

IRAO OFFICE USE ONLY	
Received	3/4/2016
In Banner	
MTVCOMP/Codeset	
Master Curriculum	
CIP Code	
Program Code	
Program Description	

University of Hawai'i  
Code Request Form for Academic Programs for

[Reset Form](#)

# NEW OR MODIFY PROGRAM CODE

**New Program Code**       **Modify Program Code**

Date: \_\_\_\_\_

## REQUESTOR CONTACT INFORMATION

Name Terri Ota Campus UH West Oahu  
 Title Academic Prgm/Faculty Affairs Spec Email tota@hawaii.edu  
 Office/Dept UHWO Academic Affairs Phone 689-2314

## NEW PROGRAM CODE TO CREATE

Institution WOA - UH West Oahu Campus WOA - UH West Oahu  
 Level UG - Undergraduate Effective Term Fall 2016

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>PS</u>	<u>Professional Studies</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>PROS</u>	<u>Professional Studies</u>	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) <u>BA</u>	<u>Bachelor of Arts</u>	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) <u>GBUS</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) <u>FMGT</u>	<u>Facility Management</u>	<input type="checkbox"/> See Banner form STV_MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

**FMGT**

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:

The BA in Business Administration has added a new concentration in Facility Management; requesting a new program code. It exists in STVMAJR as a concentration, FMGT Facility Management.

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.

4 years

#### Special Program Designations

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

A  B  N  P  T  U

Required Terms of Enrollment:  Fall  Spring  Summer  Extended

ADDITIONAL COMMENTS

This is a new concentration in Facility Management for the already existing BA in Business Administration. A copy of the approved curriculum form is attached.

ATTACHMENTS

**BOR Approved:** Associate, Bachelor and Graduate Degrees, and sole credential certificates

BOR Meeting Minutes & Supporting Documents  Curriculum

**Chancellor Approved:** Certificates related to authorized BOR program & Associate in Technical Studies (ATS) Degree

Memo from Chancellor to notify VPAA about new program  Curriculum

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

VERIFICATIONS

*By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.*

**Registrar:**

Robyn Oshiro



03/02/16

Print Name

Signature

Date

**Financial Aid Officer:**

James Cromwell



03/02/16

Print Name

Signature

Date

**For Community Colleges, verification of consultation with OVPCC Academic Affairs:**

Print Name

Signature

Date



UNIVERSITY  
of HAWAII®  
WEST O'AHU

Vice Chancellor for Academic Affairs Office

March 2, 2016

MEMORANDUM

TO: Dr. Risa Dickson  
Vice President for Academic Affairs

VIA: Dr. Doris Ching *July 2015*  
Interim Chancellor *for Doris Ching*

FROM: Dr. Jacqueline Honda *JH*  
Acting Vice Chancellor for Academic Affairs

SUBJECT: UHWO request for program code for new concentration  
Bachelor of Arts in Business Administration with concentration in Facility  
Management

This is to inform you that, per EP 5.205, the following new concentration for the the Bachelor of Arts in Business Administration degree program has been approved by the Chancellor at UH-West O'ahu:

- 1) New concentration: Facility Management  
Approved: 12/28/15  
Effective: Fall 2016

The Bachelor of Arts in Business Administration is a BOR approved degree program. The course work for these new concentration currently exists for other programs at UH-West O'ahu. This new concentration will not require a major commitment of general funded resources and will maximize utilization of already existing courses.

Enclosures

c: Joanne Itano, Associate Vice President for Academic Affairs  
Pearl Iboshi, Director, IRAO



February 26, 2015

**MEMORANDUM**

TO: Senior Staff

FROM: Doris Ching  
Interim Chancellor

*Doris Ching*

SUBJECT: Delegation of Signing Authority February 29 – March 4, 2016

I will be traveling to Seoul and Busan, Korea, to visit Incheon Shinhyun High School and Tongmyong University, and meet with school officials, February 29 – March 4. I will return to the office on March 7.

During my absence, the following will act on my behalf and have signing authority on all matters:

- February 29 – March 3: Dr. Judy Oliveira, Vice Chancellor for Student Affairs
- March 4 – Mr. Kevin Ishida, Vice Chancellor for Administration

c: Human Resources, UHWO  
Fiscal Office, UHWO

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):

2. If adding a program, indicate:

a. Name of proposed program

**Bachelors of Arts in Business Administration, Concentration in Facilities Management**

b. Program narrative

*(to be added to existing BABA narrative)*

**Facilities management students will be exposed to topics such as building operations, personnel management, and customer service to prepare them for industry certification.**

*(to be added as Learning Outcomes)*

**Graduates with a concentration in Facilities Management from UH West O'ahu will be able to:**

**Demonstrate basic skills in identifying infrastructure maintenance issues related to buildings and facilities.**

**Develop managerial recommendations to improve the sustainability of buildings and facilities.**

**Demonstrate basic managerial skills related to the operation of buildings and facilities.**

**Understand the basic financial and accounting issues related to buildings and facilities.**

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

*15 Credits Required*

**Students with a concentration in Facilities Management will complete:**

**MGT 310: Principles of Management**

**FMGT 301: Finance, Business and Project Management for Facilities**

**FMGT 302: Operations, Leadership and Strategy for Facilities**

**FMGT 330: Sustainability in Facilities Management**

**In addition, three credits chosen from any MGT designated course.**

d. Proposed courses for the program

Course Alpha & Number	Course Title
<b>Proposed Concentration Requires No New Courses</b>	

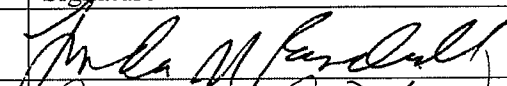
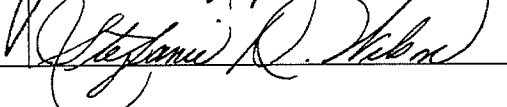
3. Will the proposed program addition require any additional resources?  No  Yes  
If "yes," please explain:

Justification or rationale for program action (deletion or addition)

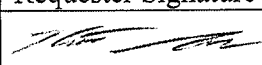
**The UH System has requested that the existing 2-year BAS concentration in Facilities Management (FMGT) be converted into a full 4-year program. By creating a BABA in FMGT, we address their concerns about the 2-year program while continuing to address the need for professional facilities managers in Hawaii. As a BABA, this 4-year program will focus primarily on the business management aspects of facilities management.**

4. Have all relevant personnel been consulted?  No  Yes

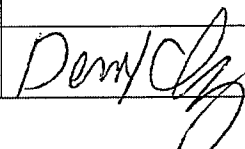
If "yes," obtain signatures for those who approve:

Name	Concentration	Signature
Linda Randall	MGT	
Stefanie Wilson	MGT	

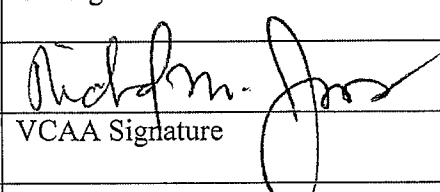
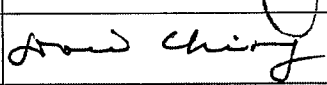
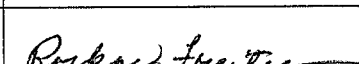
5. Change requested by:

Requester Name (Please Print):	Requester Signature	Date
Keith Sakuda		11/30/2015

6. Change Reviewed by:

Division/Program Chair (Please Print)	Chair Signature	Date
Derrek Choy		12/1/15

7. UHWO Action approved by:

UHWO Curriculum Chair Name (Please Print):	CC Signature	Date
RICHARD M. JONES		12/11/2015
UHWO Vice Chancellor Academic Affairs (Please Print):	VCAA Signature	Date
DORIS CHING		12-23-15
UHWO Chancellor (Please Print):	Chancellor Signature	Date
ROCKNE FREITAS		DEC 28 2015