

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) <u>10</u>	<u>Colleges of Arts &amp; Sciences</u>	<input type="checkbox"/> See Banner form STV COLL
Department	(4) <u>SLS</u>	<u>Second Language Studies</u>	<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 06/01/2020  
Signature Date

Jodie Kuba 06/04/20  
Signature Date

Signature Date

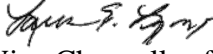



UNIVERSITY  
of HAWAII®  
MĀNOA

January 24, 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 Teaching in the  
Department of Second Language Studies

**SPECIFIC ACTION REQUESTED:**

We request your approval to create a minor in Second Language Teaching 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*
- *Plan and effectively deliver language lessons*
- *Reflect on and evaluate their teaching within the context of values-based professional practice*

- Support learners' development of spoken and written language and literacies
- Assess and evaluate student learning.

**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 with an emphasis in language teaching would allow students to gain a core understanding of language teaching and learning and then courses in language pedagogy to deepen their expertise and qualifications for a language teaching career.*

**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 these students have indicated an interest in teaching the languages they are studying. Those who have up to now opted to take SLS courses without changing to the SLS major would quite likely be pleased to have the option of earning more formal recognition of their SLS coursework by having the SLS-language teaching minor on their diplomas/transcript. We believe there may also be interest among students in the College of Education with majors in Elementary and Secondary Education, possibly also Special Education, who want to deepen their knowledge of second language teaching and learning. An additional population of students who have taken courses in SLS are from Shidler College of Business who want to do the Japan Education and Teaching (JET) program or teach English in another country overseas as a way to expand their international and intercultural awareness*

**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 teaching; Elementary, Secondary, and Special Education majors with interest in additional coursework in teaching language learners*

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

*None*

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

*18*

**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.*

**Language Teaching 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 303

**Pedagogical Menu - choose 3**

SLS 312

SLS 313

SLS 418

SLS 480P

SLS 460

SLS 475 (teaching practicum, if space is available after majors have enrolled)

SLS 490

**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.**

*Advising by 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 will be compiled by Justin Kanda*

APPROVED  DISAPPROVED

*Michael Bruno*

Michael Bruno  
Provost

May 21, 2020

Date

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