

New Program Code Modify Program Code

Date: 2/6/2020

REQUESTOR CONTACT INFORMATION

Name Stephanie Kailiawa Campus Mānoa, UH
 Title Assistant Registrar Email smalin@hawaii.edu
 Office/Dept Office of the Registrar Phone 808-956-8010

NEW PROGRAM CODE TO CREATE

Institution MAN - University of Hawaii at Manoa Campus MAN - University of Hawaii at Manoa
 Level UG - Undergraduate Effective Term Fall 2017

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) _____	_____	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) _____	_____	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) _____	_____	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) <u>EDEL</u>	<u>Elementary Education</u>	<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: _____

If new major, please list the BOR's approved Classification of Instructional Programs (CIP) 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

IRAO USE ONLY: DATE RECEIVED

ADDITIONAL COMMENTS (for modifying existing program codes, specify the term to turn on/off the online application, the recruitment/admission term, and the general student/history/degree term.)

Requesting that major codes EDEL be flagged as a minor option.

ATTACHMENTS

BOR Approved: Sole-credential Certificates, Associate (excluding ATS), 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: _____
- 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)

Stephanie Kailiawa

SKailiawa 2/6/2020
Signature Date

Financial Aid Officer
(Print Name)

Jodie Kuba

Jodie Kuba 2/14/2020
Signature Date

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

Tammi Oyadomari-Chun

Signature Date

2020 FEB 14 P 12:32

UH-MANOA
OFFICE OF ADMISSIONS
AND RECORDS



UNIVERSITY OF HAWAI'I AT MĀNOA

02/20/2020

DOCUMENT ROUTING & ACTION

FROM: Cynthia Tang
TO: April Goodwin
ACTION: Comments and recommendations

ADD'L COMMENTS:

ATTACHMENT

Document ID:	23300		
Date Received:	02/20/2020	Input By:	cntang
Doc Date:	02/19/2020	Response Due:	
Origin:	Stephanie Kailiawa	Campus/Agency:	Registrar
Subject:	Registrar-EDSE & EDEL Code Request		
Category:	Minor Codes	Respondent:	to April
BOR Action:	No	President Action:	No

(02/19/20 cntang) - Received email from Stephanie (Malin) Kailiawa, that request needs Provost approval on original memo approved by Michael on 02/17/2017. Added Provost approval line, to MB for signature. (02/20/20 cntang) - MB soigned. Copy on shared drive: Action Taken/Academic Program Actions. To April for review and comment.

Looks good. Please email to Steph + cc me (send original to Steph (Registrar's))



UNIVERSITY
of HAWAII
MĀNOA

RECEIVED
17 JAN 11 P1:38

College of Education
Office of the Dean

MĀNOA CHANCELLORS
OFFICE

January 10, 2017

MEMORANDUM

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

FROM: Donald B. Young
Dean

SUBJECT: Request to Approve Proposal for a Minor in Elementary or Secondary Education

SPECIFIC ACTION REQUESTED:

We request approval of the proposal for a Minor in Elementary or Secondary Education.

RECOMMENDED EFFECTIVE DATE:

We request an effective date beginning Fall 2017.

PURPOSE:

The purpose of this request is to offer a Minor in Education to provide undergraduate students with the opportunity to examine and participate in the profession of teaching, without the need to be enrolled in a teacher licensure program. The minor could encourage students to consider teaching as a viable career option as they complete their bachelor's degree in their major field of study.

BACKGROUND:

The Hawai'i Department of Education has a teacher shortage. A recent (April 6, 2016) U.S. News and World Report article, *Aloha! Come Teach in Hawai'i*, focused on this teacher shortage (up to 1,600 teachers needed next year) and current efforts to recruit teachers from the continental United States. The Minor in Education (MIE) is an effort to reverse the trends of (a) not having enough qualified teachers and (b) having to go outside Hawai'i to find teachers, by encouraging undergraduate students at the University of Hawai'i at Mānoa to consider teaching as a viable career option.

One of the hallmarks of the MIE will be the Hawai'i Department of Education (HIDOE) Substitute Teacher Certification. All MIE candidates will have the opportunity to become substitute teacher certified, which will allow them to use their content area expertise and MIE to contribute to Hawai'i's PK-12 education system.

Michael Bruno
January 10, 2017
Page 2

The MIE can attract a diverse range of UH Mānoa students, including those who may be considering teaching or others who are seeking experience with core educational issues to apply to their major program of study or future profession. MIE students will be exposed to ideas and discourse that push the boundaries of their understanding of teaching and education and could change the trajectory of their thinking in their chosen discipline.

ACTION RECOMMENDED:

We recommend approval of the Minor in Elementary or Secondary Education in the College of Education.

Attachment:

Proposal for an Undergraduate Minor in Education (MIE), College of Education

APPROVED / DISAPPROVED:



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

2/10/17
Date

APPROVED / DISAPPROVED:



Michael Bruno
Provost

2/20/20
Date



**Proposal for an Undergraduate Minor in Education (MIE)
College of Education**

1. What are the objectives of the proposed minor? Discuss the need for the program. What kinds of students might be interested in this program?

For the past several years, there has been a teacher shortage in Hawai'i. A recent (April 6, 2016) U.S. News and World Report article, *Aloha! Come Teach in Hawai'i*, focused on this teacher shortage (up to 1,600 teachers needed next year) and current efforts to recruit teachers from the continental United States. The Minor in Education (MIE) is an effort to reverse the trends of (a) not having enough qualified teachers and (b) having to go outside Hawai'i to find teachers, by encouraging undergraduate students at the University of Hawai'i at Mānoa to consider teaching as a viable career option.

The MIE is designed to provide undergraduate students with the opportunity to examine and participate in the profession of teaching. The MIE will be offered at the Elementary (grades PK-6) and Secondary (grades 6-12) levels to mirror the Elementary and Secondary Bachelor of Education programs in the College of Education. The MIE will be housed in the Institute for Teacher Education, Master of Education in Teaching (MEdT) Program, and enable students to learn about, reflect on, and think critically about PK-12 education, schools, students, teaching and learning, without the need to be enrolled in a teacher licensure program.

One of the hallmarks of the MIE will be the Hawai'i Department of Education (HIDOE) Substitute Teacher Certification. All MIE candidates will have the opportunity to become substitute teacher certified, which will allow them to use their content area expertise and MIE to contribute to Hawai'i's PK-12 education system.

The MIE can attract a diverse range of UH Mānoa students, including those who may be considering teaching or others who are seeking experience with core educational issues to apply to their major program of study or future profession. MIE students will be exposed to ideas and discourse that push the boundaries of their understanding of teaching and education and could change the trajectory of their thinking in their chosen discipline.

Upon completion of the MIE, students will be able to:

- Successfully serve as substitute teachers in the Hawai'i Department of Education
- Understand the complexities of education locally, nationally, and internationally
- Gain knowledge about systems at different levels in education
- Synthesize their knowledge about education and apply it to their chosen major

2. How will the minor be administered? Will resources be required to administer this program? (Note that it is expected that existing courses will be utilized.)

The MIE will be housed in and administered by the faculty of the MEdT program. Students choosing to pursue the MIE will choose from either an Elementary or a Secondary emphasis.



Other faculty in the Institute for Teacher Education will provide support, and the COE Office of Student Academic Services (OSAS) will provide academic advising and counseling for prospective students. The MIE will use existing courses (see response to Question #6) to fulfill its requirements. No additional resources will be required to administer this program.

3. What is your projected enrollment? How many students are currently served in the major program? Identify the source of students for the proposed program.

The projected enrollment for year one of the MIE is 25-50 students. We expect this number to grow significantly over the next three years.

There are approximately 2000 students in the College of Education, with about one third in teacher preparation programs.

The potential source of MIE students is the entire UH Mānoa undergraduate enrollment (13,000+ students), excepting those students who are already admitted to the College of Education.

4. What foundation courses and prerequisites are needed for acceptance into the minor (e.g., minimum credits, grade point average, work experience)?

Students admitted to the MIE must be in good standing with the University and in their respective majors. There are no minimum credits or work experience requirements. A minimum grade of "C or better" in all individual MIE courses and a minimum 2.75 cumulative GPA for the MIE will be required. The MIE will be open to all students who are interested in the field of education.

5. How many credits will be required for the minor? (The minimum required credits for minors are 15. The "double-counting" of credits, as elsewhere, is not permitted.)

Fifteen credits will be required for the MIE.

6. How will the program be organized (e.g., first-semester courses, required or core courses, electives)?

The MIE will require a core of three courses (9 credits) that are readily available each semester.

- ITE/EDEF 360 Multicultural Education
- ITE 399 Substitute Teaching
- ITE 403B: Seminar in Educational Inquiry - Exploratory Education



Beyond the core, students will work with COE advisers to select two additional courses (6 credits) based on their interests, from an approved list to satisfy the remaining requirements. Example courses include:

- EDEF 310: Education in American Society
 - EDEP 201: Introduction to Teaching
 - EDEP 311: Psychological Foundations
 - ITE 312 Introduction to Education - Elementary
 - ITE 380: Managing Classrooms
 - ITE 401: Engaging the Adolescent Learner
 - ITE/EDCS 440 Curriculum Implications of Multicultural Education
 - LTEC 112: Technologies for Academic Success
 - SPED 304: Foundations of Inclusive Schooling
 - SPED 444: Educating Exceptional Students in Regular Classrooms - Elementary
 - SPED 445: Educating Exceptional Students in Regular Classrooms - Secondary
7. Who will have responsibility for tracking, advising and mentoring students (e.g., program director or staff, individual faculty)? Note that the procedures and requirement for the declaration of a minor are the same as those for a major. Identify the person(s) responsible for advising students and compiling data on enrollment and number of minors conferred.

The Academic Advisers and support staff in the Office of Student Academic Service (OSAS) within the College of Education would be responsible for tracking, advising, and mentoring the undergraduate students. OSAS currently oversees all undergraduate advising for the COE. OSAS has staff committed to compiling data, tracking and advising students. The OSAS team discusses the needs of each program that they work with and assign staff to these programs as necessary.



UNIVERSITY of HAWAII SYSTEM

April Goodwin <agoodwin@hawaii.edu>

Fwd: EDSE & EDEL Minor Codes Request

1 message

Stephanie Kailiawa <stephk@hawaii.edu>
To: April Goodwin <agoodwin@hawaii.edu>

Wed, Feb 19, 2020 at 7:29 AM

Hi April,

I sent to IRAO requests to add Elementary Ed and Secondary Ed as minors. These requests require provost approval. Can you help me get either Provost Bruno's signature on the original memo (attached) or an email approving this?

Please let me know if you need anything further. Appreciate your help, as always!

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 Manoa
Queen Liliuokalani Center for Student Services (QLC)
2600 Campus Road, Room 010
Honolulu, Hawaii 96822-2385

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----- Forwarded message -----
From: Grant Kim <grantkim@hawaii.edu>
Date: Tue, Feb 18, 2020 at 5:22 PM
Subject: Re: EDSE & EDEL Minor Codes Request
To: Stephanie Kailiawa <stephk@hawaii.edu>

Hi Stephanie,
These two minors are fine to process, but the approval requires provost's approval, at the time in 2017 provost Bruno was VCAA/VCR. Could you obtain his current approval. No need to rewrite another memo, rather an email acknowledging approval of the memo will work, or signing the same memo as provost.
Thanks,
Grant

On Tue, Feb 18, 2020 at 1:45 PM Stephanie Kailiawa <stephk@hawaii.edu> wrote:

Hi Grant,

Attached are 2 requests to flag EDSE and EDEL as minor options.

Please let me know if you need anything further!

Thank you!

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

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 **COE-Request to Approve Proposal for a Minor in Elementary or Secondary Education-011017_dts16594 Approved.pdf**
923K