

New Program Code       Replace Program Code      Date: \_\_\_\_\_

**REQUESTOR CONTACT INFORMATION**

Name \_\_\_\_\_ Campus \_\_\_\_\_  
 Title \_\_\_\_\_ Email \_\_\_\_\_  
 Office/Dept \_\_\_\_\_ Phone \_\_\_\_\_

**NEW PROGRAM CODE TO CREATE**

Institution \_\_\_\_\_ Campus \_\_\_\_\_  
 Level \_\_\_\_\_ Effective Term \_\_\_\_\_

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) _____	_____	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) _____	_____	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) _____	_____	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) _____	_____	<input 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:  
 \_\_\_\_\_

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.*

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 _____
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

<p><b>CERTIFICATES ONLY: Please check one (1) statement.</b> This certificate is a...</p> <p><input type="checkbox"/> BOR approved certificate. BOR Meeting/Approval Date: _____</p> <p><input type="checkbox"/> Chancellor approved within an authorized BOR program. BOR Program: _____</p> <p><input type="checkbox"/> Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.</p>
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**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>_____</p>	<p><b>Financial Aid Officer</b> (Print Name)</p> <p>_____</p>	<p><b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b> Tammi Oyadomari-Chun</p> <p>_____</p>
Signature	Date	Signature
Signature	Date	Signature
Signature	Date	Signature

**ADDITIONAL COMMENTS**



UNIVERSITY  
of HAWAII®  
MĀNOA

November 1, 2023

MEMORANDUM

TO: Michael Bruno  
Provost

VIA: Laura E. Lyons *Laura E. Lyons*  
Interim Vice Provost for Academic Excellence

VIA: Julienne K. Maeda *Julienne K. Maeda*  
Interim Dean & Associate Dean, Office of Graduate Division

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

SUBJECT: REQUEST FOR APPROVAL TO CONTINUE STOP-OUT OF ADMISSIONS TO THE PK-3 GRADUATE CERTIFICATE UNTIL SPRING 2024 AND TO RENAME THE PK-3 CERTIFICATE TO EARLY CHILDHOOD EDUCATION (ECE) GRADUATE CERTIFICATE FALL 2024

SPECIFIC ACTION REQUESTED:

We are requesting continuation of the stop-out of new admissions to the PK-3 Graduate Certificate of the Department of Curriculum Studies in the College of Education until Spring 2024. Additionally, we are requesting to rename the PK-3 Certificate to the Early Childhood Education (ECE) Graduate Certificate for Fall 2024.

RECOMMENDED EFFECTIVE DATE:

Stop-out admissions, Spring 2024

Name change, Fall 2024

ADDITIONAL COST:

There are no additional costs associated with this request.

RATIONALE/PURPOSE OF PROPOSED CHANGE(S):

The purpose is to continue to suspend and stop-out admission of students into the PK-3 Graduate Certificate until spring 2024. Additionally, we request to rename the Graduate Certificate from PreK-3 to Early Childhood Education (ECE) to more accurately represent the age range that this certificate addresses for fall 2024.

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An Equal Opportunity/Affirmative Action Institution

*GD received 11-20-23; GC meeting 11-28-23*

An ECE Graduate Certificate (with Add-a-Field PK-K/PK-3 License) is a streamlined option for students who do not want to pursue a Master's degree but who need foundational knowledge of young children to obtain an ECE license. Approval for this Graduate Certificate will help the University of Hawai'i to respond to the increasing need for early childhood educators.

BACKGROUND:

When the PK-3 Certificate program was created in 2011, enrollment was moderate to high because participants were fully funded with scholarships from the Kellogg Foundation. At that time, Hawai'i did not fund public PreK and most of the need for early childhood education services was provided by community-based programs, which did not require teacher license. When funding from the Kellogg grant ended in 2014, enrollment dropped to an unsustainable level and we requested to stop-out enrollment.

Higher education is experiencing an urgent need to expand PreK preparation pathways as part of the Lieutenant Governor's Ready Keiki initiative. ACT 46, passed in the 2020 legislative session, calls for 50% of all underserved three- and four-year-old children in Hawai'i to have access to a preschool program by December 31, 2027 and 100% of preschool aged children to have access by December 31, 2032. It is necessary to revisit the PK-3 Certificate in order to create an option for license without needing to also finish a master's degree. This option will help the college to graduate early childhood educators, who will be needed beginning in 2025 to contribute to staffing an anticipated 50 new PreK classrooms per year between 2025 and 2032.

A brief stop-out will allow us to secure appropriate approvals through UHM and the Hawai'i Teacher Standards Board (HTSB) to offer teachers the opportunity to add an early childhood education field to their existing license.

ACTION RECOMMENDED:

We are recommending continuation of the stop-out of new admissions to the PK-3 Graduate Certificate of the Department of Curriculum Studies in the College of Education until spring 2024. Additionally, we are requesting to rename the PK-3 Certificate to the Early Childhood Education (ECE) Graduate Certificate for Fall 2024.

ATTACHMENTS:

Proposed Catalog Description with Changes Clearly Tracked/Highlighted

APPROVED  DISAPPROVED:

*Michael Bruno*

12/28/2023

Michael Bruno  
Provost

Date



## **Attachment 1 - Proposed Catalog Description with Changes Clearly Tracked/Highlighted**

The PK-3 Graduate Certificate is currently not mentioned in the Catalog Description. We would recommend that it is integrated into the Catalog similarly to other graduate certificates in places which refer to graduate Certificates and an additional paragraph at the end of the MEd of Education in Early Childhood Education verbiage.

[p. 130 column 1, paragraph 3](#) on COE Certificates

**Certificates:** PBCEE (post-baccalaureate certificate in elementary education), PBCEE/MLL (post-baccalaureate certificate in elementary education/multilingual learner), PBCSE (post-baccalaureate certificate in secondary education), PBSPED (post-baccalaureate certificate in special education), and graduate certificates in Disability and Diversity Studies, **Early Childhood Education (ECE)**, Ethnomathematics, Learning Design and Technologies for Teachers (TeachTech), Online Learning Design and Technology (COLT), Literacy Leader, Multilingual Multicultural Professional Practice, Sustainability and Resilience Education, Teacher Leader, Measurement & Statistics, and Program

[p. 137, column 2, paragraph 3](#) on The Academic Program

### **The Academic Program**

The Department of Curriculum Studies (EDCS) offers advanced degrees at the master's level in curriculum studies and early childhood education (MEd-CS and MEd-ECE), and, as part of a college-wide doctoral degree, a track in curriculum and instruction (PhD). Students may also study for a graduate certificate in **Early Childhood Education (ECE)**, Ethnomathematics, Literacy Leader: Literacy Specialist, Multilingual Multicultural Professional Practice, Sustainability & Resilience Education, or Teacher Leader. All programs focus on the educational needs of children and adolescents, teaching, learning, and curriculum.

The students at UH Mānoa are ethnically diverse as are the students in Hawai'i's school system. Students in EDCS programs, therefore, learn and teach in a unique multicultural and multilingual environment.

[p. 130 paragraph 3](#) on the Master of Education in Early Childhood Education

### **Master of Education in Early Childhood Education**

The Departments of Curriculum Studies and Special Education in the College of Education and the Department of Human Development Family Studies in the

College of Tropical Agriculture and Human Resources (CTAHR) offer a 30 credit interdisciplinary program leading to the degree of Master of Education in Early Childhood Education (MEd-ECE). The program is designed to support professional development and promote leadership in personnel who work in programs with children between infancy and five years of age.

Course of study includes understanding the developmental and educational needs of young children ages birth to five; knowledge of family systems, needs and resources; development of the ability to design and implement learning environments and programs to meet the needs of all young learners ages birth to eight including those with disabilities; current issues and trends in early education policy, assessment, and research; and development of reflective practice and ethical leadership skills. Students may choose from one of 3 tracks: 1) non-license, 2) Add-a-Field early childhood education (PK-K or PK-3) license; and, 3) initial license in early childhood education (PK-K or PK-3). Students can choose to enroll in any of the three tracks in one of the following two formats. The MEd-ECE is offered in two formats: 1) a 2-1/2 year cohorted Summer intensive format with core courses held on-ground at UH Mānoa between mid-June and mid-July for 3 consecutive summers and on-line seminars during the academic year; or, 2) a semi-cohorted evening/weekend hybrid format where students choose from on-line, face-to-face or hybrid courses offered evenings and weekends during the academic year.

Students with an initial teacher license in another field may Add-a-Field to an existing Hawai'i teacher license in two ways. Students may earn an ECE Graduate Certificate without the MEd-ECE degree. If students want to just obtain a license, they can earn an 18 credit ECE Graduate Certificate. If they want to earn a Master's degree and a ECE Graduate Certificate, they must be concurrently enrolled in both programs for at least one semester. The ECE Graduate Certificate coursework fulfills 9 credits of the MEd-ECE program prerequisites and 6 credits may be double counted towards the completion of the MEd-ECE.