

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	Date	Signature	Date


**ADDITIONAL COMMENTS**




January 27, 2023

MEMORANDUM

TO: Laura E. Lyons  
Interim Vice Provost for Academic Excellence

VIA: Peter Arnade  
Dean, College of Arts, Languages & Letters 

FROM: Lucía Aranda Joy Logan, Acting Chair LLEA Joy Logan   
Chair, Languages & Literatures of Europe & the Americas

SUBJECT: APPROVAL OF NEW MINORS IN FRENCH, GERMAN STUDIES, LATIN AMERICAN & IBERIAN STUDIES (LAIS), AND SPANISH

SPECIFIC ACTION REQUESTED:

It is requested that you approve new minors in French, German Studies, Latin American & Iberian Studies (LAIS), and Spanish.

REQUESTED EFFECTIVE TERM:

Fall 2023

ADDITIONAL COST:

None

PURPOSE & RATIONALE:

**1. What are the objectives of the proposed minors**

The minors in French, German Studies, Latin American & Iberian Studies (LAIS) and Spanish will replace the certificates in French, German, Latin American & Iberian Studies (LAIS), and Spanish. The creation of the minors will increase enrollment for the reasons stated below.

**1.1. Discuss the need for the program**

These minors will be included in the Course Program of Study and allow students to receive financial aid, which they cannot do in a Certificate program. In addition, these courses will now become more visible to students when registering on STAR.

Minors are more attractive to students than certificates (in any discipline) and are more easily recognized and accepted across US universities and colleges.

## **1.2. What kinds of students might be interested in this program?**

### *French*

All the students interested in studying French. There are more than 400 students in the French program. French is spoken throughout the Pacific and UHM has a unique role to play in this cultural and geopolitical equation.

### *German Studies*

German is a heritage language in Hawai'i. It was one of the first two foreign languages offered when our university opened in 1908 and continues to provide a direct link to Pacific scholarship. It is also a leading language of science, engineering, technology, literature, history, art, music, philosophy and political science, making it an excellent choice for students in these fields considering a minor or double major.

### *LAIS*

The Latin American and Iberian Studies Minor is designed for students majoring in any discipline, but may be especially of interest to students of the arts, anthropology, ethnic studies, film studies, indigenous studies, history and political science. The LAIS curriculum is a transdisciplinary program in English, which combines courses on literature, history, film, anthropology, and cultural studies that are not included in the SPAN curriculum. The LAIS Minor (former Certificate) can include four courses that are cross-listed with Anthropology (LAIS/ANTH), and one with History (LAIS/HIST), three History (HIST) courses, as well as SPAN and PORT study abroad courses.

### *Spanish*

Students interested in the Spanish language, Spanish and/or Latin American literature, history, culture, phonetics, pedagogy, film or Spanish-English translation or interpreting. There are 600 million Spanish speakers globally with 40 million native Spanish-speakers in the US, and many students are interested in being prepared for this market.

## **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.)**

No additional resources will be required to administer any of these four minors. Existing courses will be utilized. Students will be advised by their faculty appointed advisors, with whom they should meet when they first declare the minor. The semester before the expected date of graduation and before the student completes the graduation advising form ("Goldenrod") for the major, the student will consult with their respective advisor to review the minor completion and to submit all necessary forms.

**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.**

*French*

As of Fall 2022, 25 students are registered to pursue a major in French. Between the Fall of 2016 and the Fall of 2020, 46 students received a certificate in French, an average of 12 per year. We project between 15 and 20 minors per year.

*German Studies*

The projected enrollment in German Studies is 10 or more per year to start. Current enrollment in the major program (including German and LLEA/German Studies) is 13 (there are at least two more declared majors: one currently on study abroad, and one on medical leave=15 total). We have awarded 16 certificates in German since 2017 (13 since 2019) and believe this number will increase with the German Studies minor, given that courses in the minor are covered by financial aid.

*LAIS*

We project that we will have 10-12 students a year enroll in the minor. LAIS 120 Islands, Islas, Ilhas & Global Exchange (FGB), a new course offered for the first time in Fall 2022, will now be offered every semester and should serve as a feeder to the LAIS Minor. In Fall 2022 there are approximately 1020 students enrolled in SPAN, LAIS and PORT courses and every semester approximately 60-80 students enroll in non-introductory LAIS courses.

*Spanish*

Between Fall 2016 and Summer 2022, 96 students have received certificates in Spanish, an average of 16 a year. We project approximately 20 minors in Spanish a year.

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

All four minors will require a minimum GPA of 2.5.

*French*

The prerequisite course will be FR 202, 210, 259, or consent.

*German Studies*

The prerequisite course will be GER 202, 260, or consent.

*LAIS*

Pre-requisites: Sophomore standing or consent.

*Spanish*

The prerequisite course will be SPAN 202, 203, 259, or consent.

**5. How many credits will be required for the minor? (*Minors require a minimum of 15 non-introductory credits*)**

The minimum number of credits for all minors will be 15.

All five courses must be taken for a letter grade. A minimum GPA of 2.5 will be required.

*French*

The 15 credits will be made up of 300+ FR courses. Up to 6 credits can be substituted with approved LLEA courses (taught in English) on a French topic. See #7 for details.

*German Studies*

The 15 credits will be made up of 300+ GER courses. Up to 6 credits can be substituted with approved LLEA courses (taught in English) on a German topic. See #7 for details.

*LAIS*

One foundation course (3 credits) + four electives (12 credits). See #7 for details.

*Spanish*

The 15 credits will be made up of 300+ of SPAN courses.

**6. What is the minimum number of credits toward the minor that students must earn at UH Mānoa?**

Students earning a minor in French, German Studies, LAIS or Spanish must take a minimum of nine credits at UH Mānoa.

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

*French*

Students can choose any FR 300+ or 400+ course and up to 6 credits from LLEA courses on a French topic: LLEA 335, 336, 339, 364, 455, 470, 471 B/C, or HIST 445.

*German Studies*

Students will be able to choose any GER 300+ or 400+ course, and up to 6 credits from a variety of LLEA courses on a German topic: LLEA 320, 340, 341, 342, 371, 415, or 416, for maximum flexibility.

*LAIS*

Students will be required to take one foundation course: LAIS 340, 360 B, 360 C, or 380, and four electives from the following: LAIS 320, 340, 360 B, 360 C, 363, 365, 366, LAIS 368/ANTH 368, LAIS 372 B/ANTH 372 B, LAIS 372 C/ANTH 372 C, LAIS 380, 381, HIST 350, 386, 448, LAIS 468/HIST 478, LAIS 478/ANTH 478/REL 478, HIST 479, LAIS 495, PORT 360, 460, SPAN 358, 359, 360, 458, 459, 460. Foundation courses taken in excess of the 3-credit Foundation requirement, may be counted as electives. Only SPAN/PORT study abroad credits (SPAN 358, 359, 360, 458, 459, 460 and PORT 360 and 460) are included to give students the opportunity to study in country the regions that the minor deals with. This also gives them greater flexibility in completing the minor. Often these upper division courses are content courses (literature, culture, film) that would complement the minor. Not more than six credits may be counted from these SPAN or PORT study abroad courses towards the minor.

*Spanish*

Students will be able to choose any SPAN 300+ or 400+ level course, one of which must be SPAN 301.

**8. Who will have responsibility for tracking, advising, and mentoring students (e.g., program director or staff, individual faculty)? Note that the procedures and requirements 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.**

*French*

The Chair of the French program, currently Louis Bousquet, will perform these duties.

*German Studies*

The Chair of the German program, currently Maryann Overstreet, will perform these duties.

*LAIS*

Joy Logan will serve as the LAIS Minor advisor and perform these duties

*Spanish*

Eric Thau, the Spanish Undergraduate Advisor, will perform these duties.

APPROVED  DISAPPROVED:



Laura E. Lyons  
Interim Vice Provost for Academic Excellence

01 February 2023

Date

## **Appendix 1. Catalog changes**

### **Certificate**

A minimum GPA of 2.5 in courses counted toward the certificate is required of all students earning their certificate in this department. All courses must be taken for a letter grade and must be passed with a grade of C or better. At least half the credits required for the certificate must be taken at UH Manoa.

### **~~Certificate in Classics, French, German, Russian, or Spanish~~**

~~Upon recommendation of the appropriate division chair of the Department of Languages and Literatures of Europe and the Americas, UH Manoa confers Certificates in Classics, French, German, Russian, and Spanish. For the Certificate in Classics, French, German, and Russian, students must complete 15 credit hours of courses numbered 200 and above. For the Certificate in Spanish, all courses must be at the 300 level or above. Double-dipping between HSL courses and certificate requirements is allowed. CR/NC and Back Credits cannot count toward the certificate. A detailed description of the program requirements is available from the department office in Moore Hall 483.~~

### **~~Certificate in Latin American and Iberian Studies~~**

~~The Certificate in Latin American and Iberian Studies provides a systematic program of study in English for students interested in the arts, traditions, values, histories, religions, socioeconomic systems, and mythologies of Latin America and the Iberian Peninsula. It combines studies on literature, history, anthropology, film, and cultural studies for a richer and more comprehensive understanding of the peoples and heritage of Latin America and Iberia. Its interdisciplinary nature treats issues of colonization, imperialism, race, ethnicity, class, neoliberal practices, aesthetics, popular culture, and globalization as they have been played out within the Spanish, Portuguese, and Latin American context.~~

~~The requirements for the Certificate in Latin American and Iberian Studies are:~~

- ~~• sophomore standing or consent~~
- ~~• 15 credit hours~~
- ~~• LAIS 360 (Alpha) Studies in Culture: (B) Latin America, or (C) Iberian Peninsula (should be taken the first semester in the program; it may be taken concurrently with one of the electives)~~



- ~~at least one from LAIS 360B, 3363, 366, LAIS/ANTH 368, LAIS/ANTH 372, LAIS 468/HIST 478, LAIS/ANTH 478, HIST 479~~
- ~~at least one from LAIS 360C, 365, 380, 495; HIST 350, 448~~

## **Minor in French, German Studies, Latin American & Iberian Studies (LAIS) and Spanish**

The minors in LLEA offer students interested in the languages, literatures, history, film, or cultures of French-, German- and Spanish-speaking countries the opportunity to add a degree to their major and/or complement another minor. Minors recognize successful completion of a minimum of 15 credits of approved non-introductory courses with a grade of C or better. A minimum GPA of 2.5 will be required.

### **French**

Requirements:

- 15 credits of FR 300+ courses, 6 credits of which may be LLEA courses in English on a French topic: LLEA 335, 336, 339, 364, 455, 470, 471 B/C, or HIST 445

### **German Studies**

Requirements:

- 15 credits of GER 300+ courses, 6 credits of which may be LLEA courses in English on a German topic: LLEA 320, 340, 341, 342, 371, 415, or 416

### **Latin American & Iberian Studies**

Requirements:

- foundation course (3 credits): LAIS 340, 360 B, 360 C, or 380
- electives (12 credits): LAIS 320, 340, 360B, 360C, 363, 365, 366, LAIS 368/ANTH 368, LAIS 372 B/ANTH 372 B, LAIS 372 C/ANTH 372 C, LAIS 380, 381, HIST 350, 386, 448, LAIS 468/HIST 478, LAIS 478/ANTH 478/REL 478, HIST 479, LAIS 495, PORT 360, 460, SPAN 358, 359, 360, 458, 459, 460

### **Spanish**

Requirements:

- SPAN 301 (3 credits)
- 12 credits: SPAN 300+ level courses

## **Certificate in Russian**

Requirements:

Certificates recognize successful completion of a minimum of 15 credits of approved courses with a grade of C or better. A minimum GPA of 2.5 will be required.

- up to 6 credit hours may be of RUS 200-level (201, 202, 260, or 209)

- at least 9 credit hours of RUS 300+ courses, one of which may be an LLEA course in English on a Russian topic: LLEA 350, 351, 352, 353, 354, 355

*Double-dipping between H/SL courses and certificate requirements is allowed.  
CR/NC and Back Credits do count toward the certificate.*

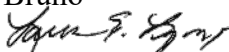


UNIVERSITY  
of HAWAII®  
MĀNOA


November 23, 2022

MEMORANDUM

TO: David Lassner  
President

VIA: Michael Bruno  
Provost  for Michael Bruno

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

VIA: Peter Arnade  
Dean, College of Arts, Languages & Letters 

FROM: Lucía Aranda Joy Logan, Acting Chair LLEA **Joy Logan** Digitally signed by Joy Logan  
DN: cn=Joy Logan, o=UH, ou=Spanish-LLEA,  
email=logan@hawaii.edu, c=US  
Date: 2022.11.23 15:18:21 -1000'  
Chair, Department of Languages & Literatures of Europe & the Americas (LLEA)

SUBJECT: TERMINATION OF THE FRENCH, GERMAN, LAIS AND SPANISH  
CERTIFICATES

SPECIFIC ACTION REQUESTED:

We would like to request termination of four certificate programs in LLEA: the French Certificate, the German Certificate, the Latin American and Iberian Studies (LAIS) Certificate, and the Spanish Certificate.

RECOMMENDED EFFECTIVE DATE:

Fall 2023

ADDITIONAL COST:

None

PURPOSE:

We would like to terminate the four certificates and replace them with minors. The most significant benefit of the minor is that, unlike the certificate, it is included in the Course Program of Study, and is therefore covered by financial aid. This will help increase enrollment and provide clarity to the students.

LLEA feels that there is no benefit to students or to LLEA programs to have both Certificates and Minors. Therefore, we would like to terminate the Certificates, and have the requested approval of the minors in French, German Studies, LAIS, and Spanish.


BAC GROUND:

We have had a number of students who wanted to complete the French, German, LAIS and Spanish certificates, but were unable to do so because their financial aid would not cover it. By terminating the Certificates and converting them to Minors, the programs will now figure in the Course Program of Study, be eligible for financial aid, and be more easily understood by students, other universities, and the public.

ACTION RECOMMENDED:

We would like to recommend termination of the German Certificate, the French Certificate, the Latin American & Iberian Studies Certificate and the Spanish certificate programs for Fall 2023.

APPROVED/DISAPPROVED:



Digitally signed by David Lassner  
Date: 2023.02.03 14:49:46  
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Minors in French, German, Latin American and Iberian Studies, and Spanish were approved by Interim Vice Provost for Academic Excellence Lyons on February 1, 2023.

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David Lassner  
President

Date