

IRAO OFFICE USE ONLY	
Received	4/1/2016
In Banner	
MTVCOMP/Codeset	
Master Curriculum	
CIP Code	
Program Code	
Program Description	

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

Reset Form

NEW OR MODIFY PROGRAM CODE

New Program Code **Modify Program Code**

Date: 2/8/2016

REQUESTOR CONTACT INFORMATION

Name Shelby Wong Campus UH Hilo
 Title Curriculum & Catalog Coord Email shelbyw@hawaii.edu
 Office/Dept OVCAA Phone (808) 932-7927

NEW PROGRAM CODE TO CREATE

Institution HIL - UH Hilo Campus HIL - UH Hilo
 Level UG - Undergraduate Effective Term Fall 2016

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>AR</u>	<u>Arts & Sciences</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>HUM</u>	<u>Humanities</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>ENG</u>	<u>English</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) <u>CWRT</u>	<u>Creative Writing</u>	<input checked="" 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:

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)? 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.

.75

Special Program Designations A B N P T U

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

Required Terms of Enrollment: Fall Spring Summer Extended

on UD writing →

ADDITIONAL COMMENTS

New Subject Certificate in Creative Writing.

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:
BA- English

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

Print Name



Signature

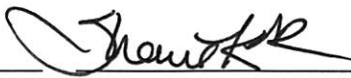
2/29/16

Date

Financial Aid Officer:

Sherrie Padilla

Print Name



Signature

2/29/16

Date

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

Print Name

Signature

Date



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

A handwritten signature in blue ink that reads 'Matthew Platz'.

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

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

UH-IRLO
CHANCELLOR'S OFFICE

2016 MAR -7 AM 8:50

Program Detail: Certificate in Creative Writing CAS-HUM-ENG -

[Approval History](#) |
 [Approver Comments](#) |
 [Approval Status](#) |
 [Action Log](#)

Approval History [back to top](#)

10/07/2015 - SHELBYW
 Registrar and Curriculum Office Completed Review (Vote for: 0; Vote against: 0; Vote abstain: 0)

10/08/2015 - MOLLEGAA
 The Creative Writing Certificate is a welcome addition to the English Program. It is likely to attract many students who already are asking for more creative writing classes. (Vote for: 1; Vote against: 0; Vote abstain: 0)

10/08/2015 - SERI
 As an alternative to the minor in English, the Certificate (which is counted by the System in terms of performance-based funding) will help improve the graduation numbers for English. (Vote for: 0; Vote against: 0; Vote abstain: 0)




10/20/2015 - LAUER3
 (Vote for: 4; Vote against: 0; Vote abstain: 0)

10/21/2015 - SUSANB
 (Vote for: 0; Vote against: 0; Vote abstain: 0)

02/01/2016 - NFURUMO
 (Vote for: 7; Vote against: 0; Vote abstain: 0)

02/03/2016 - 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
4	LAUER3	ASST PROF	CHAIR CAS CURRICULUM REVIEW COM.	
2	MOLLEGAA	PROFESSOR	FACULTY	
7	MPLATZ	VCAA	VCAA	
6	NFURUMO	PROFESSOR	CHAIR, FAC CONGRESS CURRICULUM REVIEW COM.	

3	SERI	PROFESSOR, AND CHAIR, HUMANITIES DIV	DIVISION CHAIR, HUMANITIES	
1	SHELBYW	CURRICULUM COORDINATOR	CURRICULUM COORDINATOR FOR ACADEMIC AFFAIRS	CKWONG
5	SUSANB	PROFESSOR	ASSOC DEAN CAS	

Showing 1 to 7 of 7 entries

Action Log

[back to top](#)Show entriesSearch:

User	script	Action	Date
NFURUMO	ACTION	Save history - Certificate in Creative Writing	02/01/2016 6:18 PM
NFURUMO	ACTION	Program approval by NFURUMO - Certificate in Creative Writing	02/01/2016 6:18 PM
NFURUMO	REMOVE	Approve Program Proposal - Certificate in Creative Writing	02/01/2016 6:18 PM
MPLATZ	ADD	Approve Program Proposal - Certificate in Creative Writing	02/01/2016 6:18 PM
WACKERBA	ACTION	CC: Program Notification (MPLATZ) - Certificate in Creative Writing	02/01/2016 6:18 PM
NFURUMO	ACTION	Approval recommendation (Certificate in Creative Writing) from nfurumo@hawaii.edu to MPLATZ@HAWAII.EDU	02/01/2016 6:18 PM
MPLATZ	ACTION	Save history - Certificate in Creative Writing	02/03/2016 8:26 PM
MPLATZ	ACTION	Program approval by MPLATZ - Certificate in Creative Writing	02/03/2016 8:26 PM
MPLATZ	REMOVE	Approve Program Proposal - Certificate in Creative Writing	02/03/2016 8:26 PM
MPLATZ	ACTION	CC: Program Notification (WACKERBA) - Certificate in Creative Writing	02/03/2016 8:26 PM
WACKERBA	ADD	Proposed Program Approved - Certificate in Creative Writing	02/03/2016 8:26 PM
WACKERBA	ADD	Outline approved task (NotifiedWhenApproved) - Certificate in Creative Writing	02/03/2016 8:26 PM
MPLATZ	ACTION	Program final approval by MPLATZ - Certificate in Creative Writing	02/03/2016 8:26 PM

Showing 1 to 13 of 13 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

UH Hilo

Degree:	Academic Subject Certificate
Division:	English
Title:	Certificate in Creative Writing
Description:	The Certificate in Creative Writing provides students with a specialization that will give them an edge in their chosen careers. English Majors or Minors who go into writing, teaching, journalism, publishing, communications, the entertainment industry, advertising and public relations will gain the ability to write engagingly in key forms and produce polished, professional work. Students going into business, law, and technological fields can showcase the creativity and fluent writing skills increasingly valued and sought by employers. In our unique island setting, students interact with local writers and experience the power of Hawaii as a place, rich in cultural, environmental and social issues that need fresh voices. After gaining a foundation in grammar, fiction, and/or poetry, students specialize in one or more genres of writing. The program culminates in an applied learning seminar where students select and polish a collection of their work, submit work for publication, plan and perform a teaching practicum, and deliver a public reading.
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- New Certificate 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. Total credits required: 18

Core: 6 credits

Electives: 9 credits

Capstone: 3 credits

2. 3.0

3. 3.0

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?

The Certificate in Creative Writing provides students with a specialization that will give them an edge in their chosen careers. English Majors or Minors who go into writing, teaching, journalism, publishing, communications, the entertainment industry, advertising and public relations will gain the ability to write engagingly in key forms and produce polished, professional work. Students going into business, law, and technological fields can showcase the creativity and fluent writing skills increasingly valued and sought by employers.

In our unique island setting, students interact with local writers and experience the power of Hawaii as a place, rich in cultural, environmental and social issues that need fresh voices. After gaining a foundation in grammar, fiction, and/or poetry, students specialize in one or more genres of writing. The program culminates in an applied learning seminar where students select and polish a collection of their work, submit work for publication, plan and perform a teaching practicum, and deliver a public reading.

This program, first of its kind in the UH system, benefits UH-Hilo students, curriculum and institution by providing not only an enhanced specialization for UH-Hilo English majors, but a very attractive minor for students in other disciplines seeking to broaden their skillset and earn a creative qualification that makes them stand out in the job market.

4. Describe any additional library resources, facilities, equipment 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.

Certificate in Creative Writing

The Certificate in Creative Writing provides students with a specialization that will give them an edge in their chosen careers. English Majors or Minors who go into writing, teaching, journalism, publishing, communications, the entertainment industry, advertising and public relations will gain the ability to write engagingly in key forms and produce polished, professional work. Students going into business, law, and technological fields can showcase the creativity and fluent writing skills increasingly valued and sought by employers.

In our unique island setting, students interact with local writers and experience the power of Hawaii as a place, rich in cultural, environmental and social issues that need fresh voices. After gaining a foundation in grammar, fiction, and/or poetry, students specialize in one or more genres of writing. The program culminates in an applied learning seminar where students select and polish a collection of their work, submit work for publication, plan and perform a teaching practicum, and deliver a public reading.

Total requirement for certificate: 18 credits

Core: 6 credits

- English 286A: Introduction to Fiction Writing (3 credits) **OR** English 286B: Introduction to Poetry Writing (3 credits)
- English 324: Modern English Grammar (3 credits)

Electives: 9 credits* selected from upper division creative writing courses

- English 318: Playwriting (3 credits)
- English 431: Fiction Writing (3 credits)
- English 432: Creative Non-Fiction Writing (3 credits)
- English 433: Poetry Writing (3 credits)
- Other upper division creative writing courses as they are offered

*For courses repeatable for credit, all credits earned may count toward the 9-credit requirement.

Capstone: 3 credits

English 434: Portfolio Seminar (3 credits)—proposed

Students' creative product may include a short story collection, a poetry collection, a play or screenplay, a non-fiction essay collection or longer piece (biography or memoir), or a combination of different genres.

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: English 434: Portfolio Seminar (3 credits) -- Proposal submitted

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.**

Vote take April 22, 2015 at English department meeting

Approve: 5
Not approve: 0
Abstain: 0
(Absent: 3)

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

Campus: HIL
Updated By: SHELBYW
Updated Date: 08/17/2015 2:30 PM