University of Hawaiʻi
Code Request Form for Academic Programs

Date: 4/13/2020

REQUESTOR CONTACT INFORMATION

Name	Stephanie Kailiawa	Campus	MAN
Title	Assistant Registrar	Email	stephk@hawaii.edu
Office/Dept	Office of the Registrar	Phone	956-8010

INFORMATION FOR NEW PROGRAM CODE

Institution	MAN - UH at Manoa	Campus	MAN - UH at Manoa
Level	UG - Undergraduate	Effective Term	Fall 2020

	Code	Description	Check if requesting new code:
College (2)	25	College of Education	☐ See Banner form STVCOLL
Department (4)	ITE	Institute for Teacher Education	☐ See Banner form STVDEPT

OLD PROGRAM CODE	MAJOR	CONCENTRATION	NEW PROGRAM CODE[i] (Max. Characters: 12)
EDSE-PCERT	EDSE		No change
EDSE-PCER/50	EDSE		No Change
EDSE-PCER/UG	EDSE		No Change
EDSE-PCERT/D	EDSE		No Change

STATUS OF CURRENT STUDENTS AND TERMINATION OF OLD PROGRAM CODE

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

IRAO USE ONLY: DATE RECEIVED

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 2014)

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 2014)

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

ADDITIONAL COMMENTS

Change Programs (keep Program Code, Effective terms, and all other attributes unchanged) from Department Teacher Ed & Curr Studies (TECS) to Institute for Teacher Education (ITE).

Linked to the EDEL-PCER/UG request, utilize supporting EDEL documentation.

ATTACHMENTS

☐ Reorganization supporting documents with Chancellor Approval

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar
(Print Name)

Financial Aid Officer
(Print Name)

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

_____   _____   _____

Signature   Date   Signature   Date   Signature   Date

---

[i] Program codes can only be used for one college at a campus. For example, if college A at Hilo is using program code BA-BIOL, then college B at Hilo will not be able to use that program code. College B will then modify the code by adding the college to the end of the code, ie BA-BIOL(B) or BA-BIOL/B. This will also hold true when a program is being moved from one college to another. Program codes used at one campus, can be used at another campus only if it is the same program.

NEW OR REPLACE PROGRAM CODE

☒ **New Program Code**   ☐ **Replace Program Code**   Date: 3/5/2020

REQUESTOR CONTACT INFORMATION

Name	Stephanie Kailiawa	Campus	MAN
Title	Assistant Registrar	Email	stephk@hawaii.edu
Office/Dept	Office of the Registrar	Phone	956-8010

NEW PROGRAM CODE TO CREATE

Institution	MAN	Campus	MAN
Level	UG	Effective Term	Fall 2020

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) 25	College of Education	☐ See Banner form STVCOLL
Department	(4) ITE	Institute for Teacher Educatn	☐ See Banner form STVDEPT
Degree/Certificate	(6) PCERT	Post-Baccalaureate Cert	☐ See Banner form STVDEGC
Major	(4) EDEL	Elementary Education	☐ See Banner form STVMAJR
Concentration	(4)		☐ See Banner form STVMAJR
Minor	(4)		☐ 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:

_____

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)? See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html	☒ Yes	☐ No

Program Length   **2** Years
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.

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

Form modified: June 2018

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code	_____	Program Description	_____
Institution	_____	Campus	_____
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 2014)

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 2014)

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: EDEL-BED

☐ 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.

Registrar (Print Name)	Financial Aid Officer (Print Name)	For Community Colleges, verification of consultation with OVPCC Academic Affairs:
Stephanie Kailiawa	*Jodie Kuba*	Tammi Oyadomari-Chun
S. Kailiawa　3/5/2020	*(signature)*　3/11/20	
Signature　　Date	Signature　　Date	Signature　　Date

ADDITIONAL COMMENTS

UNIVERSITY
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19 MAR 19 P1 43

MEMORANDUM

March 13, 2019

TO: Michael Bruno
Interim Vice Chancellor for Academic Affairs and
Vice Chancellor for Research

FROM: Nathan M. Murata *[signature]*
Dean, College of Education

SUBJECT: Request for Approval to Add an Elementary Track to the Existing Post
Baccalaureate Certificate in Teacher Education (PBCTE)

SPECIFIC ACTION REQUESTED:

The College of Education requests that the Vice Chancellor for Academic Affairs approve the
addition of an elementary track to the existing Post-Baccalaureate Certificate in Teacher
Education (PBCTE). The proposal is supported by the College of Education Faculty Senate and
Dean's Office.

RECOMMENDED EFFECTIVE DATE:

Fall 2020.

ADDITIONAL COST:

None

PURPOSE:

The purpose to add an elementary track to the existing Post-Baccalaureate Certificate in Teacher
Education (PBCTE) is to provide a teacher preparation program that leads to licensure in
Elementary Education for those who hold a bachelor's degree in another field.

BACKGROUND:

The Institute for Teacher Education (ITE) offers programs in secondary education (grades 6-12)
at the Bachelor of Education, Post-Baccalaureate Certificate, and Master of Education in
Teaching levels. However, ITE offers programs in elementary education (grades K-6) only at

the Bachelor of Education and Master of Education in Teaching levels. A track of elementary education at the post-baccalaureate level will fill this gap in COE teacher preparation offerings.

The elementary post-baccalaureate track will use the same course numbers as the secondary track. Course modifications have been be submitted to add the track for elementary teaching in grades K-6. Like all COE teacher preparation programs, the elementary track will be field-based, with candidates taking part in classroom observation and participation experiences in each semester prior to full-time clinical experience/student teaching in the final semester.

The need for the elementary post-baccalaureate track became more evident this year as we worked with Senator Michelle Kidani to create a new Grow Our Own Scholarship fund for Hawaiʻi Department of Education employees, (i.e., educational assistants, substitute teachers, emergency hires). Hawaiʻi Department of Education funded the post-baccalaureate secondary program as the quickest route to licensure for employees holding a bachelor's degree and provided $600,000 in tuition funds to prepare 6-12 teachers beginning in January 2018. We anticipate additional rounds of funding that could include elementary teacher preparation and want to ensure we have all possible pathways in place.

ACTION RECOMMENDED:

The College of Education recommends that the Vice Chancellor for Academic Affairs approve the addition of an elementary track to the existing Post-Baccalaureate Certificate in Teacher Education (PBCTE).

Attachment:
    Proposal: Post-Baccalaureate Certificate in Teacher Education-Elementary Track

APPROVED / DISAPPROVED:

_____   4/9/19
Michael Bruno   Date
Interim Vice Chancellor for Academic Affairs and
Vice Chancellor for Research

c: Amelia Jenkins, Interim Associate Dean for Academic Affairs
       Kuʻulei Serna, Director, ITE Elementary Education
       Charlotte Frambaugh-Kritzer, Director, ITE Secondary Education
       Denise Nakaoka, Director, Office of Student Academic Services

Proposal:

Post-Baccalaureate Certificate in Teacher Education - Elementary Track

January 2019

Introduction

The College of Education offers a Post-Baccalaureate Certificate in Teacher Education, recently approved on February 12, 2019. The Post-Baccalaureate Certificate in Teacher Education (PBCTE) currently includes one track in Secondary Education. This proposal presents the addition of a second track to the PBCTE – a track in Elementary Education. This field-based program is designed for those who have earned a baccalaureate in a field other than education and are interested in pursuing a career in teaching. Upon completion, graduates will be recommended for licensure in grades K-6. The courses for the Elementary track of the PBCTE are from established courses in the Institute for Teacher Education and similar to the courses in the Secondary track (see attached curricula comparison).

Need for the Program

The PBCTE – Elementary track would provide additional pathways to teacher licensure in grades K-6 for individuals who hold an undergraduate degree in a field other than education. It also will provide a pathway to teacher licensure for emergency hires, paraprofessionals and long-term substitutes currently working in Hawaii public schools. Providing multiple pathways to teacher licensure would address the growing need for qualified, licensed teachers in grades K-6 particulary in geographic areas that have historically experienced difficulty recruiting and retaining classroom teachers. The PBCTE- Elementary track will be offered in an online/hybrid format making it accessible to candidates on all islands.

Program Model and Courses

Pre-requisites. The pre-requisites for a PBCTE – Elementary track include:

1) An undergraduate degree from an accredited college or university

2) A cummulative GPA of 2.75

3) Completion of SPED 304: Foundations of Inclusive Schooling with a grade of C or better.

Courses for the Post-Baccalaureate Certificate in Teacher Education - Elementary. The

PBCTE - Elementary is a 33-credit program. Upon completion, graduates will be recommended for

licensure in Elementary Education, grades K – 6. The program includes:

- 15 credit hours of teaching in the content areas

- 3 credit hours of educational inquiry

- 6 credit hours of field experience/teaching practicum

- 3 credit hours of educating students with exceptional learning needs

- 6 credit hours of teaching residency (student teaching)

Required courses and a suggested course sequence for the PBCTE - Elementary:

Fall (Semester 1)

ITE 402, Teaching Practicum	2 credits
ITE 404 (n), Teaching in the Subject Field, Interdisciplinary (Elementary)	3 credits
ITE 404 (d), Teaching in the Subject Field, Literacy	3 credits

Spring (Semester 2)

ITE 402, Teaching Practicum	2 credits
ITE 404 (h) Teaching in the Subject Field, Science	3 credits
ITE 404 (g), Teaching in the Subject Field, Mathematics	3 credits

Fall (Semester 3)

ITE 402, Teaching Practicum	2 credits
SPED 444, Educating Exceptional Students in the Elementary Classroom	3 credits
ITE 404 (i) Teaching in the Subject Field, Social Studies	3 credits

Spring (Semester 4)

ITE 404 (b), Teaching in the Subject Field, Fine Arts	3 credits
ITE 405, Teaching Residency	6 credits

Policies. A grade of a C or above will be considered a passing grade for all students enrolled in the PBCTE – Elementary program. Students earning a C- or below, will need to retake the course. In addition, field courses may be repeated only once; failure to meet requirements on the second attempt will result in dismissal from the program.

Program Objectives and Outcomes. Teacher candidate's progress through the program (GPAs, completion rate, and time-to-completion) and competency attainment data will be used in constructing accreditation reports for internal program evaluation and improvement. Upon completion of the PBCTE – Elementary program, teacher candidates will be prepared to teach students in general education, grades K-6.

Program effectiveness will be addressed in multiple ways. Program graduates will be asked to complete program satisfaction surveys that collect data on their perceptions of how prepared they are to teach students in their licensure area. Surveys will also be sent to:

a) mentor teachers to assess their perception of program effectiveness

b) employers of graduates to assess their perception of the preparedness of our graduates

c) graduates to assess their perceptions of their readiness to teach in their area of licensure

Scheduling

Candidates will be admitted to the PBCTE – Elementary program once every year (fall) with a minimum of 15 students per cohort. Courses will be offered in an established sequence as described above (Program Model and Courses) and will be block scheduled by the program director, Dr. Kuulei Serna. Instruction will be delivered in an online hybrid format including asynchonous and synchronous and/or limited face-to-face sessions.

Recruitment and Tuition Support

Advertising for the PBCTE – Elementary program will begin in late fall, 2019 (pending approval). The first cohort will be admitted to begin in Fall, 2020. Recruitment meetings will be conducted by the Office of Student Academic Services (OSA). March 1, 2020 will be the application deadline for fall 2020 semester; potential candidates will be interviewed in Spring, 2020.

Recruitment activities will include substantial information on scholarships and financial aid. The Hawaii Department of Education (HIDOE) and the University of Hawai'i at Mānoa College of Education, with significant support of the Hawaii State Legislature, are partnering to offer a stipend-supported pathway to licensure for certain groups of the HIDOE employees starting in January. The current targets are secondary education and shortage areas. A long-term goal is to extend program planning to include elementary education, particularly in geographic areas that have historically experienced teacher shortages.

Personnel Resources

The PBCTE – Elementary program will be offered as part of the Institute for Teacher Education (ITE). Dr. Kuulei Serna, Department Chair for Elementary Education will provide program oversight and will assign faculty resources to the new program. Additional faculty will assist in program development and coordination. The Elementary track courses will be administered through Outreach College. Course instruction will be provided by existing ITE faculty who currently teach in the BEd in Elementary Education program or in the MEdT in Elementary program.

Relationship to College and Departmental Goals

The College of Education is committed to preparing teachers who are knowledgeable, effective, and caring educators to contribute to a just, diverse, and democratic society. The Post-Baccalaureate Certificate in Teacher Education (PBCTE) – Elementary track will provide alternative pathways to teacher licensure for individuals who hold a 4-year degree in a field other than education. The PBCTE – Elementary program is designed to meet the needs of professionals interested in careers in education, particularly emergency hires, para-professionals and long-term substitutes who are currently working in Hawaii public schools. The College of Education at the University of Hawai'i at Mānoa graduates account for 15.2% of new hires for Hawai'i public schools, a significantly higher number than graduates from other state-approved teacher education programs. This PBCTE – Elementary program is needed to contribute to the College of Education's principle goal of preparing knowledgable, caring and effective educators and to address the growing need for qualified elementary teachers in Hawai'i public schools.

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MANOA CHANCELLOR'S OFFICE

January 31, 2019

MEMORANDUM

TO: David Lassner
         President

VIA: David Lassner
         Chancellor

VIA: Michael Bruno
         Interim Vice Chancellor for Academic Affairs and
         Vice Chancellor for Research

FROM: Nathan M. Murata
         Dean, College of Education

SUBJECT: Request for Approval to Modify the Post-Baccalaureate Certificate in Secondary
           Education (PBCSE) to become the Post-Baccalaureate Certificate in Teacher
           Education (PBCTE), with a track in Secondary Education

SPECIFIC ACTION REQUESTED:

The College of Education requests that the President approve the modification of the Post-Baccalaureate Certificate in Secondary Education (PBCSE) to become the Post-Baccalaureate Certificate in Teacher Education (PBCTE) in the Institute for Teacher Education. The secondary education program would remain a track under the PBCTE.

RECOMMENDED EFFECTIVE DATE:

Fall 2020.

ADDITIONAL COST:

None.

PURPOSE:

The purpose of this request is to modify the Post-Baccalaureate Certificate in Secondary Education (PBCSE) to become the Post-Baccalaureate Certificate in Teacher Education (PBCTE) under which the Secondary education track will be housed. The more encompassing program, the PBCTE, will allow for additional tracks at the post baccalaureate level to be added to the licensure program options available in the Institute for Teacher Education, College of Education.

BACKGROUND:

The Institute for Teacher Education (ITE) currently offers a post-baccalaureate certificate program only in secondary education (grades 6-12). However, ITE is developing a track in elementary education (k-6); the establishment of the Post-Baccalaureate Certificate in Teacher Education will provide a program under which to house the elementary track. Additional tracks may be added in the future to address the workforce needs of the Hawaii Department of Education (such as an Early Childhood track -PK-3). This program structure already exists in the Department of Special Education, COE. The Post-Baccalaureate Certificate in Special Education (PB SPED) houses a track in mild/moderate disabilities (MM) and a track in severe disabilities/autism (S/A).

ACTION RECOMMENDED:

The College of Education recommends that the President approve the modification of the Post-Baccalaureate Certificate in Secondary Education (PBCSE) to become the Post-Baccalaureate Certificate in Teacher Education (PBCTE) in the Institute for Teacher Education. The Secondary education program would remain a track under the PBCTE.

Attachment:
1. PBCTE – Secondary Education Track

Approved/Disapproved

FEB 1 2 2019

David Lassner, President

Date

c: Amelia Jenkins, Interim Associate Dean for Academic Affairs
       Kuʻulei Serna, Director, ITE Elementary Education
       Charlotte Frambaugh-Kritzer, Director, ITE Secondary Education
       Denise Nakaoka, Director, Office of Student Academic Services

Post Baccalaureate Certificate in Teacher Education – Secondary Education Track	
*Courses	Credits
ITE 401: Engaging Adolescent Learners	3
ITE 402 (Alpha): Teaching Practicum (repeated twice) One of the following: 402B - Art 402C - Business & Marketing 402D - Language Arts 402E - Physical Education 402F - Industrial Arts/Agriculture 402G - Mathematics 402H - Science 402I - Social Studies 402J - Foreign Languages 402K - Music 402M - Home Economics 402N – Interdisciplinary 402P - English as a Second Language	3 x 2 = 6 credits
ITE 404(alpha) Teaching in the Subject Field (same alphas as 402)	3
ITE 440: Curriculum Implications of Multicultural Education	3
EDEF 610: Foundations of Educational Theory	3
EDEP 631: Adolescence and Education	3
SPED 445: Educating Exceptional Students in Regular Classroom – Secondary	3
ITE 405: (Alpha) Teaching Residency, Secondary (same alphas as 402)	6
ITE 406: Student Teaching Seminar, Secondary	3
Total:	33

*Additional courses may be required for those applying to Art, English as a Second Language, Music, Physical Education, World Languages, and Social Studies

UNIVERSITY of HAWAI'I SYSTEM   **Grant Kim <grantkim@hawaii.edu>**

PCERT Education Programs

Stephanie Kailiawa <stephk@hawaii.edu>   Tue, Apr 14, 2020 at 7:15 AM
To: Grant Kim <grantkim@hawaii.edu>

Hi Grant,

Thank you for the information and update!

For your question, I would agree to be consistent with the corresponding EDSE programs and use EDEL-PCER/UG instead. I also agree that it helps to differentiate between the UG and GR levels.

I hope that helps! Appreciate your thoroughness and guidance!

Steph

On Mon, Apr 13, 2020 at 5:17 PM Grant Kim <grantkim@hawaii.edu> wrote:

> Before submitting, to be consistent with the corresponding EDSE program(s), should be program code be EDEL-PCER/UG instead of EDEL-PCERT? If it were added as EDEL-PCERT, it might be construed as a graduate program similar to the EDSE-PCERT. I added notes to each of the four active EDSE programs.
>
> - EDSE-PCER/50   Secondary Education-PCERT - Graduate level, web display indicator off.
> - EDSE-PCER/UG   Secondary Education-PCERT - Undergraduate level, web display indicator on.
> - EDSE-PCERT   Secondary Education-PCERT - Graduate level, web display indicator off.
> - EDSE-PCERT/D   Secondary Education(DL)-PCERT - Undergraduate level, web display indicator off.
>
> Let me know before I submit.

On Mon, Apr 13, 2020 at 4:57 PM Grant Kim <grantkim@hawaii.edu> wrote:

> Hi Stephanie,
>
> Sorry, this one had a history and required other actions based on Amelia's 3/9 decisions and your 4/11 forms, which I didn't get a chance to revisit and draft a reply until today. The priority is getting into Banner for Fall 2020, thus we will just process for now and we can work on the department reassignment for the EDSE-PCERT (and any other programs) from its current assigned department Teacher Ed & Curr Studies (TECS) to the new Institute for Teacher Education (ITE).

I pre-filled the department change for the EDSE-PCERT programs, noticing there are four separate programs:

- EDSE-PCER/50   Secondary Education-PCERT
- EDSE-PCER/UG   Secondary Education-PCERT
- EDSE-PCERT   Secondary Education-PCERT
- EDSE-PCERT/D   Secondary Education(DL)-PCERT

For the EDEL-PCERT, I will submit a request for this one program, targeted to submit to Banner in an hour or so.

Let me know if you have any questions.

Best,
Grant

On Thu, Apr 9, 2020 at 6:40 AM Stephanie Kailiawa <stephk@hawaii.edu> wrote:

Hi Pearl & Grant,

The department was wondering if this request was processed & if the new code was created. Can you please provide a status update?

Thank you!

Steph

---------- Forwarded message ---------
From: **Stephanie Kailiawa** <stephk@hawaii.edu>
Date: Wed, Mar 11, 2020 at 1:29 PM
Subject: Re: PCERT Education Programs
To: Pearl Iboshi <iboshi@hawaii.edu>, Grant Kim <grantkim@hawaii.edu>
Cc: April Goodwin <agoodwin@hawaii.edu>

Hi Pearl & Grant,

Please find the attached signed request form for PBCTE and the needed documentation.

Let me know if you need anything further!

Steph

Stephanie Kailiawa (formerly, Malin)
Assistant Registrar | stephk@hawaii.edu
Office of the Registrar | uhmanoa.records@hawaii.edu
Web: http://manoa.hawaii.edu/records

University of Hawaii at Mānoa
Queen Liliʻuokalani Center for Student Services (QLC)
2600 Campus Road, Room 010
Honolulu, Hawaii 96822-2385

Please consider the environment before printing this email

On Mon, Mar 9, 2020 at 2:31 PM Amelia Jenkins <amelia@hawaii.edu> wrote:
> Sounds good. Thank you so much. A

On Mon, Mar 9, 2020 at 2:08 PM Stephanie Kailiawa <stephk@hawaii.edu> wrote:
> Hello,
>
> I will amend the option #2 paperwork, get the signatures, and submit to IRAO/Banner for creation.
>
> Thank you!
>
> Steph
>
> ## Stephanie Kailiawa (formerly, Malin)
> Assistant Registrar | stephk@hawaii.edu
> Office of the Registrar | uhmanoa.records@hawaii.edu
> Web: http://manoa.hawaii.edu/records
>
> **University of Hawaii at Mānoa**
> Queen Liliʻuokalani Center for Student Services (QLC)
> 2600 Campus Road, Room 010
> Honolulu, Hawaii 96822-2385
>
> 🌱 Please consider the environment before printing this email

On Mon, Mar 9, 2020 at 1:55 PM Amelia Jenkins <amelia@hawaii.edu> wrote:
> April, we are agreed upon Solution #2. Please use the form to add EDEL-PCERT for the new Post Bac Elementary program. I noticed on the form that the Department is listed as Teacher Education & Curriculum Studies (TECS). That department was reorganized many years ago into two departments - Institute for Teacher Education (ITE) and Department of Curriculum Studies. Both the Secondary and Elementary PCERT programs are housed in ITE, so please make that change. Also please change the program length from 1.5 to 2 years (the PCERT secondary program is 1.5). Thanks, Amelia

On Fri, Mar 6, 2020 at 8:40 AM April Goodwin <agoodwin@hawaii.edu> wrote:
> > Thank you, Pearl!
> >
> > Amelia- when you determine which of the 2 options below you would like to pursue, please let us know and we will proceed accordingly.
> > Thanks!
> > April
> >
> > April Nozomi Goodwin, PhD
> > Academic Affairs Program Officer

Office of the Vice Chancellor for Academic Affairs
University of Hawaii at Manoa
2500 Campus Road, Hawaii Hall, 209
Honolulu, HI 96822
Office: (808) 956-4568 / Fax: (808) 956-7115
http://www.manoa.hawaii.edu

On Thu, Mar 5, 2020 at 2:42 PM Pearl Iboshi <iboshi@hawaii.edu> wrote:

Sorry, there was some confusion about this request. Part of the problem is the larger issue of the current structure of program codes for your college. We have talked in the past about changing your individual majors to concentrations, eg., Secondary education American Studies, to seondary education with a concentration in American Studies. This is why we thought it made sense to have a major with several concentrations. But after looking more closely, it doesn't make sense to use concentrations in this case. We recommend solution 2. But we are willing to go with solution 1 if that is your preference. We have enclosed the paperwork you can sign and submit for either option.

Summary:

- 1/31/2019 Memo request to change the existing Secondary Education-PCERT (EDSE-PCERT) program to a Teacher Education-PCERT program with a track in Secondary Education.
- 3/13/2019 Memo request to add a Elementary Education track to the Teacher Education-PCERT program.

There are 2 possible ways to do this:

Solution #1 - Use existing major Teaching and create 2 program concentrations:
A program consists of a degree, major, and optionally a concentration.

- Degree: The degree is PCERT.
- Major: The proposed name of the major is Teacher Education. There is no existing major named Teacher Education, but there is a major Teaching (TCH) with the CIP 13.1299 Teacher Education and Professional Development, Specific Levels and Methods. It is used at Manoa, HIlo, and Leeward. We do not see a need for a new major code, but is there a reason for not using this existing code?
- Concentration: The concentration codes you requested currently exist.
  - Secondary Education (EDSE)
  - Elementary Education (EDEL)

Solution #2 - Keep existing Secondary Education-PCERT (EDSE-PCERT) program and add a new Elementary Education-PCERT (EDEL-PCERT).

Attached are the original memo requests and pre-filled Program Code Request forms.

Things to consider:

- Changing the major from Secondary Education (EDSE), which has a CIP 13.1205 Secondary Education, to the more general education major will require a change in the CIP code of the existing program. This will change how the program is reported internally and to IPEDS. We do not report concentrations to IPEDS.
- Normally when campuses set up concentrations, there is usually a core of similar classes, with a few classes different that makes it a concentration. But in your cases there are few similar classes. Thus it may make more sense to have the separate programs (Solution 2) rather than concentrations under a general education program (Solut
- Below are the Education CIPs from https://nces.ed.gov/ipeds/cipcode

IES ▸ NCES National Center for Education Statistics ≡ MENU

- 13) EDUCATION.
  - 13.01) Education, General.
  - 13.02) Bilingual, Multilingual, and Multicultural Education.
  - 13.03) Curriculum and Instruction.
  - 13.04) Educational Administration and Supervision.
  - 13.05) Educational/Instructional Media Design.
  - 13.06) Educational Assessment, Evaluation, and Research.
  - 13.07) International and Comparative Education.
  - 13.09) Social and Philosophical Foundations of Education.
  - 13.10) Special Education and Teaching.
  - 13.11) Student Counseling and Personnel Services.
  - 13.12) Teacher Education and Professional Development, Specific Levels and Methods.
    - 13.1201) Adult and Continuing Education and Teaching.
    - 13.1202) Elementary Education and Teaching.
    - 13.1203) Junior High/Intermediate/Middle School Education and Teaching.
    - 13.1205) Secondary Education and Teaching.
    - 13.1206) Teacher Education, Multiple Levels.
    - 13.1207) Montessori Teacher Education.
    - 13.1208) Waldorf/Steiner Teacher Education.
    - 13.1209) Kindergarten/Preschool Education and Teaching.
    - 13.1210) Early Childhood Education and Teaching.
    - 13.1299) Teacher Education and Professional Development, Specific Levels and Methods, Other.
  - 13.13) Teacher Education and Professional Development, Specific Subject Areas.
  - 13.14) Teaching English or French as a Second or Foreign Language.
  - 13.15) Teaching Assistants/Aides.
  - 13.99) Education, Other.

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