UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION

Date: January 19, 2015	Effective term of request (Semester-Year): Fall 2015
Name: Jean Ippolito	Title: Curriculum Planning Liaison for Academic Affairs
Campus: University of Hawaii at Hilo	Office/Department: Academic Affairs
Phone: 808 932-7112	Email: jippolit@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE   Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: ☲ Univ. of Hawaii at Hilo	College: College of Arts and Sciences	Department: Languages

☒ New program code   ☐ Change/replace existing program code:

Level: ☒ Undergraduate ☐ Graduate ☐ First-Professional ☐ Post-Baccalaureate ☐ Other:

Degree: SC	Certificate: SC SPAN Spanish Language for Careers

If requesting an existing Major code and/or Concentration code in Banner:

Existing Major: Code   Description   Existing Concentration: Code   Description

If requesting a new ☐ Major code or ☒ Concentration code that does not exist in Banner:

New Code [4 char/space limit]: SPAN   Description [30 char/space limit]: Spanish Language Certificate for Careers

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

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

Is 50% or greater of the classes in this program offered at a location other than the Home Campus? ☐ Yes ☒ No
(Please consult your Financial Aid Officer on Program Participation Agreement Impact)

Is this program/major/certificate financial aid eligible? ☐ Yes ☒ No   (Financial Aid Officer consultation required for all new program codes)

Should this program be available for applicants to select as their planned course of study on the online application? ☒ Yes ☐ No
(If yes, students may select the code as their only program of study.)

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Replacing or eliminating an existing program code:

If replacing an existing program code, are current students "grandfathered" under the old code?   ☐ Yes ☐ No

Should the old program code be available for use in Banner?   ☐ Yes ☐ No

Will the old program code be available for:

Banner Module	Yes	No	Ending Term (Semester-Year)
Online Application	☐	☐	_____
Recruitment	☐	☐	_____
Admissions	☐	☐	_____
General Student	☐	☐	_____
Academic History	☐	☐	_____

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?   ☑ Yes ☐ No
(Please consult your Financial Aid Officer or see: http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html)

For new certificates approved by the Chancellor, the related BOR authorized academic program is: JPST - Japanese Studies in Languages Dept

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE   Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

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4. NEW COURSE SUBJECT CODE (Subject Alpha)	Banner form: STVSUBJ
College:	Department:
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:

5. NEW MINOR (Minor codes are listed on the Major code table)	Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:

Please briefly describe your request and explain why you are requesting the code(s):

The Spanish Language for Careers Subject Certificate should be housed in the Languages Department and affiliated with the Japanese Studies B.A., since that is the only B.A. housed in Languages at this time. Department of Languages is in the Humanities Division in the College of Arts and Science at the University of Hawaii at Hilo.

SUPPORTING DOCUMENTATION

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- ☐ Board of Regents meeting minutes and supporting documents provided to the BOR
- ☐ Memo from UH President
- ☒ Memo from Chancellor
- ☒ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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CAMPUS VERIFICATION

Requestor Signature _Jean M. Ippolite_   Date _March 13, 2015_

Registrar (If different from Requestor)

Chelsea Kay-Wong   Signature   _2/20/15_
Print name   Date

Email/memo in lieu of Registrar's signature may be attached

Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)

Sherrie K Padilla   Signature   _2/20/15_
Print name   Date

Email/memo in lieu of Financial Aid Officer's signature may be attached

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

Jean Ippolite   _Jean M. Ippolite_   _3/13/2015_
Print name   Signature   Date

Email/memo in lieu of signature may be attached

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
    1633 Bachman Place   Email: iro-mail@lists.hawaii.edu
    Sinclair Annex 2, Room 4   Fax: 808-956-9870
    Honolulu, HI 96822   Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

FOR INTERNAL USE ONLY	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

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UNIVERSITY
of HAWAI'I®
HILO

March 13, 2015

MEMORANDUM

TO: Risa E. Dickson, VP for Academic Affairs
           University of Hawai'i System

VIA: Donald Straney, Chancellor
           University of Hawai'i at Hilo

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

SUBJECT: Code Request: Subject Certificate in Spanish Language for Careers
           Offered through the College of Arts and Sciences

We request a new Banner code SPAN for the subject certificate in Spanish Language
for Careers offered through the UH Hilo College of Arts and Sciences in the Dept. of
Languages with the Japanese Studies Major (the only BOR approved BA program in
Languages Dept. at UH Hilo.)

Subject Certificate: Spanish Language for Careers   Code: SPAN

The certificate has successfully completed the curriculum review process at UH Hilo.
The program is comprised of existing Spanish Languages courses in the College of
Arts and Sciences.

Cc   Seri Luangphinith, Humanities Division Chair, UH Hilo
      Susan Brown, Associate Dean, College of Arts and Sciences, UH Hilo
      Chelsea Kay-Wong, Registrar, UH Hilo
      Gail Makuakane-Lundin, Interim Vice Chancellor for Student Affairs
      Pearl Iboshi, Director, UH System Institutional Research Office

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

Degree:	Academic Subject Certificate
Division:	Languages
Title:	Spanish Language Certificate for Careers
Description:	The Spanish Language Certificate for Careers offers majors second language capability to augment students' chances for employment in their chosen careers and professions. The certificate is an additional tool to have in the student's dossier for the competitive job market. Nursing students, business students, those in government or financial services, law or education will acquire the ability to communicate and understand Spanish speakers. The Spanish certificate will also greatly help our many graduates that return to the mainland, especially to many states where Spanish is one of the dominant languages. Graduates with skills in Spanish will be highly competitive within the United States and internationally.
Effective Date:	Fall 2015

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. (a) The number of credit hours required for the certificate is 16, and of those, 4 are electives.

    2. Minimum required GPA is 2.0.

    3. The minimum grade for each course is 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?

    The Spanish Language Certificate for Careers offers majors second language capability to augment students' chances for employment in their chosen careers and professions. The certificate is an additional tool to have in the student's dossier for the competitive job market. Nursing students, business students, those in government or financial services, law or education will acquire the ability to communicate and understand Spanish speakers. The Spanish certificate will also greatly help our many graduates that return to the mainland, especially to many states where Spanish is one of the dominant languages. Graduates with skills in Spanish will be highly competitive within the United States and internationally.

    Students will complete three semester of Spanish Language and then select an appropriate elective for professional Spanish

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 are needed.

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

    None are needed.

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.
    The Spanish Language Certificate for Careers

    Requirements for the Certificate: 16 Credit Hours

    Required Core (12 credits):
    SPAN 101 Elementary Spanish I (4)
    SPAN 102 Elementary Spanish II (4)
    SPAN 201 Intermediate Spanish I (4)

    Elective Courses (4 credits needed):

    SPAN 202 Intermediate Spanish II (4)
    SPAN 301 Conversational Spanish (3)
    SPAN 306 Medical Spanish (3)
    SPAN 307 Business Spanish (3)
    SPAN 399 Directed Studies in Spanish (1)

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.
    SPAN 306 Medical Spanish (3) (previously taught as a 394)
    SPAN 307 Business Spanish (3)

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.

7 approve, 0 disapprove, 0 abstain.

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

Support for the Spanish Certificate Program

Inbox x

Seri Luangphinith   Sep 19 (5 days ago)

to jippolit, jippolit, me, Monica

I have reviewed the proposal for the Spanish Language Certificate and wholeheartedly support its institutionalization. I feel that the certificate would be a real benefit when it shows up on their transcript as a bona fide "completion of study" as opposed to just a listing of Spanish language courses.

Seri I. Luangphinith, Ph.D.
Professor of English
Chair of Humanities
Accreditation Liaison Officer
University of Hawai'i at Hilo
200 W. Kāwili Street
Hilo, Hawai'i 96720 USA

Office: Kanaka'ole 214
Phone: (808) 932-7217
Fax: (808) 932-7214
Email: seri@hawaii.edu

Campus:	HIL
Updated By:	MISHINA
Updated Date:	09/29/2014 6:48 PM

UNIVERSITY
of **HAWAI'I**
SYSTEM

Princess Soares <pfrederi@hawaii.edu>

Spanish Language for Careers subject certificate action memo and code request

Princess Soares <pfrederi@hawaii.edu>　　　　　　　　Tue, Apr 7, 2015 at 7:56 AM
To: Jean Ippolito <jippolit@hawaii.edu>

Aloha Jean,

Please confirm if BA-JPST department should be changed to LANG as well? Departments should be the same.

Mahalo,
Princess

On Wed, Mar 25, 2015 at 9:24 AM, Jean Ippolito <jippolit@hawaii.edu> wrote:
> Thank you.
>
> Jean
>
> Sent from my iPhone
>
> On Mar 25, 2015, at 8:20 AM, Princess Soares <pfrederi@hawaii.edu> wrote:
>
>> Please let me know when you find out. In the meantime, I will continue with the SC-JPST-SPNC request with the department as LANG.
>>
>> On Tue, Mar 24, 2015 at 3:57 PM, Jean Ippolito <jippolit@hawaii.edu> wrote:
>>> I don't know the answer to that.
>>>
>>> Jean
>>>
>>> Sent from my iPhone
>>>
>>> On Mar 24, 2015, at 1:37 PM, Princess Soares <pfrederi@hawaii.edu> wrote:
>>>
>>>> Sorry, just wanted to clarify the question, should the JPST programs that are assigned to HUM department be changed to LANG?
>>>>
>>>> On Tue, Mar 24, 2015 at 1:36 PM, Princess Soares <pfrederi@hawaii.edu> wrote:
>>>>> Should the JPST departments change to LANG too?
>>>>>
>>>>> On Tue, Mar 24, 2015 at 1:30 PM, Jean Ippolito <jippolit@hawaii.edu> wrote:
>>>>>> LANG.
>>>>>>
>>>>>> Jean
>>>>>>
>>>>>> On Tue, Mar 24, 2015 at 9:13 AM, Princess Soares <pfrederi@hawaii.edu> wrote:
>>>>>>> Which department HUM or LANG?
>>>>>>>
>>>>>>> On Tue, Mar 24, 2015 at 8:53 AM, Jean Ippolito <jippolit@hawaii.edu> wrote:

Confirmed.

Jean

On Tue, Mar 24, 2015 at 8:01 AM, Princess Soares <pfrederi@hawaii.edu> wrote:
> Aloha Jean,
>
> Please confirm the Banner department for SC-JPST-SPNC.
>
> BA-JPST and SC-JPST department is HUM.
> SC-JPST-FLST department is LANG.
>
> These should all be the same department. Please confirm.
>
> Mahalo,
> Princess
>
> On Mon, Mar 23, 2015 at 8:45 AM, Jean Ippolito <jippolit@hawaii.edu> wrote:
>> Okay, let's go with SPNC for "Spanish Language for Careers."
>>
>> Thank you for informing me that the program is not financial aid eligible.
>> Program length is 16 credit hours, therefore .5 years.
>>
>> I believe special designation is "N".
>>
>> Thank you for providing the necessary information.
>>
>> Jean
>>
>> On Mon, Mar 23, 2015 at 8:19 AM, Princess Soares <pfrederi@hawaii.edu> wrote:
>>> Aloha Jean,
>>>
>>> 1) RE: Concentration Code: SPAN already exists in STVMAJR as a major code for Spanish. The code may be used as a concentration code, but the description will need to remain the same - Spanish. Should the campus wish to create a new concentration code with the description, Spanish Language Certificate for Careers, a different 4-digit code will need to be used. Some options that are available: SPNC, SPLC, SLCC. You can check Banner form STVMAJR to see if a code is available. Also, descriptions on STVMAJR is limited to 30 characters including spaces. The description currently being requested will need to be shortened. Recommend using "Spanish Language for Careers" or "Spanish for Careers." I recommend dropping the word certificate so that the code could be used in general for a concentration and not just a certificate.
>>>
>>> 2) RE: Gainful Employment and Financial Aid: If a certificate is eligible for gainful employment, then the certificate is also financial aid eligible. It is also my understanding that Hilo does not have gainful employment eligible certificates.
>>>
>>> 3) Program length - in years, decimals okay - is needed.
>>>
>>> 4) Special program designation is needed. See attachment.

Please let me know if there are any other questions.

Mahalo,
Princess

On Thu, Mar 19, 2015 at 11:45 AM, Jean Ippolito <jippolit@hawaii.edu> wrote:

Aloha Risa Dickson, VPAA (UH System),

Please find the Action Memo and CODE request form for the appropriate Banner CODE adjustments for the Spanish Language for Careers subject certificate at UH Hilo (for Fall 2015 implementation).

I have made an effort to cc this communication to all individuals that need the appropriate documentation for this change.

Thank you very much for your action on this.

Mahalo,

Jean Ippolito
Curriculum Planning Liaison for Academic Affairs

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Jean Ippolito, Ph. D.
Associate Professor and Art Historian
Humanities Division
University of Hawaii at Hilo

--
Princess Soares
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