

New Program Code Replace 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) _____	_____	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) _____	_____	<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:

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

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code _____	Program Description _____
Institution _____	Campus _____
College _____	Department _____
Level _____	

Are current students "grandfathered" under the program code? Yes No

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

Effective **, old program code will no longer be available to admit or recruit students.**
Term (ie. Fall 2020)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective **, old program code will no longer be available to award degree to students.**
Term (ie. Fall 2020)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

ATTACHMENTS

BOR Approved: Sole-credential Certificate, Associate, 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.

<p>Registrar (Print Name)</p> <p>_____</p>	<p>Financial Aid Officer (Print Name)</p> <p>_____</p>	<p>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</p> <p>_____</p>
Signature	Date	Signature
Signature	Date	Signature
Signature	Date	Signature

ADDITIONAL COMMENTS

CERT-HUM-HAW

Certificate in Hawaiian Language

Approved | Fall 2022

Proposal Information

Workflow Status

Proposer

- ✓ **Kaua Neumann (Submitter)**
Submitted 11-10-2021
 - ✓ ML Kalikolani Correa (Shared)
 - ✓ Ross Cordy (Shared)
 - ✓ Terri Ota (Shared)
 - ✓ Sa'iliemanu Lilomaiva-Doktor (Shared)
 - ✓ **Kaua Neumann**
Submitted 1-2-2022
-

Division (Humanities) \\ Division Chair

- ✓ **Jon Magnussen**
Approved 11-11-2021
-

(All Division Chairs) \\ Division Chairs

- ✉ Mary Heller
 - ✉ Kristina Lu
 - ✉ Sharla Hanaoka
 - ✉ Michael Furuto
 - ✉ Orlando Garcia-Santiago
 - ✉ Linda Randall
 - ✉ Jon Magnussen
-

(Assessment) \\ Assessment/WSCUC

- Rebecca Romine
- ✓ **Alan Rosenfeld**
Acknowledged 2-2-2022

(VCAA) \\ VCAA

✉ Jeffrey Moniz

(Catalogue Coordinator) \\ Catalogue Coordinator

✓ **Terri Ota**
Approved 11-11-2021

New certificate; application for DE also

(Curriculum Committee) \\ Curriculum Committee Members

✉ Camonia Graham-Tutt

(Curriculum Committee) \\ Curriculum Committee Chair

✓ **Brad Ashburn**
Approved 12-10-2021

Approved by committee on 12/10/21.

(Distance Education) \\ DE Chair

✓ **Jonathan Schwartz**
Approved 1-4-2022

nice job!

(Faculty Senate) \\ Faculty Senate Chair

— Terri Ota

✓ **Edward Keaunui**
Approved 1-5-2022

Good to go!

(VCAA) \\ VCAA

✓ **Jeffrey Moniz**
Approved 1-5-2022

(Chancellor) \\ Chancellor

— Terri Ota

✓ **Maenette Benham**
Approved 1-5-2022

(Board of Regents) \\ UHWO Rep

✓ **Terri Ota**

Approved 2-2-2022

Chancellor approved certificate; no BOR approval required

(Assessment) \ \ WSCUC

✓ **Alan Rosenfeld**

Approved 2-2-2022

Note: the HPST faculty worked with the ALO to submit TWO substantive change screening forms to WSCUC in Fall 2021, one for the onsite certificate and one for the DE certificate. Both of these were approved on the WSCUC side and are marked as "awaiting implementation" in the accreditation management portal. This means that we have the green light to activate them as soon as curricular approval process is complete.

- Terri Ota
-

(Catalogue Coordinator) \ \ Catalogue Coordinator

✓ **Terri Ota**

Approved 2-2-2022

New certificate program, effective FA22.

(STAR) \ \ STAR Builders

- ✉ Summer DeBruyne
-

2. Proposal Information

2.1) Proposer Name(s)

Kaua Neumann

2.2) Proposed Changes

Degree/Certificate, New Certificate, Distance Delivery

2.2a) If Other, please describe

2.3) Proposal Summary

The certificate will focus on building proficiency in Hawaiian language, and will be awarded upon completion of the fourth year Hawaiian language course. Required

coursework will consist of four years of Hawaiian language courses and an advanced Hawaiian language conversational course. Required courses will build proficiency in Hawaiian language and Cultural knowledge for students to establish a cultural base and language identity in which to center and ground themselves in a Hawaiian worldview to better relate to other languages and cultures around the world.

2.4) Justification or Rationale for Program Action

Along with this certificate affording an opportunity for students in other disciplines other than HPST to gain knowledge and earn valuable credentials to add to students marketability and usefulness in the job market.

This program is in direct alignment with the UH Strategic Directions, 2015-2021 in which the university articulates its aspiration to be “the world’s foremost indigenous serving university” and wherein the university asserts that it “embraces its unique responsibilities to the indigenous people of Hawai’i and to Hawai’i’s indigenous

language and culture.” The university affirms this commitment through “vigorous programs of study and support for the Hawaiian language, history and culture.” In addition, the Hawai’i Papa o ke Ao Report (2012) calls for the creation and support of “Vibrant Language and Culture Programs of Study at all UH campuses.”³

In addition to these documents guiding the university at the system level, the UHWO campus also has committed to the support and development of Hawaiian language in its own campus Strategic Action Plan 2018-2028 (SAP) “Strengthen commitment to ‘Ōlelo Hawai’i/Hawaiian Language instruction—partnering with community colleges to expand services.” A certificate in Hawaiian language will begin to build towards the goals of the institution in supporting the mission to be an indigenous serving institute in the language which identifies the Hawaiian people.

UHWO SAP supports this certificate proposal. In years one to two and three to six of this SAP, three general impact strategies are listed along with tactics for execution.

This certificate will expand and develop dynamic trans-disciplinary educational experiences that link learning to significant issues impacting communities (2.2). , Foster existing and new partnerships with Pre-12 schools and the UH Community Colleges to create pathways for students to matriculate into UH West O’ahu (2.3). Increase engaged scholarship and research (2.5), and create academic innovation experiences that involve community needs (2.6). This certificate will magnify campus and community relations (3.4).

- SAP Tactic 2.2 - Certificate will provide opportunity for students majoring in other disciplines to expand knowledge base and understanding of Hawaiian language and culture and will develop connections with the community in Hawai’i through language and cultural understanding.
- SAP Tactic 2.3 - A certificate will provide incentive for CC students to continue study in Hawaiian language.
- SAP Tactic 2.5 - Certificate supports and promotes transdisciplinary study for students within UHWO and will attract students outside of UHWO looking to further study in Hawaiian language to apply to various disciplines.
- SAP Tactic 2.6 - Certificate will build Hawaiian language proficiency and cultural understanding to help develop a positive sense of identity and responsibility to the community.
- SAP Tactic 3.4 - Certificate will magnify campus and community relations between students of different disciplines with a common goal of learning Hawaiian language as well as build community on campus for students.

2.5a) Attach Authorization to Plan (ATP)

- Authorization to Plan Certificate in Hawaiian Language.docx.pdf

- HPST_Certificate-in-Hawaiian-Language_ATP JM & JM signed.pdf

2.5b) Date of presentation to VCAA

09/16/21

2.5d) Date of presentation to Division Chairs

09/20/21

2.5c) Date of presentation to UHWO Executive Team

11/09/21

2.5e) Date of presentation to UH Officers (if needed)**2.5f) Attach Program Proposal****2.6) Other Affected Departments / Programs / Campuses**

no

2.6a) Documentation of Consultation**2.7) Proposal Impact(s) - Articulation**

none

2.8) Proposal Impact(s) - Requirements

new program

2.9) Will the proposed program addition require additional resources?

A lecturer is required. However, these classes have been and are currently running yearly with one instructor and one lecturer. No new additional staff and faculty needed at this time.

2.11) Proposer Notes

3. General Degree/Certificate Information

3.1) Code (Admin-Only)

CERT-HUM-HAW

3.2) Title (i.e., BA in Humanities)

Certificate in Hawaiian Language

3.3) Division

Humanities

3.4) Program Level Type

Certificate

3.6) Catalog Description

The certificate will focus on building proficiency in Hawaiian language. Certificate will be awarded upon completion of the fourth year Hawaiian language course. Required coursework will consist of four years of Hawaiian language courses and an advanced Hawaiian language conversational course. Required courses will build proficiency in Hawaiian language and

Cultural knowledge for students to establish a cultural base and language identity in which to center and ground themselves in a Hawaiian worldview to better relate to other languages and cultures around the world. Students will also be able to apply Hawaiian Language and Cultural knowledge in all aspects of daily life at home or throughout the workforce.

3.7) Course(s) for the Program

Hawaiian Language Upper Division Requirement: 15 credits

3 credits HAW 301 Third-Level Hawaiian I

3 credits HAW 302 Third-Level Hawaiian II

3 credits HAW 321 Kama'ilio Hawai'i - Hawaiian Conversation

3 credits HAW 401 Fourth-Level Hawaiian I

3 credits HAW 402 Fourth-Level Hawaiian II

3.8) Credits Required

15

3.9) Attach Academic Map

- Hawaiian Language Certificate – Academic Map 2022-2021.pdf

3.10) Attach Program Sheet

- Hawaiian Pacific Studies Hawaiian Language Certificate.pdf

3.12) Program Prerequisites

Credits and Requirements for certificate completion. Students fulfill 15 credits of upper division Hawaiian language courses. There are 16 credits of prerequisite elementary and intermediate courses which students must complete traditionally by enrolling and completing courses at UHWO or other campuses or through earning back credits where students test out of HAW 202.

Hawaiian Language Lower Division Requirement: 16 credits

4 credits HAW 101 Elementary Hawaiian I

4 credits HAW 102 Elementary Hawaiian II

4 credits HAW 201 Intermediate Hawaiian I

4 credits HAW 202 Intermediate Hawaiian II

3.13) Entrance Requirements

3.14) Satisfactory Progress Requirements

3.15) Completion Requirements

3.16) Program Requisites (Admin Only)

General Education
Requirements

No Rules

0

Total Credits

Grand Total Credits: 0

3.17) Concentrations

Code

Title

4. Method of Delivery

4.1) Will this certificate be offered on campus in-person?

Yes

4.2) Will the certificate be offered in a distance delivery mode?

Yes

4.2a) Attach UH System Form 

- HALanguageFullyOnlineProgramRequestForm.pdf

4.2b) Methods of Distance Delivery

Online

4.2c) Attach Academic Map Distance Delivery

- Hawaiian Language Certificate – Academic Map 2022-2021.docx

4.2d) Have all courses for the certificate been approved or submitted for approval by the Distance Education committee?

Yes

4.2e) Identify all modes of distance delivery that will be used for courses in the Distance Education program

Virtual synchronous classes (require the student to participate at a certain time)

4.2f) 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.

4.2g) What resources and/or services will be available to support students in this Distance Education Program with regards to IT?

IT Online Help Desk

Course Subject + Number (e.g. ENG 100)	Online	In-Person
HAW 301	Yes	Yes
HAW 302	Yes	Yes
HAW 321	Yes	Yes
HAW 401	Yes	Yes
HAW 402	Yes	Yes

4.2h) What resources and/or services will be available to support students in this Distance Education Program with regards to the No’eau Center?

No’eau Center Virtual tutoring services

4.2i) What resources and/or services will be available to support students in this Distance Education Program with regards to the Library?

UHWO Library Electronic Resources

5. Learning Outcomes

5.1) New or Modified Program (Degree/Certificate) Learning Outcomes

Learning Outcomes

1. Students will demonstrate fluency in the reading and writing of Hawaiian language.
2. Students will demonstrate fluency in the conversing and comprehending of Hawaiian language.
3. Students will demonstrate knowledge of Hawaiian cultural practices, values, and perspectives.
4. Students will demonstrate knowledge of Hawaiian language, cultural practices, values, and perspectives in historic and contemporary roles.

5.2) Program Outcomes: Degree (DLO) or Concentration (CLO) or Certificate (Admin Only)

Institutional Learning Outcomes

None

LINKED COURSE OUTCOMES

--- None ---

6. Board of Regents Approval

6.1) Program Justification

6.2) Program Mission and Objectives

6.3) Program Curriculum Plan

6.4) Program Target Group

Certificate developed for students in different majors to earn credentials in Hawaiian language.

6.5) Program Resources

No new resources currently required.

6.6) Program Efficiency

6.7) Program Effectiveness

6.8) Date of Provisional Status approval by BOR

6.9) Attach BOR presentation

7. Provisional to Established

7.1) Are you proposing this program change from Provisional to Established Status?

Admin Only

Code (Admin Only)

CERT-HUM-HAW

Proposal Owner

Kaua Neumann

Effective Term

Fall 2022

Date End

No Date Chosen

pid

rJYvHso8t

Section 2. General Information-Please complete all information in this section.

Campus Information	Campus Name:	Univeristy of Hawaii - West Oahu
	Originating College or Department:	Humanities
Proposed Program Information	Program Title:	Hawaiian Language
	Name of Degree to Be Conferred Upon Completion:	Certificate in Hawaiian Language
	Award(s) (e.g., A.A., B.S., Certificate):	Certificate
	Number of Required Credits:	18
Program Contact Information	Name and Title: Scott Kaua Neumann, Instructor	
	Telephone: (808) 689-2485	E-mail: sneumann@hawaii.edu

Section 3: Program Information

Proposed term start date:

Will students in the program be part of a structured cohort?

Yes No

If yes, will non-cohort students be able to register for the courses on a space available basis?

Yes No

Term length (in weeks) for course for the fully online program?

Full-term 16-week 15-week (UHWO only)

Part-of-term 8-week* 5-week*

* If using parts of term courses, dates must follow the approved calendar

Describe any face-to-face requirements that are part of the program (e.g. on campus orientation or on campus residency requirement). If none, then, indicate "Not Applicable."

Not Applicable.

Attach a list of proposed courses, pre-requisites, and total number of courses. Include a program map and/or advising sheet (i.e. STAR pathway).

Attach copies of the approved substantive change letter or administrative approval letter from WASC or ACCJC.

For 4-year Campuses Only:

Provide evidence that all courses in the academic program map (including any general education, electives and/or graduation requirements) have been offered in the Distance-Completely Online instructional method format during the last two years and/or evidence the campus's commitment to offer the courses in the academic program map once approved as a fully online program.

Academic Program Map - ***Included in proposal.
Program Sheet - ***Included in proposal.
Master Designation List (Current) -
https://docs.google.com/spreadsheets/d/1EEfAHFM43LY-qxI4H1buRmaI9U_Dx_IRdUIgnf0YmFI/edit?usp=sharing

Section 4: Organizational Commitment

Describe how the department will support faculty development for teaching online, including the pedagogical and communication strategies to function effectively.

The Office of Distance Learning and the Office of Professional Development and Academic Support (OPDAS) provides professional development and up-to-date resources and information regarding best practices for online instruction, assessment, and diverse methods of student engagement for faculty teaching in an online format throughout the year. With online resources that can be accessed at any time and monthly EdTech workshops, instructional support requests, office hours, weekly and monthly newsletters, faculty teaching in an online format are constantly informed and offered professional development.

Section 5: Learner Support

Do program materials clearly define how students can access support services? Yes No

Has the Director of Financial Aid updated the Eligibility and Certificate of Approval Report (ECAR) or have the letter of administrative approval on file if students in this program will be eligible for federal student aid? Yes No

What student services and resources are available for students in an online format (without visiting campus)?

- Orientation to Online Learning (basics of online learning, technology, etc) Yes No
- Program Orientation (specific information about being a student in your academic program) Yes No
- Academic Advising/Counseling Yes No
- Tutoring Yes No
- Library Services Yes No
- Testing Yes No
- Career Services Yes No
- Financial Aid Counseling Yes No
- Mental Health Counseling Yes No

Other:

Section 6: Students Located Outside of Hawai'i

Where can students be located? (Check all that apply)

- Any U.S. State
- Any U.S. Territory
- Foreign Location*

*Please be aware of any international compliance regulations and tax implications that may be in effect for foreign locations. Students in sanctioned countries may not be admitted.

Section 7: State Authorization

UH System programs must comply with all "authorization to operate" regulations that are in place in other U.S. states where the institution has enrolled students or is otherwise active, based on each state's definitions.

Does your institution have NC-SARA approval providing reciprocity for state authorization? Yes No

Federal regulations require institutions delivering courses by distance education to provide students or prospective students with contact information for filing complaints with the state approval or licensing entity in the student's state of residency and any other relevant state official or agency that would appropriately handle a student's complaint. What is the URL on your institution's website where contact information for filing complaints for students in this program is posted? NOTE: Information about the Student Complaint Process is outlined by NC-SARA here.

What is the URL of your institution's website where contact information for filing complaints for students in this program posted?

Does your program lead to professional licensure? Yes No

Institutions are required to "keep all students, applicants and potential students who have contacted the Institution about the course or program informed as to whether successful completion of such offerings would actually meet state licensing or post-licensing requirements."

If the program leads to professional licensure, has the program determined whether the course/program meets professional licensure requirement in the state where student/applicant is located and has a method to provide information in writing to the students? Yes No

Chief Academic Officer Approval

Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. E-signatures are acceptable.

Name and title: **Jeffrey A. S. Moniz, Vice Chancellor for Academic Affairs**

Signature and date: *Jeffrey M* 4/13/22