

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>SOCS</u>	<u>Social Sciences</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>HIST</u>	<u>History</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) <u>PHIS</u>	<u>Public History</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.

1YR

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

ADDITIONAL COMMENTS

New Subject Certificate in Public History.

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- History

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

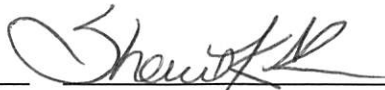
3/2/16

Date

Financial Aid Officer:

Sherrie Padilla

Print Name



Signature

3/7/16

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

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

- Home Help
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Welcome: SHELBY WONG
(CHEM)

Program Detail: Public History Certificate CAS-SS-HIST -

Approval History | Approver Comments | Approval Status | Action Log

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Approval History

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

10/08/2015 - INGLIS
(Vote for: 1; Vote against: 0; Vote abstain: 0)

10/13/2015 - THOMC
(Vote for: 0; Vote against: 0; Vote abstain: 0)

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

10/22/2015 - SUSANB
Revision requested for item(s): 6

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

10/23/2015 - SUSANB
(Vote for: 0; Vote against: 0; Vote abstain: 0)

01/04/2016 - NFURUMO
(Vote for: 7; Vote against: 0; Vote abstain: 0)

01/10/2016 - MPLATZ
(Vote for: 0; Vote against: 0; Vote abstain: 0)

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Approval Comments

- Reviewer comments (0)
- Approval comments (1)
- Review within approval comments (0)

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Approval Status

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
2	INGLIS	PROFESSOR	FACULTY	
4	LAUER3	ASST PROF	CHAIR CAS CURRICULUM REVIEW COM.	
7	MPLATZ	VCAA	VCAA	

6	NFURUMO	PROFESSOR	CHAIR, FAC CONGRESS CURRICULUM REVIEW COM.	
1	SHELBYW	CURRICULUM COORDINATOR	CURRICULUM COORDINATOR FOR ACADEMIC AFFAIRS	CKWONG
5	SUSANB	PROFESSOR	ASSOC DEAN CAS	
3	THOMC	ASSOCIATE PROFESSOR, SOCIOLOGY	DIVISION CHAIR, SOCIAL SCIENCES	

Showing 1 to 7 of 7 entries

Action Log back to top

Show entries Search:

User	script	Action	Date
NFURUMO	ACTION	Save history - Public History Certificate	01/04/2016 7:05 PM
NFURUMO	ACTION	Program approval by NFURUMO - Public History Certificate	01/04/2016 7:05 PM
NFURUMO	REMOVE	Approve Program Proposal - Public History Certificate	01/04/2016 7:05 PM
MPLATZ	ADD	Approve Program Proposal - Public History Certificate	01/04/2016 7:05 PM
INGLIS	ACTION	CC: Program Notification (MPLATZ) - Public History Certificate	01/04/2016 7:05 PM
NFURUMO	ACTION	Approval recommendation (Public History Certificate) from nfurumo@hawaii.edu to MPLATZ@HAWAII.EDU	01/04/2016 7:05 PM
MPLATZ	ACTION	Save history - Public History Certificate	01/10/2016 2:11 PM
MPLATZ	ACTION	Program approval by MPLATZ - Public History Certificate	01/10/2016 2:11 PM
MPLATZ	REMOVE	Approve Program Proposal - Public History Certificate	01/10/2016 2:11 PM
MPLATZ	ACTION	CC: Program Notification (INGLIS) - Public History Certificate	01/10/2016 2:11 PM
INGLIS	ADD	Proposed Program Approved - Public History Certificate	01/10/2016 2:11 PM
INGLIS	ADD	Outline approved task (NotifiedWhenApproved) - Public History Certificate	01/10/2016 2:11 PM
MPLATZ	ACTION	Program final approval by MPLATZ - Public History Certificate	01/10/2016 2:11 PM

Showing 1 to 13 of 13 entries First Previous 1 Next Last

UH Hilo

Degree:	Academic Subject Certificate
Division:	History
Title:	Public History Certificate
Description:	Public History promotes a collaborative study of the past that generally takes place in settings beyond the traditional classroom. With an emphasis on applied learning, the Public History Certificate encourages students to build upon their foundation in public history courses offered in the history department by choosing electives from at least three different disciplines. Completion of the certificate will prepare students for future endeavors in museums, archives, resource management, oral history, film and media production, etc. As a growing and popular new field within the discipline of history, public history offers new and exciting opportunities for historians, and those who pursue this certificate. This certificate is interdisciplinary in nature, provides internship (applied-learning) opportunities, and endeavors to serve our university and local communities. Students will be required to take 9.0 credits from core course offerings, plus 12.0 credits of electives in order to complete the certificate.
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 within an existing baccalaureate 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. (a) 21.0 credits are required for this certificate
(b) of which 12.0 credits are electives

2. same as Banner

3. minimum acceptable grade for each course taken for the certificate will be a "C"

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 contributes to several goals of the 2011-2015 UH Hilo Strategic Plan. With a focus on classes that emphasize applied learning opportunities and experiences, research and communication skills (written and oral) the certificate is in accordance with Goal 1, to *Provide learning experiences and support to prepare students to thrive, compete, innovate and lead in their professional and personal lives*. Students completing this certificate will leave our institution with valuable learning experiences that will prepare them for specific career opportunities in the field of public history (museums, historical societies, historic preservation, etc.). Moreover, this certificate addresses Goal 5, to *Strengthen UH Hilo's impact on the community, Island, and state of Hawai'i through responsive higher education, community partnerships, and knowledge and technology transfer*, in that students pursuing this certificate will be directly involved in public history projects (exhibits, oral history projects, preservation projects) that will contribute to the heritage of our island community (through the three required courses and more).

The certificate, interdisciplinary in nature, will provide students with new and exciting opportunities in their own communities and abroad, both as students and in their career paths. History majors will gain important applied-learning and community-involvement skills in public history, and non-history majors will find applications for their individual majors (honing skills in research, writing, analysis, communication, presentation, preservations, etc.).

The programs providing the courses in the certificate will enhance their enrollment numbers as students from a variety of disciplines pursue the certificate, and the university will benefit through the community-based research and preservation/exhibit opportunities this certificate program provides.

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 -- all courses needed for the certificate already exist (except for one new proposal HIST 389 "Oral History Methods") and draw from existing programs

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

none should be required -- we are utilizing existing courses, in existing programs, to form this certificate

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.

Program Plan (Total Required Credit Hours: 21)

Public History Certificate

9 credits of required public history courses

+

12 credits from approved electives, chosen from at least 3 different course alphas

A. Required courses

(9 Credits)

HIST 390 Public History in Hawai'i	3 credits
HIST 391 History Internship	3 credits
HIST 393 Historical Preservation & Archives	3 credits

B. Elective Courses:

(12 Credits*)

ART 392 History of Art and Technology	3 credits
ANTH 388 Historical Archaeology	3 credits
ANTH 389 Cultural Resource Management	3 credits
ANTH 470 Museology	3 credits
COM 240 Professional Communication	3 credits
COM 260 Media and Culture	3 credits
COM 444 Public Relations	3 credits
ENG 200E Intro to Myth & Folklore	3 credits
ENG 205 Hawai'i on Screen	3 credits
ENG 206 Intro to Popular Culture	3 credits
GEOG 328 Cultural Geography	3 credits
GEOG 331 Tourism Geographies	3 credits
GEOG 382 Qualitative Research	3 credits
HIST 284 History of Hawai'i	3 credits
HIST 300 Historical Methods	3 credits
HIST 301 Professional Practice	3 credits
HIST 389 Oral History Methods	3 credits
POLS 360 Public Administration	3 credits

*from at least 3 different alphas

- 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.**

HIST 389 Oral History Methods (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.

Yes. Please see attached emails.







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

History Department voted to approve this new certificate 4-0-0 24-Aug-2015

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

Attachments

History Version File Name

	1	ANTH support for public history cert.pdf
	1	ART support for public history certificate.pdf
	1	COM support for public history certificate.pdf
	1	ENG support for public history certificate.pdf
	1	GEOG support for public history certificate.pdf
	1	POLS support for public history cert.pdf

Campus: HIL
Updated By: INGLIS
Updated Date: 10/22/2015 5:08 PM