☐ **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) 10	Colleges of Arts & Sciences	☐ See Banner form STVCOLL
Department	(4) SLS	Second Language Studies	☐ See Banner form STVDEPT
Degree/Certificate	(6)		☐ See Banner form STVDEGC
Major	(4)		☐ See Banner form STVMAJR
Concentration	(4)		☐ See Banner form STVMAJR
Minor	(4) 1		☐ 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.)**

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.

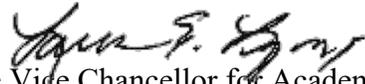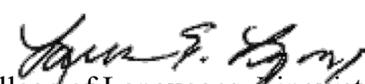| **Registrar** (Print Name)	**Financial Aid Officer** (Print Name)	**For Community Colleges, verification of consultation with OVPCC Academic Affairs:** Tammi Oyadomari-Chun
Stephanie Kailiawa 06/01/2020	*Jodie Kuba 06/04/20*	
Signature Date	Signature Date	Signature Date

January 24, 2020
(Revised May 20, 2020)
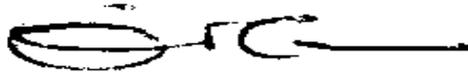
MEMORANDUM

TO: Michael Bruno
            Provost

VIA: Laura E. Lyons
            Interim Associate Vice Chancellor for Academic Affairs

VIA   Laura E. Lyons
            Interim Dean, College of Languages, Linguistics, and Literature

FROM: Graham Crookes
            Chair, Second Language Studies

SUBJECT: Request to create a minor in Second Language Studies in the Department
            of Second Language Studies

SPECIFIC ACTION REQUESTED:
We request your approval to create a minor in Second Language Studies in the Department of Second Language Studies (SLS).

RECOMMENDED EFFECTIVE DATE:
Fall 2020

ADDITIONAL COST:
There will be no additional cost for this action.

PURPOSE & RATIONALE:

1. *What are the objectives of the proposed minor?*

   Students will be able to:
   - Demonstrate a general understanding of the field of second language studies as sociohistorically located
   - Demonstrate an understanding of how multiple languages are learned and used

- Critically evaluate and engage with research in the field of second language studies

Discuss the need for the program.

The SLS major has been consistently popular with students since its inception in 2011. Every semester we see some students who must make a decision between SLS and another major--some choose to switch from a previously declared major (such as Japanese or Korean) to SLS, while others decide to stay with that major but continue taking SLS courses. Some students have asked specifically about an emphasis in language teaching, as their career goals include work in schools or other institutions of language learning. Advisors for the major have repeatedly been asked, over the last few years, if a minor exists.

The proposed SLS minor would allow students with an interest in any area of the field to take courses in the department and gain both a core understanding of language, language use, and second language acquisition as well as additional knowledge in any area of the field they deem useful or relevant to their own goals.

What kinds of students might be interested in this program?

We envision one student population coming from the same pool as our current majors as well as the students with other majors who choose to take courses in our department (including EALL, IPLL, LLEA, and Hawaiian).

Many of the above students have an interest in second language acquisition, sociolinguistics, or language from a non-pedagogical angle. The general SLS minor will allow them to formalize a recognition of the courses they have taken. An additional population of students who have taken courses in SLS are from Shidler College of Business who want to expand their international and intercultural awareness. The other population we anticipate will be interested in the general minor are those in majors that have not often been connected with the department. Conceptually, given the multilingual multicultural nature of Hawai'i, it is obvious that industries such as the travel industry, or indeed any professions (law, medicine) or social services (nursing, social work) will need to serve individuals with languages other than English, and where familiarity with other cultures is morally desirable and financially rewarding.

2. How will the minor be administered?

In the same way as the major is administered. Staff and procedures already exist. Declared minors will meet with an SLS advisor every semester to go over their progress toward the minor.

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

No new resources will be needed.

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.

Projected enrollment: Difficult to anticipate, but SLS advisors field queries from students interested in a minor every semester (see comments in (1) above about sources of queries)

Current SLS majors: 69

Source of students for proposed minor: Languages (EALL, LLEA, IPLL, Hawaiian) and Linguistics majors with interest in additional coursework in language learning, acquisition, or use, as well as majors in other fields (tourism, prelaw, premed, etc.) that see relevance of multicultural-multilingual knowledge base

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

None (same as the SLS major)

5. How many credits will be required for the minor?

15

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

Students will be encouraged to take the core courses before or concurrently with electives, but as not every course is offered every semester, there is no required order of course-taking.

> **Core**
> SLS 301 (This course was submitted as a new course proposal in Fall 2019, and approved at the LLL College level. University-level approval is pending. We expect to be offering this course every semester, starting Fall 2020.) or SLS 441
> SLS 302
> SLS 480U (This course focuses on sociolinguistics; over the next year we will be developing a 300-level course in sociolinguistics that will substitute for SLS 480U in the minor)
>
> **Electives** - choose 2 (from 300- and 400-level SLS courses, except SLS 485)

7. Who will have responsibility for tracking, advising, and mentoring? 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.

Advising: Kenton Harsch and Priscilla Faucette (current SLS undergraduate advisors), Betsy Gilliland

(current Undergraduate Chair), and Justin Kanda (Education Specialist for ELI and BA programs in SLS)
Data on enrollment: Justin Kanda

APPROVED | DISAPPROVED

_____*Michael Bruno*_____   _____May 21, 2020_____
Michael Bruno   Date
Provost

CC: Kimi Kondo-Brown, Associate Dean, College of Languages, Linguistics, & Literature