

New Program Code       Replace Program Code

Date: 1/30/2024

**REQUESTOR CONTACT INFORMATION**

Name Shelby Iwamoto Campus UH Hilo  
 Title Acad Curriculum & Grad Prg Offcr Email shelbyw@hawaii.edu  
 Office/Dept Ofc Vice Chancellor for Acad Aff Phone 808-932-7927

**NEW PROGRAM CODE TO CREATE**

Institution HIL Campus HIL  
 Level UG Effective Term Fall 2024

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>NH</u>	<u>Natural and Health Sciences</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>KES</u>	<u>Kinesiology &amp; Exercise Science</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>SC</u>	<u>Subject Certificate</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>KES</u>	<u>Kinesiology &amp; Exercise Science</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) <u>FITR</u>	<u>Fitness Trainer Preparation</u>	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> 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:

Requesting new code- FITR: Fitness Trainer Preparation

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.*

1 year

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

**EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE**

Program Code _____	Program Description _____
Institution _____	Campus <u>UH Hilo</u>
College _____	Department _____
Level _____	

Are current students "grandfathered" under the program code?  Yes  No

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

**Effective** , **old program code will no longer be available to admit or recruit students.**  
Term (ie. Fall 2020)

*This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.*

**Effective** , **old program code will no longer be available to award degree to students.**  
Term (ie. Fall 2020)

*This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.*

**ATTACHMENTS**

**BOR Approved:** Sole-credential Certificate, Associate, 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...


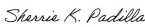
BOR approved certificate. BOR Meeting/Approval Date: \_\_\_\_\_

Chancellor approved within an authorized BOR program. BOR Program: BA-KES

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.*

<p><b>Registrar</b> (Print Name)</p> <p><u>Chelsea Kay-Wong</u></p> <p></p> <p>Signature</p>	<p><b>Financial Aid Officer</b> (Print Name)</p> <p><u>Sherrie Padilla</u></p> <p></p> <p>Signature</p>	<p><b>For Community Colleges, verification of consultation with OVPC Academic Affairs:</b></p> <p><u>Tammi Oyadomari-Chun</u></p> <p>Signature</p>
Feb 14, 2024	Feb 14, 2024	
Date	Date	Date

**ADDITIONAL COMMENTS**

New program code: SC-KES-FITR: Fitness Trainer Preparation Certificate, Eff Fall 2024  
 Curriculum Link: <https://hilo.kuali.co/cm/#/programs/view/65776ba37dd6e1f73e4af927>








# SC-KES-FITR New Program Code Request Form F2024

Final Audit Report

2024-02-14

Created:	2024-01-31
By:	Shelby Wong (shelbyw@hawaii.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeWhdzPFM9wUAOxDU0tRwTEXp4wv_I_Dy

## "SC-KES-FITR New Program Code Request Form F2024" History

-  Document created by Shelby Wong (shelbyw@hawaii.edu)  
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-  Document emailed to Chelsea Kay-Wong (ckwong@hawaii.edu) for signature  
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-  Document emailed to Sherrie Padilla (sherriep@hawaii.edu) for signature  
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-  Agreement completed.  
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January 25, 2024

**MEMORANDUM**

**TO:** Bonnie D. Irwin  
Chancellor  
University of Hawai'i at Hilo

**FROM:** Keiki Kawai'ae'a *Keiki Kawai'ae'a*  
Interim Vice Chancellor for Academic Affairs  
University of Hawai'i at Hilo

**SUBJECT:** Request for Approval of New Program Codes for use at UH Hilo- Fall 2024

**SPECIFIC ACTION REQUESTED:**

We request that the following new program codes be approved for use. The below are new Subject Certificates and Graduate Certificates under a BOR approved program approved for Fall 2024 via the campus curriculum review process.

New Subject Certificates under a BOR approved degree program:

SC-ADJ-CRIM Criminal Justice  
Home Program: BA-Administration of Justice  
College of Arts and Sciences  
\*New Subject Certificate

SC-AG4-WLDS Wildlife Science  
Home Program: BS- Agriculture  
College of Agriculture, Forestry & Natural Resource Management  
\*New Subject Certificate

SC-KES-FITR Fitness Trainer Preparation  
Home Program: BA-Kinesiology and Exercise Science  
College of Natural and Health Sciences  
\*New Subject Certificate

New Graduate Certificates under a BOR approved degree program:

SC-PHRM-PI Pharmaceutical Science Innovation  
Home Program: PharmD- Doctor of Pharmacy  
Daniel K. Inouye College of Pharmacy  
\*New Graduate Certificate

Chancellor Bonnie D. Irwin  
January 25, 2024  
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SC-PHRM-VP            Veterinary Pharmacy  
                                 Home Program: PharmD- Doctor of Pharmacy  
                                 Daniel K. Inouye College of Pharmacy  
                                 \*New Graduate Certificate

**RECOMMENDED EFFECTIVE DATE:**

We request the effective date of Fall 2024.

**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, Analysis and Planning (IRAPO) office for the above-mentioned degree programs and subject certificates.

**ACTION RECOMMENDED:**

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

**APPROVED/DISAPPROVED:** Approved

*Bonnie D. Irwin*  
Bonnie D. Irwin (Jan 25, 2024 09:15 HST)  
\_\_\_\_\_  
Bonnie D. Irwin, Chancellor

Jan 25, 2024  
\_\_\_\_\_  
Date

KK:si

Cc: Office of the Vice President for Academic Strategy (OVPAS)










# Chancellors Memo Fall 2024 New Program Codes

Final Audit Report

2024-01-25

Created:	2024-01-25
By:	Shelby Wong (shelbyw@hawaii.edu)
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## "Chancellors Memo Fall 2024 New Program Codes" History

-  Document created by Shelby Wong (shelbyw@hawaii.edu)  
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-  Signer Bonnie Irwin (bdirwin@hawaii.edu) entered name at signing as Bonnie D. Irwin  
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-  Agreement completed.  
2024-01-25 - 7:15:54 PM GMT

# **Program Code**

# **Fitness Trainer Prep Certificate**

Approved | Fall 2024

## Proposal Information

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### Workflow Status

Complete

### Form Submission, Proposer

Submitted for Approval | Proposer

✓ Ozan Atalag | 9/27/2023 2:39 PM

collapse ▼

### Proposer Submission Notification, Proposer

Notification Sent | Proposer

✉ Ozan Atalag

### Curriculum Coordinator, Curriculum Coordinator

Approved | Curriculum Coordinator

✓ Shelby Iwamoto

Curriculum Office and Registrar Reviewed

10/05/2023 4:56 PM

✖ Cheri Keli'i-Marumoto

### Department Chair, Kinesiology and Exercise Science (KES)

Approved | Department Chair

✓ Ozan Atalag | 10/06/2023 3:59 PM

### Proposer Update Notification, Proposer

Notification Sent | Proposer

✉ Ozan Atalag

### Division Chair, College of Natural and Health Sciences (CNHS)

Skipped | Division Chair

### College Curriculum Review Committee Chair, College of Natural and Health Sciences (CNHS)

Approved | College Curriculum Review Committee Chair

✓ Stan Nakanishi

3-0-0 CNHS CRC October 25, 2023

10/27/2023 4:00 PM

### Senate Chair, College of Natural and Health Sciences (CNHS)

Skipped | Senate Chair

### Associate Dean, College of Natural and Health Sciences (CNHS)

Skipped | Associate Dean

### Dean, College of Natural and Health Sciences (CNHS)

Approved | Dean

✓ Simon Kattenhorn | 10/30/2023 1:47 PM

### Proposer Update Notification, Proposer

Notification Sent | Proposer

✉ Ozan Atalag

### CCRC Chair, CCRC

Approved | CCRC Chair

✓ Kirsten Mollegaard

11/28/23 CCRC recommends approval. Vote taken: 7-0-0



11/28/2023 3:46 PM

**Proposer Update Notification, Proposer**

Notification Sent | Proposer

✉ Ozan Atalag

**VCAA, VCAA**

Approved | VCAA

✓ Keiki Kawai`ae`a | 12/11/2023 6:01 AM

**Proposer Update Notification, Proposer**

Notification Sent | Proposer

✉ Ozan Atalag

**Curriculum Coordinator - Final, Curriculum Coordinator**

Approved | Curriculum Coordinator

– Shelby Iwamoto

✓ Cheri Keli'i-Marumoto

Printed and Included in Binder

12/11/2023 10:05 AM

**Program Title**

Fitness Trainer Prep Certificate

## Admin Use Only

**Program Code**

## P) Proposal Details

**P.1) This is a proposal for:**

New certificate or minor track within an existing BOR approved Baccalaureate or Graduate program

**Home Program**

BA Kinesiology and Exercise Science

**P.2) Proposal Summary**

New certificate under the BA-KES

**P.3) Proposal Rationale/Justification**

At UH Hilo, we pride ourselves on empowering students with knowledge rooted in the health, community, and environmental values of our Hawaiian home. Offering a Fitness Trainer Prep Certification allows us to fulfill this mission while cultivating professionals ready to enrich and serve our local community.

This certificate program would provide rigorous preparation for guiding clients' fitness journeys with aloha spirit. Coursework grounded in exercise science, training program design, proper training techniques enables students to uplift community health and wellbeing. This certification was also designed to prepare the students to sit for the nationally recognized certification exams.

Students would be equipped with the information to address fitness needs specific to Hawaii – from adaptive surfing and paddling, to nutrition for an island lifestyle. This would also allow them to incorporate concepts of holistic health to support clients' physical, mental, and spiritual needs.

As stewards of our islands' natural resources, students will model sustainability in fitness. By blending akamai expertise with Islander values, this certificate aims to develop qualified professionals who cherish the health of our people and 'āina. It aligns with UH Hilo's mission of empowerment through education that enriches our community and would also be a great first step to satisfy our islands' need in the area of health and fitness.

#### **P.4) Related Course(s)**

KES 210 Introduction to Kinesiology and Exercise Science  
 KES 212 Anatomical Kinesiology  
 KES 308 Principals of Strength & Conditioning  
 KES 312 Personal Trainer Certification Preparation (newly developed)  
 3 physical activity courses ( From KES 101 to KES 152 )

#### **P.5) Course(s) from Other Departments**

No

#### **P.6) Proposal Impact(s) - Resources**

This certificate is also developed as a part of the collaboration between Good Jobs Hawaii and UH Hilo. Good Jobs Hawai'i initiative is provided by various government and philanthropic organizations including the U.S. Economic Development Administration, the U.S. Department of Education, the City & County of Honolulu, Ascendium Education Group, the Harold K.L. Castle Foundation, the Hawai'i Community Foundation, and the Hawai'i Workforce Funders Collaborative.

Individuals who are accepted for this certification outside of UHH will be funded by Good jobs Hawaii. However, if the course capacities are not enough to accomodate those students, additional sections of the courses might be required and thus, we might need to hire lecturers to teach those sections.

#### **P.7) Department Vote**

	DATE	APPROVE	NOT APPROVE	ABSTAIN
DEPT VOTE	2023/09/27	5	0	0

#### **P.8) Proposal Supporting Documents**

#### **P.9) Proposer Notes**

KES students who are in the Applied KES track are NOT eligible to enroll for this certificate.

## **1) Program Information**

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### **1.1) Degree Type**

Undergraduate Subject Certificate

## 1.2) Program Description

The Fitness Trainer Prep Certification provides focused preparation for students seeking careers in personal training, health coaching, and fitness instruction. Students will develop akamai expertise in core areas assessed by major fitness certification exams.

The curriculum covers foundations in exercise science, principles of strength training, proper exercise technique, fitness assessment, program design, and client communication. Coursework blends rigorous knowledge with hands-on skills development.

Classes emphasize practical application of concepts to safely coach clients of diverse ages, needs, and abilities. Students will learn to conduct consultations, assessments, program design, exercise demonstration, and motivational coaching. Students will also gain insights into leading active lifestyles that harmonize with our islands' natural beauty.

Upon completion, students will be well-equipped to pursue respected certifications and make positive impacts as fitness professionals attentive to Hawaiian culture. The certificate provides excellent preparation for personal training careers that enrich our local community.

## 1.3) Program Catalog Description

The Fitness Trainer Prep Certificate provides focused training to prepare students for careers in personal training, health coaching, and fitness instruction. Blending rigorous exercise science coursework with the required skill development, this certificate program covers core domains assessed by major fitness certifications. Classes emphasize practical application of concepts to safely and effectively work with diverse clients. Upon completion, students will be well-equipped to pass certification exams and make positive impacts as fitness professionals attentive to holistic community health and island values.

### Certificate Curriculum (15 Credits)

- KES 210 Introduction to Kinesiology and Exercise Science (3)
- KES 212 Anatomical Kinesiology (3)
- KES 308 Principals of Strength & Conditioning (3)
- KES 312 Personal Trainer Certification Preparation (3) (newly developed)
- 3 KES physical activity courses (2) (From KES 101 to KES 152 )

### Notes:

1. KES Majors in the Applied KES track are NOT eligible to enroll for this certificate.

## 1.4) College

College of Natural and Health Sciences (CNHS)

## 1.5) Department

Kinesiology and Exercise Science (KES)

# 2) Program Requirements

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## 2.1) Minimum Number of Credits

15

**2.2) Minimum GPA**

2.0

**2.3) Minimum Acceptable Grade**

1.0

**2.4) Program Notes**

Notes:

1. KES Majors in the Applied KES track are NOT eligible to enroll for this certificate.

## **3) Attachments**

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