

New Program Code Modify 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: _____

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.)

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)

Financial Aid Officer
(Print Name)

**For Community Colleges,
verification of consultation with
OVPCC Academic Affairs:**
Tammi Oyadomari-Chun

Stephanie Kailiawa 04/06/20

Jodie Kuba 4/6/20

Signature Date

Signature Date

Signature Date

Signature Date

Minor in Education (EDUC)

Stephanie Kailiawa <stephk@hawaii.edu>
To: Grant Kim <grantkim@hawaii.edu>

Tue, Apr 7, 2020 at 7:13 AM

Hi Grant,

I reached out to April Goodwin in OVCAA and here is her response:

[START]

Hi Steph,

Provost Bruno delegated authority to sign all program actions to IAVCAA Lyons, so her signature should suffice. Feel free to connect IRAO directly with me if they have questions about that delegation.

Thank you!

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](http://www.manoa.hawaii.edu), Hawaii Hall, 209
Honolulu, HI 96822
Office: (808) 956-4568 / Fax: (808) 956-7115
<http://www.manoa.hawaii.edu>

[END]

Will Laura Lyons's signature suffice in this case?

Thank you!

Steph

On Mon, Apr 6, 2020 at 2:40 PM Grant Kim <grantkim@hawaii.edu> wrote:

Hi Stephanie,

Could you please have your Provost sign off on the memo. Provost approval is required for minors and concentrations.

Thanks,

Grant

On Mon, Apr 6, 2020 at 10:02 AM Stephanie Kailiawa <stephk@hawaii.edu> wrote:

Hi Grant,

We recently approved a request to add minors to EDEL and EDSE. Now, the College of Education would like to request a minor in EDUC instead.

Please 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 Lili'uokalani Center for Student Services (QLC)
[2600 Campus Road, Room 010](http://www.manoa.hawaii.edu)
Honolulu, Hawaii 96822-2385

 Please consider the environment before printing this email

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, and is exempt from disclosure under applicable law.

If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited.

If you have received this e-mail in error, please notify the sender and delete this e-mail from your system.



UNIVERSITY
of HAWAII
MĀNOA

20 FEB 10 89 54

February 7, 2020

MEMORANDUM

TO: Laura Lyons
Interim Vice Chancellor for Academic Affairs

FROM: Nathan M. Murata *Nathan M. Murata*
Dean

SUBJECT: Modifications to Minor in Elementary or Secondary Education program

SPECIFIC ACTION REQUESTED:

We request approval of three changes to the Minor in Education program: (a) a change of title from Minor in Elementary or Secondary Education to Minor in Education (MIE), (b) remove the Substitute Teaching course from core, and (c) change the core course title from ITE 403C to ITE 403E, a new alpha course designated for Minor in Education students.

RECOMMENDED EFFECTIVE DATE:

We request an effective date beginning Fall 2020.

PURPOSE:

Students pursuing the MIE do not specialize in either elementary or secondary education but rather the breadth of education; therefore, the request for the change in title to Minor in Education. The core course ITE/EDEF 360: Multicultural Education provides awareness of multicultural issues in education K-12, and ITE 403E: Seminar in Educational Inquiry: Minor in Education (the new alpha designated for MIE students) provides the students an opportunity to explore the field of education, including P-20 education, schools, students, teaching and learning. Students choose electives from a menu of courses from among all COE departments. The newly developed Substitute Teaching course, approved by the Hawaii Department of Education (HIDOE) for the College of Education to offer, is a non-credit course and should be optional for MIE students to take. They may choose to take it if they are interested in becoming a substitute teacher with the Hawaii Department of Education, but should not be required.

BACKGROUND:

The program was originally approved 2/10/17. A small course modification was approved on 12/19/17 (see documents attached).

ACTION RECOMMENDED:

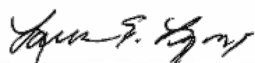
We recommend approval of these changes to the Minor in Education program: (a) a change of title from Minor in Elementary or Secondary Education to Minor in Education (MIE), (b) remove the

Substitute Teaching course from core, and (c) change the core course title from ITE 403C to ITE 403E, a new alpha course designated for Minor in Education students.

Attachments:

- 1) Correction in Program Requirements for the Minor in Education
- 2) Memo to Request Proposal for a Minor in Elementary or Secondary Education

✓
APPROVED / DISAPPROVED:



Laura Lyons
Interim Vice Chancellor
Office of Vice Chancellor for Academic Affairs

March 25, 2020

Date



December 15, 2017

MEMORANDUM

TO: Michael Bruno
Interim Vice Chancellor for Academic Affairs
FROM: *Beth Pateman*
Beth Pateman, Interim Associate Dean for Academic Affairs
College of Education

SUBJECT: Correction in Program Requirements for the Minor in Education

There is a small error in the program requirements for the recently approved Minor in Education. We would like to correct the course number for "Seminar in Educational Inquiry - Exploratory" as follows:

Existing	Correction
ITE 403B	ITE 403C

Thank you for your consideration of this request.

APPROVED / DISAPPROVED

Effective Date: Fall 2017

Michael Bruno _____ *12/19/17*
Michael Bruno, Interim Vice Chancellor for Academic Affairs Date

Attachment
COE Request to Approve Proposal for a Minor in Elementary or Secondary Education

c: Diane Nakashima, Catalog Coordinator
Stuart Lau, Registrar



UNIVERSITY
of HAWAII
MĀNOA

RECEIVED

17 JAN 11 P1:38

MANOA COLLEGE OF EDUCATION
OFFICE

College of Education
Office of the Dean

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



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/EDEI* 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.