Notes

Late Submission ok- S. Wong 10/3/18

1) Program Information

1.1) Degree Type

Undergraduate Subject Certificate

Proposed

1.2) Program Description

The College of Business and Economics offers a Subject Certificate in Business Administration. The coursework allows undeclared majors, and those majoring in non-business programs at UH Hilo, to develop business skills and knowledge. The program is also appropriate for those who have previously earned a bachelor degree. At least 50% of the course work must be completed at UH Hilo.

This certificate is designed for someone already working in business or intending to work in an organizational situation, who would like to gain a well-balanced fundamental perspective on business, while the business minor is designed for current students. However the certificate is available to current students as well. The coursework for the certificate is more advanced than that required by the minor. At least 50% of the coursework must be completed at UH Hilo. All courses are currently available and offered regularly in the Bachelor of Business Administration Degree program.

Existing

1.2) Program Description

The College offers the Certificate in Business Administration to people who have already earned a baccalaureate degree in an area other than business. The coursework nearly duplicates the minor in Business Administration and allows those graduates of other programs who wish to gain a formal credential testifying to their up-to-date business management skills and knowledge an opportunity to do so. It is especially useful to those already working in business or those intending to work in an organizational situation that would like to gain a well-balanced fundamental perspective on business. At least 50% of the course work must be completed at UH Hilo. All courses are currently available and offered regularly in the Bachelor of Business Administration Degree program.

Proposed

1.3) Program Catalog Description

Requirements (24 credits):

- ACC 201 Intro to Financial Accounting (3)
- ACC 202 Intro to Managerial Accounting (3)(Pre: ACC 201)
- BUS 290 Critical Thinking
- ECON 130 Intro To Microeconomics (3)(May have math prerequisite; check current catalog for details)
- FIN 320 Prin Bus Finance (3)(Pre: ACC 201; BUS 290 1; may have math prerequisite; check current catalog for details)
- MGT 333 International Business Mgt (3)(Pre: ECON 130; BUS 290*)
- MKT 310 Princ of Marketing (3)(Pre: ECON 130; BUS 290, may be taken concurrently)
- Any business elective at the 300- or 400-level.

*BUS 290 Critical Thinking (3) may be taken concurrently with courses that require it as a prerequisite.

Existing

1.3) Program Catalog Description

Requirements (21 credits):

- ACC 201 Intro to Financial Accounting (3)
- ACC 202 Intro to Managerial Accounting (3)(Pre: ACC 201)
- ECON 130 Intro To Microeconomics (3)(Pre: One MATH course numbered 104F, 115, 205 or higher)
- FIN 320 Prin Bus Finance (3)(Pre: ACC 201; BUS 290 1; One MATH course numbered 104F, 115, 205 or higher)
- MGT 333 International Business Mgt (3)(Pre: ECON 130; BUS 290*)
- MKT 310 Princ of Marketing (3)(Pre: ECON 130; BUS 290, may be taken concurrently)
- Any business elective at the 300- or 400-level.

*BUS 290 Critical Thinking (3) may be taken concurrently with courses that require it as a prerequisite.

1.4) College

College of Business and Economics (CoBE)

1.5) Department

Business Administration (BUS)

2) Program Requirements

2.1) Minimum Number of Credits

2.2) Minimum GPA

21 Total Credits Required- of which 3 credits are elective

2.3) Minimum Acceptable Grade

2.4) Program Notes


3) Attachments



January 25, 2019

MEMORANDUM

TO: Marcia Sakai
Interim Chancellor
University of Hawai'i at Hilo

FROM: Ken Hon 
Interim Vice Chancellor for Academic Affairs
University of Hawai'i at Hilo

SUBJECT: Request for Approval of New Program Codes and Subject Code for use at UH Hilo

SPECIFIC ACTION REQUESTED:

We request that the following new program and subject codes be approved for use. All programs below were reviewed and approved during the 2018-2019 curriculum review cycle.

New Bachelor Program Tracks/Concentrations:

BBA-GBUS-PR Bachelor of Business Administration
Professional Studies Concentration
College of Business and Economics

BA-HIST-IHH Bachelor of Arts in History
Integrated Hawaiian History Concentration
College of Arts and Sciences

BA-SOC-ISOC Bachelor of Arts in Sociology
Island and Indigenous Sociology Concentration
College of Arts and Sciences

Change in Level:

BUAD-SC Business Administration Subject Certificate
Change level from PR (Professional) to UG (Undergraduate)
College of Business and Economics

New Subject Code:

ELI English Language Institute
Academic Affairs

RECOMMENDED EFFECTIVE DATE:

We request the effective date of Fall 2019 for all program and subject 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 Institutional Research and Analysis office for the above-mentioned degree and certificate programs. These programs were proposed, reviewed and approved during the 2018-2019 curriculum review cycle.


ACTION RECOMMENDED:

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

APPROVED/DISAPPROVED:



Marcia Sakai, Interim Chancellor



Date

KH:sw

Cc: Donald Straney, Vice President for Academic Planning & Policy
Zachary Street, Director of Admissions
Chelsea Kay-Wong, University Registrar