

New Program Code **Modify Program Code** Date: _____

REQUESTOR CONTACT INFORMATION

Name Terri Ota Campus West O'ahu, UH
 Title Academic Program/Faculty Affairs Specialist Email tota@hawaii.edu
 Office/Dept UHWO Academic Affairs Phone 689-2314

NEW PROGRAM CODE TO CREATE

Institution WOA - University of Hawaii West Oahu Campus DE - Distance Education (WOA only)
 Level UG - Undergraduate Effective Term 202110

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>BA</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>BUSA</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>BA</u>	<u>Bachelor of Arts</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>BUSA GBUS</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) <u>MGT</u>	<u>Management</u>	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

BA-BUSA-MGT

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:
Just adding a Distance modality to the concentration.

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

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

IRA0 USE ONLY: DATE RECEIVED

ADDITIONAL COMMENTS

The BA-BUSA is currently an established UHWO degree program, and the concentration has been effective since FA11; this concentration in Management (MGT) is newly approved for Distance delivery.

The need for a 4-year degree program in long-term care is necessary to meet the demand for long-term care service providers, including leaders, administrators, and managers. The distance modality applies to the upper division requirements; students on the neighbor islands or out-of-state will need to complete their 1st two years at another institution.

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: BA-BUSA
 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)

Vicky del Prado

Vicky del Prado 4/8/2020
Signature Date

Financial Aid Officer
(Print Name)

James Oshiro

James Oshiro 4/7/2020
Signature Date

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

Signature Date

← BA-BUSA - Business Administration

BA-BUSA-MGT Management

InWorkflow | Fall 2020

Proposal Information

Status

Active

Workflow Status

- > Catalogue Coordinator > Catalogue Coordinator
- Terri Ota - Review

Proposer

- ✓ **Keith Sakuda (Submitter)**
Submitted 7-14-2019

Division (Business Administration) \\ Division Chair

- Matthew Chapman
- ✓ **Derrek Choy**
Approved 7-14-2019

(Catalogue Coordinator) \\ Catalogue Coordinator

- ✓ **Terri Ota**
Approved 11-13-2019

(Curriculum Committee) \\ Curriculum Committee Members

- ☑ Camonia Graham-Tutt

(Curriculum Committee) \\ Curriculum Committee Chair

- ✓ **Reed Young**
Approved 11-14-2019

Approved

(Distance Education) \\ DE Chair

- ✓ **Jonathan Schwartz**
Approved 11-14-2019

Yay

(VCAA) \\ VCAA

- ✓ **Jeffrey Moniz**
Approved 1-12-2020

(Chancellor) \\ Chancellor

- Terri Ota

- ✓ **Maenette Benham**
Approved 1-13-2020

(Assessment) \\ Director of Assessment

- ✓ **Sharon Valente**
Aporoved 1-22-2020

3 student learning outcomes for one program? Please edit these according to the 3 required elements for learning outcomes found on the Assessment website.

(Catalogue Coordinator) \\ Catalogue Coordinator

Terri Ota

(STAR) \\ STAR Builders

Summer DeBruyne

Changes

- 1.1) Effective Term
- Date End
- 1.2) Proposer Name(s)
- 1.3) Proposal Date
- 1.4) Proposal Summary

Show All ▼

Proposed
1.1) Effective Term
Fall 2020

Existing
1.1) Effective Term
Fall 2018

Proposed

Proposed

1.2) Proposer Name(s)

Keith Sakuda

1.3) Proposal Date

06/19/19

Existing

1.2) Proposer Name(s)

Existing

1.3) Proposal Date

Proposed

1.4) Proposal Summary

I am proposing to make the BUSA-MGT concentration an approved Distance Education (DE) program. According to Kuali, MGT is already listed as DE (Item 3.6). However, it is not listed in the catalog or in STAR GPS. This proposal is to complete the missing information (Items 3.6a-h).

Existing

1.4) Proposal Summary

Proposed

1.5) Justification or Rationale

Approving MGT as a DE program would allow neighbor island students to select MGT as their BUSA concentration. Currently, neighbor island students who wish to study MGT have been forced to take a different concentration. The proposed change is consistent with UHWO's mission of offering accessible academic programs. It is consistent with the Division's goals as most BUSA concentrations are already DE approved. All courses in the BUSA core are already offered as DE, and six of eight MGT concentrations electives are already taught as DE courses. During a typical semester the MGT faculty offer about 8-10 sections of DE courses. DE courses in MGT are also offered during the summer. The approval would not require any additional resources or change in the schedule of classes.

Existing

1.5) Justification or Rationale

2. Parent Program

2.1) Division

Business Administration

2.2) Division / Parent Program

BA-BUSA - Business Administration

2.3a) Attach ATP1 **2.3b) Attach ATP2** **2.4) Program Description**

Students in Business Administration earn a Bachelor of Arts in Business Administration (BABA). Students choose a concentration within the business administration major. The concentrations are General Business Administration, Accounting, Management, Finance, Hospitality & Tourism, Management, and Marketing. Students may also choose to complete a dual concentration by completing all the requirements of two concentrations within the business administration major.

Students pursuing the BABA must take core courses in their area of study, including a capstone course and courses in their respective areas of concentration. It is highly recommended that students consult with a Faculty Advisor before beginning course work.

The Bachelor of Arts in Business Administration (BABA) prepares students for careers in business. Students receive a solid foundation in business principles and processes. All BABA students are provided with an understanding of the perspectives that form the context of business, including ethical and global issues; the influence of political, social, legal, regulatory, environmental, and technological issues; and the impact of demographic diversity on organizations.

Students who choose to study general business will receive a broad educational experience that will be relevant to many functional areas in the private or public sector, or self-employment, and entrepreneurship.

Those who choose the accounting concentration will receive the educational foundation for entry to a wide range of accounting and business careers, including a path to public accounting as a Certified Public Accountant (CPA).

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

Finance students will develop analytical skills to achieve financial goals at the personal and corporate levels.

The Hospitality & Tourism concentration prepares students for managerial positions with a local and global perspective of the industry; students will learn the fundamental understandings of the service oriented economics and concepts of hospitality and tourism.

Management students will gain critical thinking skills necessary for effective managerial decision making in dynamic and diverse work environments.

Marketing students learn to evaluate and develop advertising, public relations, and direct mail campaigns as well as examine the science of consumer behavior and business in the context of promotion and publicity.

With the BABA, students will be well prepared to pursue advanced degrees such as the Master of Business Administration or Master of Accounting at graduate schools. This program conditionally accredited by the Accreditation Council for Business Schools and Programs.

2.5) Program Requirements

General Education Requirements

0
Total Credits

- Met the following conditions:
 - ▼ General Education

Program (Degree) Requirements

0
Total Credits

Fetching rules...

Graduation Requirements

0
Total Credits

- Met the following conditions:
 - ▼ Graduation Requirements

Grand Total Credits: 0

3. Concentration Information

3.1) Code (Admin Only)

BA-BUSA-MGT

3.2) Title

Management

3.3) Catalog Description of the Concentration

The concentration in Management prepares students for management occupations and today's increasingly complex competitive business environment in addition to receiving a strong foundation in business objectives and processes, students are provided with an understanding of management principles as it applies to business ethics, entrepreneurship, human resources and operations. The Management concentration addresses the growing demand for management professionals globally, nationally and in the state of Hawai'i.

The study of management prepares students in two broad areas: working with people - hiring, training, coordinating, and creating an effective environment for the attainment of a business objectives and providing the skills and knowledge to become a manager of a business or organizations where strategy and decision-making skills are important.

Management students will gain critical thinking skills necessary for effective managerial decision making in dynamic and diverse work environments.

Proposed

3.4) Catalog Pages

p. 70

Please add: The Management concentration is also available to neighbor island students via distance delivery

Existing

3.4) Catalog Pages

3.5) Will this program be offered on campus in-person?

Yes

3.6) Will the program be offered in a distance delivery mode?

Yes

Proposed

3.6a) Methods Of Distance Delivery

Online

Existing

3.6a) Methods Of Distance Delivery

Proposed

3.6b) Attach an academic map that outlines how the courses offered through a distance delivery mode will be sequenced to ensure that a student can complete the program within a reasonable time frame (i.e. 2 years)

- BUSA MGT DE Approval Attachment.pdf

Existing

3.6b) Attach an academic map that outlines how the courses offered through a distance delivery mode will be sequenced to ensure that a student can complete the program within a reasonable time frame (i.e. 2 years)

Proposed

3.6c) Have all core courses for the degree and concentration been approved or submitted for approval by the Distance Education Committee?

Yes

Proposed

3.6d) Identify all modes of distance delivery that will be used for courses in the Distance Education program: ②

100% asynchronous online

Existing

3.6c) Have all core courses for the degree and concentration been approved or submitted for approval by the Distance Education Committee?

-

Existing

3.6d) Identify all modes of distance delivery that will be used for courses in the Distance Education program: ②

Proposed

Proposed

3.6f) What resources and/or services will be available to support students in this Distance Education Program with regards to IT?

No new resources needed

Existing

3.6f) What resources and/or services will be available to support students in this Distance Education Program with regards to IT?

3.6e) Enter course subject and number for all elective / cluster courses that are offered for the concentration into the table and indicate "yes" or "no" under online and in-person as applicable.

Course Subject + Number (e.g. ENG 100)	Online	In-Person
MGT 301	Yes	Yes
MGT 320	Yes	Yes
MGT 322	Yes	Yes
MGT 325	Yes	Yes
MGT 330	Yes	Yes
MGT 341	No	Yes
MGT 343	No	Yes
MGT 370	Yes	Yes

Existing

3.6e) Enter course subject and number for all elective / cluster courses that are offered for the concentration into the table and indicate "yes" or "no" under online and in-person as applicable.

Course Subject + Number (e.g. ENG 100)	Online	In-Person
	-	-

Proposed

3.6g) What resources and/or services will be available to support students in this Distance Education Program with regards to the No'eau Center?
No new resources needed

Proposed

3.6h) What resources and/or services will be available to support students in this Distance Education Program with regards to the Library?
No new resources needed

Existing

3.6g) What resources and/or services will be available to support students in this Distance Education Program with regards to the No'eau Center?

Existing

3.6h) What resources and/or services will be available to support students in this Distance Education Program with regards to the Library?

4. Concentration Requirements

4.1) Proposed Courses for the Program

MANAGEMENT (MGT)

Students with a concentration in Management will complete:

- MGT 310 Principles of Management
- In addition, twelve credits chosen from the following:
- MGT 301 Business Ethics
 - MGT 320 Fund of Entrepreneurship & Small Bus Mgt
 - MGT 322 Leadership in Organizations
 - MGT 325 Operations Management
 - MGT 330 Human Resource Management
 - MGT 343 Comparative Management
 - MGT 370 Global External Environment

4.2) Credits Required

18

Proposed

4.3) Attach Academic Map

- MGT Academic Map.docx

Proposed

4.5) Will this change apply to previous catalog years?

Yes

Existing

4.3) Attach Academic Map

Existing

4.5) Will this change apply to previous catalog years?

—

Proposed

4.4) Attach Program Sheet

- MGT Program Sheet.docx

Proposed

4.5a) Previous Catalog Years

4 years

Existing

4.4) Attach Program Sheet

Existing

4.5a) Previous Catalog Years

—

Proposed

4.6) Other Affected Departments/Programs/Campuses

None

Existing

4.6) Other Affected Departments/Programs/Campuses

4.6a) Documentation of Consultation

5. Board of Regents Approval

5.1) Does this program require B.O.R. approval?

No

6. Concentration Outcomes

6.1) Concentration Learning Outcomes

CLO-BA-BUSA-MGT-1-Demonstrate proficiency in understanding the central concepts of management

Outcome Code

None

CLO-BA-BUSA-MGT-2-Analyze and provide solutions to management problems, policy and ethical dilemmas through written communication skills

Outcome Code

None

CLO-BA-BUSA-MGT-3-Demonstrate proficiency in using critical thinking skills necessary to discuss effective managerial decision making opportunities within a dynamic and diverse work environment

Outcome Code

None

6.2) New or Modified Concentration Learning Outcomes

7. Admin Only

7.1) Concentration Requirements

Core Requirements

18

Total Credits

- Complete all of the following
 - Earned at least 3 credits from the following:
 - MGT 310 - Principles of Management (3)
 - Earned at least 12 credits from the following:
 - MGT 301 - Business Ethics (3)
 - MGT 320 - Fund of Entrepr & Sm Bus Mgt (3)
 - MGT 322 - Leadership in Organizations (3)
 - MGT 325 - Operations Management (3)
 - MGT 325 - Operations Management (3)
 - MGT 330 - Human Resource Management (3)
 - MGT 343 - Comparative Management: U.S. & Japan (3)
 - MGT 370 - Global External Environment (3)

Capstone Requirement

- Earned at least 3 credits from the following:
 - BUSA 486L - WI Senior Project-Management (3)
 - BUSA 488L - Senior Case Studies-Management (3)
 - BUSA 490L - WI Admin Practicum-Management (3)

Grand Total Credits: 18

Proposal Owner

Keith Sakuda

Proposed

Date End

No Date Chosen

Existing

Date End

Summer 2019