

New Program Code **Modify Program Code**

Date: 2/18/2021

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 202210_Fall 2021

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>PU</u>	<u>Public Administration</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>PUBA</u>	<u>Public Administration</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>SC</u>	<u>Subject Certificate</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) LTC PUBA	Long-Term Care <u>Public Administration</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) <u>LTC</u>	<u>Long-Term Care</u>	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: LTC

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

We also have a Long-Term Care concentration in the BA-PUBA; this is a new Subject Certificate.

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.

2 years

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.)

This certificate is to add a secondary area of specialization that enhances a student's major. Open to any major at UHWO (BA-CM, BA-HUM, BA-SSCI, BA-PUBA, BA-BUSA, BED, BAS, BS-CYBR, BS-NSCI).

This certificate will be offered online only.

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-PUBA

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 3/4/21

Signature

Date

Financial Aid Officer
(Print Name)

James Oshiro

James Oshiro 3/4/2021

Signature

Date

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

Signature

Date

CERT-PUBA-LTC

Certificate in Long-Term Care

InWorkflow | Fall 2021

Proposal Information

Workflow Status

> Assessment > Director of Assessment
Terri Ota - Review

Proposer

- ✓ **Lisa Spencer (Submitter)**
Submitted 10-2-2020
-

Division (Public Administration) \\ Division Chair

- ✓ **Kristina Lu**
Approved 10-2-2020
-

(All Division Chairs) \\ Division Chairs

- ☑ Mary Heller
 - ☑ Kristina Lu
 - ☑ Louis Herman
 - ☑ Matthew Chapman
 - ☑ Stan Orr
 - ☑ Sharla Hanaoka
 - ☑ Michael Furuto
-

(Assessment) \\ Director of Assessment

- Terri Ota
 - ✓ **Sharon Valente**
Acknowledged 10-3-2020
-

(VCAA) \\ VCAA

- ☑ Jeffrey Moniz
-

(Catalogue Coordinator) \\ Catalogue Coordinator

✓ **Terri Ota**

Approved 11-12-2020

Certificate, new; stand alone.

(Curriculum Committee) \\ Curriculum Committee Members

☑ **Camonia Graham-Tutt**

(Curriculum Committee) \\ Curriculum Committee Chair

✓ **Reed Young**

Approved 1-8-2021

approved

(Distance Education) \\ DE Chair

✓ **Jonathan Schwartz**

Approved 1-16-2021

yes

(Faculty Senate) \\ Faculty Senate Chair

— **Terri Ota**

✓ **Edward Keaunui**

Approved 1-16-2021

(VCAA) \\ VCAA

✓ **Jeffrey Moniz**

Approved 1-16-2021

(Chancellor) \\ Chancellor

— **Terri Ota**

✓ **Maenette Benham**

Approved 1-16-2021

(Board of Regents) \\ UHWO Rep

✓ **Terri Ota**

Approved 2-17-2021

Chancellor approved certificate; no BOR approval required.

(Assessment) \\ Director of Assessment

Terri Ota

(Catalogue Coordinator) \\ Catalogue Coordinator

Terri Ota

(STAR) \\ STAR Builders

Summer DeBruyne

2. Program Code

2.1) Code (Admin Only)

CERT-PUBA-LTC

2.2) Title

Certificate in Long-Term Care

3. Proposal Details

3.1) Proposer Name(s)

Lisa Spencer

3.2) Internal Proposal Date

09/16/20

3.3) Proposal Summary

The Certificate in Long-Term Care:

- i. Is focused on addressing the long-term care needs of Hawaii's aging population and the growth in demand for long-term care providers, para-professionals, and skilled workers. As the aging population continues to increase and the long-term care workforce ages into retirement, preparing students and healthcare professionals with the conceptual, technical, and interpersonal skills and competencies necessary to work in long-term care facilities and community-based organizations.
- ii. Can be designed for the first-time student interested in long-term care as a career, or a healthcare professional looking to increase his/her knowledge base on more marketable skills in the health care industry.

3.4) Justification or Rationale for Program Action

This is a new certificate program.

3.5) Attach Authorization to Plan (ATP)

- Authorization to Plan 1 LTC certificate.docx

3.5a) Date of presentation to VCAA

03/02/20

3.5b) Date of presentation to Division Chairs

03/02/20

3.5c) Date of presentation to UHWO Executive Team

09/16/20

3.5d) Date of presentation to UH Officers (if needed)

09/16/20

3.6) Proposal Supporting Documents**3.7) Other Affected Departments / Programs / Campuses**

Electives:

MGMT 320 - BUSA

SOC 353 and SOC 355 - Social Sciences

3.7a) Documentation of Consultation**3.8) Proposal Impact(s) - Articulation**

PUBA currently has multiple articulation agreements with a variety of Community Colleges in the UH System, and the Certificate in Long-Term Care has the potential for articulation across UH campuses in the following manner:

- i. Potential to provide course offerings to community college transfer students from other UH system colleges to complete credits towards a 4-year degree and a Certificate in Long-Term Care.
- ii. Potential expansion of course offerings for students who are enrolled at the University of Hawaii at Manoa and the University of Hawaii at Hilo who will graduate from those institutions.
- iii. Potential course offerings for students to matriculate into graduate programs at the University of Hawaii at Manoa and University of Hawaii at Hilo.
- iv. Potential Early College career pathways with local high schools.

3.9) Proposal Impact(s) - Requirements

No.

3.10) Will the proposed program addition require additional resources?

No.

3.12) Proposer Notes

4. General Information

4.1) Program Level Type

Certificate

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

No

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

Yes

4.4a) Attach UH System Form

- FullyOnlineProgramRequestForm_Completed 092120.pdf

4.4b) Methods of Distance Delivery

Online

4.4c) Attach Academic Map Distance Delivery

- LTC Cert Map 21-22 with descriptions.docx

4.4d) Have all courses for the certificate been approved or submitted for approval by the Distance Education committee?**4.4e) Identify all modes of distance delivery that will be used for courses in the Distance Education program:**

Yes

100% asynchronous online

4.4f) 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.

4.4g) What resources and/or services will be available to support students in this Distance Education Program with regards to IT?
IT Help Desk

Course Subject + Number (e.g. ENG 100)	Online	In-Person
PUBA 338	Yes	No
PUBA 354	Yes	No
PUBA 411	Yes	No
PUBA 450	Yes	No
PUBA 476	Yes	No
PUBA 477	Yes	No
PUBA 480	Yes	No
MGMT 320	Yes	No
SOC 353	Yes	No
SOC 355	Yes	No

4.4h) What resources and/or services will be available to support students in this Distance Education Program with regards to the No’eau Center?

Tutors, Online Workshops

4.4i) What resources and/or services will be available to support students in this Distance Education Program with regards to the Library?

Laulima Library Tools, Online Librarian Assistance

4.5) Catalog Description

The certificate in Long-Term Care provides students and health care practitioners with a broad range of administrative skills and knowledge needed to work in the growing field of long-term care. For those who are already employed in the health care field, including long-term care, this certificate enhances their qualifications and skills for more effective job performance and greater career mobility. The certificate may also be used as part of a Bachelor of Arts in Public Administration at the University of Hawai‘i–West O‘ahu or for students who are majoring in other fields. This program is only offered through distance learning instruction.

4.6) Division

Public Administration

5. Learning Outcomes

5.1) Program Outcomes: Degree (DLO) or Concentration (CLO) or Certificate

DLO-BA-PUBA-1-Demonstrate critical thinking, research, and communication skills as applied to the public and private sectors
Program Outcome Code

LTCCCL01: Demonstrate effective communication and critical thinking skills in the long-term care environment.

LINKED COURSE OUTCOMES

--- None ---

DLO-BA-PUBA-2-Explain the cross-cultural context of public and private institutions operating in a global environment

Program Outcome Code

LTCCCL02: Demonstrate quantitative, technological, and analytical skills necessary in long-term care facilities and community-based organizations, considering different cultures and sub-cultures.

LINKED COURSE OUTCOMES

--- None ---

DLO-BA-PUBA-3-Manage diversity issues within an organizational framework

Program Outcome Code

LTCCCL03: Identify international/global/local issues (i.e. diversity and organizational behavior) affecting various long-term care environments.

LINKED COURSE OUTCOMES

--- None ---

DLO-BA-PUBA-4-Identify major issues in today's public and private institutions

Program Outcome Code

LTCCCL03: Identify international/global/local issues (i.e. diversity and organizational behavior) affecting various long-term care environments.

LINKED COURSE OUTCOMES

--- None ---

DLO-BA-PUBA-5-Demonstrate the integrative knowledge, skills, and ethics necessary for responsible administrative, management and leadership positions

Program Outcome Code

LTCCCL04: Demonstrate proficiency in understanding the central concepts of long-term care systems, including management, quality care and risk management, financing and reimbursements, and policies and regulations.

LINKED COURSE OUTCOMES

--- None ---

DLO-BA-PUBA-6-Demonstrate the management, legal, ethical, and behavioral skills for effective job performance and career mobility

Program Outcome Code

LTCCCL05: Analyze and design solutions to long-term care problems, policies, and ethical/legal dilemmas.

LINKED COURSE OUTCOMES

--- None ---

6. Program Requirements

6.1) Proposed Course(s) for the Program

PUBA 101 Introduction to Health Care Administration (Pre-req. for PUBA 319)

PUBA 303 Financial Concepts in Health Management

PUBA 319 Survey of Long-Term Care

PUBA 345 Foundations of Gerontology

PUBA 346 Long-Term Care Management

+ (1) 3-credit elective

1. PUBA 338 Cultural Competence in Health Care

2. PUBA 354 Program Planning & Evaluation in Health

3. PUBA 411 Emergency Management and Disaster Preparedness

4. PUBA 450 Nursing Home Administration (Pre. PUBA 319 and Junior or Higher Standing)

- 5. PUBA 476 Health Care Marketing (highly recommended)
- 6. PUBA 477 Health Care Ethics (highly recommended)
- 7. PUBA 480 Organizational Behavior
- 8. MGT 320 Fundamentals of Entrepreneurship & Small Business Management (Pre. PUBA 303)
- 9. SOC 353 Sociology of Aging
- 10. SOC 355 Death, Dying, and Bereavement

6.2) Credits Required

18

6.3) Attach Academic Map

- LTC Cert Academic Map 21-22.docx

6.4) Attach Program Sheet

- LTC Cert Program Sheet 21-22.docx

6.6) Program Prerequisites

PUBA 101 - Introduction to Health Care Administration

6.7) Entrance Requirements

6.8) Satisfactory Progress Requirements

6.9) Completion Requirements

6.10 (Admin Only) Program Requisites

General Education
Requirements

0

Total Credits

No Rules

Grand Total Credits: 0

7. Concentrations

7.1) Concentrations

Code

Title

8. BOR Information

8.1) Program Justification

8.2) Program Mission and Objectives

8.3) Program Curriculum Plan

8.4) Program Target Group

8.5) Program Resources

8.6) Program Efficiency

8.7) Program Effectiveness

8.8) Date of Provisional Status approval by BOR

9. Attachments

9.1) Attach any additional supporting documents

10. Provisional to Established

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

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Admin Only

Proposal Owner

Lisa Spencer

Date End

No Date Chosen

pid

SkhloWgHD