

pending EVRAA memo.  
 2/12/15 pending confirmation of major code. ✓  
 2/17/15 pending PL & SP F/UP 3/16/15

PL = 4.0yr.  
 SP = B

• Add concentration to BA-BUSA  
 • Create new concentration code.

UNIVERSITY OF HAWAII  
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 12/10/14	Effective term of request (Semester-Year): Spring 2015
Name: James Cromwell	Title: Director of Enrollment Mgt
Campus: UH West Oahu	Office/Department: Enrollment Services
Phone: 6892909	Email: cromwell@hawaii.edu

WDA only

<b>1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE</b>		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: UH West Oahu (WOA) <input type="checkbox"/>	College: PS	Department: PROS	
<input type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree: <del>BA-BUSA</del> <b>BA-GBUS</b>		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: <b>GBUS</b> <b>Business Administration</b>		Existing Concentration: <del>HOST</del> <del>Hospitality and Tourism</del>	
Code		Code	
Description		Description	
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]: <b>HOST</b>		Description [30 char/space limit]: <b>Hospitality and Tourism</b>	
If a similar major/concentration code exists in Banner, please list the code: HOST			
Is this major/concentration code being used the same way at other UH campuses? Yes <b>HAW, KAP, KAU, MAU</b>			
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>			
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>			
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their only program of study.)</small>			

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**Replacing or eliminating an existing program code:**

If replacing an existing program code, are current students "grandfathered" under the old code?  Yes  No

Should the old program code be available for use in Banner?  Yes  No

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

**2. CERTIFICATES ONLY:**

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No  
(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE		Banner forms: STVCAMP, STV_COLL, STVDIVS, STVDEPT
Campus code [3 char]:	Campus description [30 char/space limit]:	
College code [2 char]:	College description [30 char/space limit]:	
Division code [4 char/space limit]:	Division description [30 char/space limit]:	
Department code [4 char/space limit]:	Department description [30 char/space limit]:	

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<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

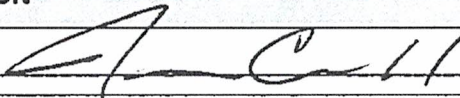
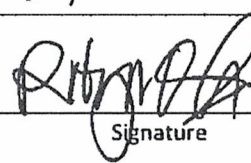
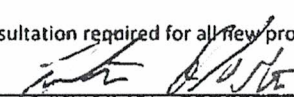
<b>5. NEW MINOR (Minor codes are listed on the Major code table)</b>		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):  
UH West Oahu is adding a new Hospitality and Tourism concentration within the Business Administration program.

<b>SUPPORTING DOCUMENTATION</b>
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input type="checkbox"/> Memo from Chancellor</li> <li><input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</li> <li><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</li> <li><input checked="" type="checkbox"/> Other: <u>UHWO Form PCI (Addition or Deletion of Acad. Concentration or Certificate Pgn)</u></li> </ul>



UNIVERSITY OF HAWAII  
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<b>CAMPUS VERIFICATION</b>		
Requestor Signature		Date <u>12/10/14</u>
Registrar (If different from Requestor) Robyn Oshiro		<u>12/10/2014</u> Date
Print name _____ Signature _____ Date _____		
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) Lester Ishimoto		<u>12/10/14</u> Date
Print name _____ Signature _____ Date _____		
Email/memo in lieu of Financial Aid Officer's signature may be attached		
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>		
_____	_____	_____
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)  
1633 Bachman Place                      Email: iro-mail@lists.hawaii.edu  
Sinclair Annex 2, Room 4              Fax: 808-956-9870  
Honolulu, HI 96822                      Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

<b>FOR INTERNAL USE ONLY - GBUS</b>	Date form/docs received: <u>12/12/14</u>
Program code [12]: <u>BA-BUSA</u>	Program Description [30]: <u>BA-Business Administration</u>
CIP code [6]:	CIP description [30]:



UNIVERSITY  
of HAWAII  
WEST O'AHU

December 17, 2014

MEMORANDUM

To: Joanne Itano  
Interim Executive Vice President for Academic Affairs

From: Rockne Freitas *Rockne Freitas*  
Chancellor

Subject: Program Actions at UH West O'ahu

I have approved the following program actions.

Degree: BA in Business Administration  
New concentration: Hospitality & Tourism  
Approved: 11/21/14  
Effective: Spring 2015

Degree: BA in Social Sciences  
Modification of concentration: from "Economics & Finance" to "Economics"  
Approved: 09/27/13  
Effective: Fall 2014

Cc: Pearl Iboshi, IRAO  
Linda Randall, VCAA

University of Hawai'i – West O'ahu  
**FORM FOR ADDITION OR DELETION OF ACADEMIC CONCENTRATION OR  
CERTIFICATE PROGRAM**

***Before completing this form, refer to the "New Academic Concentration or Certificate (UHWO Form PC1) Proposal Instructions – AND – New Degree Program (UHWO Form PC2) Proposal Instructions***

Action Requested (✓ one):

- Delete Program                       Add Program

1. If deleting a program, indicate:

- a. Name of existing program
- b. Location of primary references to modified course in current catalog (e.g., SSCI 305 mentioned on pp.37 and 77):

**If deleting a program, proceed to #4.**

2. If adding a program, indicate:

- a. Name of proposed program: Hospitality and Tourism
- b. Program narrative: Graduates with a concentration in Hospitality and Tourism will:
  1. Demonstrate proficiency in understanding the central concepts of the hospitality and tourism industry.
  2. Analyze and provide solutions to hospitality and tourism problems, policy and ethical dilemmas through written communication skills.
  3. Demonstrate proficiency in using critical thinking skills necessary for success in the managerial and leadership positions in the hospitality and tourism industry.

c. Program requirements (e.g. number of credits required, specific courses required, etc.)

Four required classes (12 credits) in the hospitality and tourism industry profession.

d. Proposed courses for the program

Course Alpha &Number	Course Title
BUSA 306	Hospitality and Travel Administration
BUSA 390	Hospitality Accounting
BUSA 409	Hospitality and Tourism Marketing
BUSA 423	Hotel Investments

**Note: For addition of courses, forms CC1 should already have been completed and submitted.**

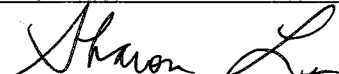
3. Will the proposed program addition require any additional resources?  No       Yes  
If "yes," please explain:


Justification or rationale for program action (deletion or addition)

The hospitality and tourism industry is a major employer in the Hawaii market. This program will prepare students in developing their academic and hospitality and tourism industry skills to be successful in this field.

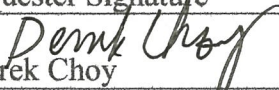
4. Have all relevant personnel been consulted?       No       Yes

If "yes," obtain signatures for those who approve:


Name	Concentration	Signature
Sharon Lee	Finance	

Name	Concentration	Signature
Frank Kudo	Accounting	

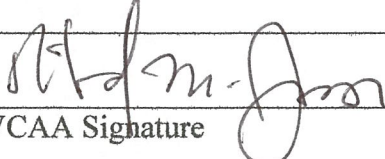


5. Change requested by:

Requester Name (Please Print):	Requester Signature	Date
Derrek Choy	 Derrek Choy	10/14/14

6. Change Reviewed by:

Division/Program Chair (Please Print)	Chair Signature	Date
Derrek Choy	 Derrek Choy	10/14/14

7. UHWO Action approved by:

UHWO Curriculum Chair Name (Please Print):	CC Signature	Date
RICHARD M. JONES		11/14/14
UHWO Vice Chancellor Academic Affairs (Please Print):	VCAA Signature	Date
		11/24/14
UHWO Chancellor (Please Print):	Chancellor Signature	Date
		





## **Hospitality and Tourism Major Requirements**

1. Twenty four credits in Business:  
BUS 300 Principles of Marketing  
BUS 312 Intermediate Financial Accounting I  
BUS 320 Statistics for Decision-Making  
BUS 321 Business Finance  
BUS 345 Management Information Systems  
BUS 386 Global Management and Organizational Behavior  
BUS 435 Strategic Planning  
BUS 324 Business Law
2. Capstone requirement: Three credits from one of the following, to be taken in the senior year:  
BUS 486 Senior Project or  
BUS 490 Administrative Practicum, or  
BUS 494 Small Business Institute Supervised Field Study
3. Twelve credits in Hospitality and Tourism chosen from the following:  
BUS 306 Hospitality and Travel Administration  
BUS 309 Hospitality Accounting  
BUS 409 Hospitality and Tourism Marketing  
BUS 423 Hotel Investments  
BUS 496 Selected Topics in Business Administration (Hospitality and Tourism topics)  
BUS 499 Directed Reading and Research
4. Six credits of Economics at the lower division level:  
ECON 130 Introduction to Microeconomics  
ECON 131 Introduction to Macroeconomics
5. ENG 200 Composition II
6. MATH 103 College Algebra

### **New program narrative**

The program will be part of the Business Division and will be a concentration in Hospitality and Tourism. The Hospitality and Tourism concentration is designed to use the existing courses now offered by the University of Hawai'i-West O'ahu. The Hospitality and Tourism concentration will give students the academic training that will prepare them to work in large and small hospitality and tourism related organizations.

### **2. Justification or rationale for program modification:**

The concentration in Hospitality and Tourism will provide students with the academic and practical skills necessary to pursue a career in hospitality and tourism. Opportunities in the hotel, food, travel and hospitality industries have created a need for individuals with the skills in business administration and a background in hospitality and tourism.