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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: 12/8/2015

**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 &amp; Sciences</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>NURS</u>	<u>School of Nursing</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>NURS</u>	<u>Nursing</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) <u>HCMG</u>	<u>Health Care Management</u>	<input checked="" type="checkbox"/> See Banner form STV_MAJR
Minor	(4) <u>HCAD, Health Care Administration</u>		<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.

1.75

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

ADDITIONAL COMMENTS

New Subject Certificate in Health Care Management.

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:  
BS- Nursing

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



2/29/16


Print Name

Signature

Date

**Financial Aid Officer:**

Sherrie Padilla



2/29/16

Print Name

Signature

Date

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

Print Name

Signature

Date



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**Program Code Request: More Info Needed: SC-NURS-HCMG, GCER-PHRM-HC**

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**Shelby Wong** <shelbyw@hawaii.edu>  
To: Princess Soares <pfrederi@hawaii.edu>

Tue, Apr 12, 2016 at 9:40 AM

Hi Princess,

GCER-PHRM-HC: We would like to push for a new program code, this program focuses more on the executive leadership level in healthcare rather than the administrative aspects which are typically handled at a lower-mid level. The program mission is below and the key words are management, leadership and innovation which imply a higher level of implementation than "Administration"

"Program Mission: The mission of this certificate program is to produce PharmD graduates who are more competitive for a variety of positions in the job market, particularly those involving pharmacy management, leadership, and innovation."

SC-NURS-HCMG: This one we are ok to change this to SC-NURS-HCAD: Health Care Administration

Thank you,  
Shelby

On Tue, Apr 12, 2016 at 8:27 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Shelby,

This question was posed earlier in our phone conversation prior to the submission of the request forms. Please provide an explanation to warrant a new concentration code to be created when HCAD, Health Care Administration, which is used at UH West Oahu can be considered a similar program.

The common CIP code is 51.0701, Health/Health Care Administration/Management.

The program outcome and description for the HCAD program at West Oahu includes that students will be able to work as healthcare administrators. The program would also benefit "those employed in the health care field to fully develop management, legal and behavioral skills for more effective job performance." (<http://westoahu.hawaii.edu/academics/degrees-and-certificates/bachelor-of-arts-in-public-administration/health-care-administration>)

Please let me know if there are any questions. If UH Hilo decides to use a concentration code other than HCAD, the explanation that you provide and my notes will be forwarded to UH System Academic Affairs for review.

Mahalo,  
Princess

—

**Princess Soares**  
Institutional Research Analyst  
Institutional Research and Analysis  
University of Hawai'i System  
Sinclair Annex 1, Room 1  
1633 Bachman Place

Honolulu, HI 96822  
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Fax: [808-956-9870](tel:808-956-9870)

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**Shelby Wong**

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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

- Home
- My Tasks
- Courses
- Programs
- Reports
- Utilities
- Banner
- Log Out

Welcome: SHELBY WONG  
(CHEM)

Program Detail: Certificate in Health Care Management CAS-NURS -

Approval History | Approver Comments | Approval Status | Action Log

back to top

**Approval History**

**09/22/2015 - SHELBYW**  
(Vote for: 0; Vote against: 0; Vote abstain: 0)

**10/15/2015 - KATHARYN**  
(Vote for: 10; Vote against: 0; Vote abstain: 0)

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

**10/21/2015 - SUSANB**  
Revision requested for item(s): 2,6  
(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)

back to top

**Approval Comments**

- Reviewer comments (0)
- Approval comments (3)
- Review within approval comments (0)

back to top

**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	KATHARYN	PROFESSOR AND CHAIR, NURSING	DIRECTOR, SCHOOL OF NURSING	
3	LAUER3	ASST PROF	CHAIR CAS CURRICULUM REVIEW COM.	
6	MPLATZ	VCAA	VCAA	
5	NFURUMO	PROFESSOR	CHAIR, FAC CONGRESS CURRICULUM REVIEW	



1	SHELBYW	CURRICULUM COORDINATOR	COM. CURRICULUM COORDINATOR FOR ACADEMIC AFFAIRS	CKWONG
4	SUSANB	PROFESSOR	ASSOC DEAN CAS	

Showing 1 to 6 of 6 entries

Action Log back to top

Show  entries Search:

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

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



## UH Hilo

<b>Degree:</b>	Academic Subject Certificate
<b>Division:</b>	Nursing
<b>Title:</b>	Certificate in Health Care Management
<b>Description:</b>	The subject certificate in Health Care Management is designed for pre-Nursing students who are interested in management and business-related careers in health care. The program will provide students with the knowledge and skills needed to successfully manage the daily operations of both small- and large-scale health care organizations. Specifically, students who successfully complete the certificate will understand the operation, management, and financing of health care organizations, and understand the role played by information technology in managing health care.
<b>Effective Date:</b>	Fall 2016

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### 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](mailto: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. 30-31 required Science credits; 9 elective credits
2. 2.0 GPA
3. 2.0

**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 program is built on the existing Pre-Nursing curriculum and will provide pre-Nursing and Nursing students with business acumen that will prepare them for careers in hospital and acute care settings, medical groups and ambulatory care, long-term care, health insurance, public health agencies, and community-based health promotion organizations. The certificate program should have a minimal effect on other programs aside from adding about 10 students per year to ACC 201, BUS 100, BUS 240, ECON 130, MGT 300, and PHIL 316, 323, or 327.

**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.**

The certificate program will require no new library resources, facilities, or equipment.

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

Depending on student demand, we may need to open additional sections of required courses for the certificate program.

**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.**

This is a new certificate program that is built on the currently existing Pre-Nursing curriculum.

Students need to take 15 additional credits, in addition to the Pre-Nursing curriculum requirements, to complete the Health Care Management certificate. The complete certificate program is listed below. New courses are in **bold type**.

#### Required Science

- MATH 100, Survey of Math **or higher** (3-4)
- MATH 121, Intro Stats & Probability (3)
- BIOL 243/243L , Human Anatomy & Physiology I (4)
- BIOL 244/244L , Human Anatomy & Physiology II (4)
- BIOL 275/275L , Fund Microbiology (4)
- CHEM 141, Surv Organ Chem & Biochemistry (3)
- NURS 203, Pharmacology (3)
- NURS 348, Human Pathophysiology (3)
- NURS 375, Applied Human Nutrition (3)

Subtotal: 30-31 crs.

**Required Business (Choose 3 courses from the below for 9 credits)**

- ACC 201, Financial Accounting (3)
- BUS 100 Intro To Business (3)
- BUS 240 Business Law (3)
- ECON 100, Introduction to Economics OR ECON 130 Intro to Microeconomics
- COM 240 WI, Professional Communication OR COM 251 Public Speaking

Subtotal: 9 crs.

**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.**

None

**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. Letters of support from College of Business and Economics, Department of Computer Science, and Department of Philosophy are attached.

Support from BUS regarding waiver of prerequisites for BUS courses also attached.

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

School of Nursing vote: 9-0 in favor.




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

Proposed Health Care Management certificate program, and recommended course schedule, are attached.

Comments: Met with Randy 8/19/15 to go over revisions, noted all revisions in CC. sw

Attachments

**History Version File Name**

	1	Approval for BUS Courses- RBARRA- ASC HC Mgmt.pdf
	1	Certificate in Heath Care Management.docx
	1	Support of Health Care Management Certificate.docx

**Campus:** HIL  
**Updated By:** SHELBYW  
**Updated Date:** 02/01/2016 3:36 PM