

New Program Code Modify Program Code

Date: 1/25/2019

REQUESTOR CONTACT INFORMATION

Name Della Teraoka Campus Leeward CC
 Title Vice Chancellor for Academic Affairs Email della.teraoka@hawaii.edu
 Office/Dept Administration Phone 808-455-0453

NEW PROGRAM CODE TO CREATE

Institution LEE - Leeward Community College Campus LEE - Leeward Community College
 Level UG - Undergraduate Effective Term Fall 2019

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>LBRT</u>	<u>Liberal Arts</u>	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) <u>AA</u>	<u>Associate of Arts</u>	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) LAD <u>LBRD</u>	<u>Liberal Arts</u>	<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:

Distance version of the current BOR's approved AA-LBRT program

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

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ADDITIONAL COMMENTS

Major Code (not recommended to have '/D' in the major code, 'D' in fourth char recommended by STAR/Banner) = LBRD
Major Code Description (printed on the transcript, but will be unable to differentiate from LBRT's major description) = Liberal Arts
Program Code (ok to have '/D' in the program code) = AA-LBRT/D
Program Code Description (not printed in the transcript, 'AA-LBRT' is 'AA-Liberal Arts-Leeward') = AA-Liberal Arts-Distance-LEE

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: 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



Registrar
(Print Name)

Grant Helgeson
[Signature] 1/30/19
Signature Date

Financial Aid Officer
(Print Name)

Gregg Yoshimura
[Signature] 1/30/19
Signature Date

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

Suzette Robinson Tammi Chun
[Signature] APR 11 2019
Signature Date

LEE AA-LBRT Distance Program (AA-LA/D)

Grant Kim <grantkim@hawaii.edu>

Tue, Feb 5, 2019 at 8:38 AM

To: Tiana Loo <tcho@hawaii.edu>

Cc: Merrissa Brechtel <merrissa@hawaii.edu>, Melissa Tome <mtome@hawaii.edu>, Tiana Loo <tiana.loo@hawaii.edu>, Lauren Yokogawa <yokogawa@hawaii.edu>, Amy-Jean Rozek <amyrozek@hawaii.edu>, Jeri Burke <jerilyn@hawaii.edu>, Tammi Oyadomari-Chun <tammi@hawaii.edu>, Pearl Iboshi <iboshi@hawaii.edu>, Joy Nishida <jnishida@hawaii.edu>

Melissa, you may go ahead with LBRD for the major code. I will update the PCR on BWiki to reflect this change.

Thanks all parties for your feedback.

Grant

On Mon, Feb 4, 2019 at 12:01 PM Tiana Loo <tcho@hawaii.edu> wrote:

Any other feedback on LBRD before we move forward?

On Mon, Feb 4, 2019 at 10:16 AM Merrissa Brechtel <merrissa@hawaii.edu> wrote:

Thanks, Melissa. LBRD works for me too.

On Mon, Feb 4, 2019 at 9:32 AM Tiana Loo <tcho@hawaii.edu> wrote:

Thank you Melissa!

I'm okay with LBRD.

Grant, shall I route for signatures with the updated major code?

Thank you,
Tiana

On Sun, Feb 3, 2019 at 10:50 PM Melissa Tome <mtome@hawaii.edu> wrote:

I did have a chance to speak with Joy at STAR. As Grant mentioned, we steer away from using special characters in the code especially a "/". Also, the character limit for major codes is 4 which doesn't leave us with much to work with. We should be mindful when creating new major codes. We know that there will be other online degree programs established and thus new major codes created for those at some point in the future. I believe that discussions have occurred and it has been agreed that the last letter of the code should always be a "D" to designate that it is a Distance program major. My understanding upon speaking with Joy is that the only requirement STAR needs is that the distance program major code be distinct from the existing major code. That being said, may I suggest, for the online Liberal Arts program, the major code: LBRD

Thanks.

Melissa

On Thu, Jan 31, 2019 at 9:59 AM Grant Kim <grantkim@hawaii.edu> wrote:

Hi All,

In speaking with Melissa Tome (copied in this email), the Banner specialist in charge of implementing programs/majors/subjects..., she is recommending the following:

- Using '/D' in the Major field may have issues in Banner due to the '/' special character. She is looking into this and possible alternatives such as '1' or another special character, understanding this will be a standard and must be flexible to handle other upcoming distance programs.
- We should consider using the existing AA-LBRT/D program since it is already in the system and is clearer than the proposed new AA-LA/D. This will depend on the prior '/' special character issue.

Does anyone have the contact information for the STAR specialist? Melissa may come to a point where she needs to communicate with her STAR counterpart to come up with a solution that can be handled by both the STAR and Banner systems.

Thanks,
Grant

On Wed, Jan 30, 2019 at 4:43 PM Grant Kim <grantkim@hawaii.edu> wrote:

Hi Tiana,

In the Banner request, I will also submit a request to terminate the AA-LBRT/D program that was created with the original documentation. This will eliminate the confusion between the original AA-LBRT/D (Major = LBRT) and new replacement AA-LA/D (Major = LA/D). In quick check, no students are enrolled in the AA-LBRT/D program (since it wasn't being offered until Fall 2019).

Grant

On Wed, Jan 30, 2019 at 4:26 PM Grant Kim <grantkim@hawaii.edu> wrote:

Hi Tiana,

In looking at our prior files, we do have the original request for the Leeward LBRT Distance program with the necessary signatures. To simplify this, I attached the latest request (using the Major rather than Program for the Distance designation) to the front of the documentation, and the original request to the back, and this should be sufficient, thus no further action is necessary on your part (no need to obtain signatures). I will submit this new program request to Banner shortly.

Thanks,
Grant

On Wed, Jan 30, 2019 at 9:27 AM Tiana Loo <tcho@hawaii.edu> wrote:

Hi Grant,

Thank you for your help! I just received confirmation on the requester and will be routing for signatures and submit to OVPCC AA.

Thank you for submitting the request!
Tiana

On Tue, Jan 29, 2019 at 4:10 PM Grant Kim <grantkim@hawaii.edu> wrote:

Hi Tiana,

Please complete the requester section of the form, verify the form, and submit for signatures. I have added the OVPCC AA to this list, as they are the final sign off.

In the meantime, since this is a straightforward request for a distance version of an existing program, I will submit the request to Banner tomorrow afternoon.

Grant

On Fri, Jan 25, 2019 at 12:37 PM Grant Kim <grantkim@hawaii.edu> wrote:

Hi Tiana,
Thank you for your reply.
Will you be the requester?
Have you verified the form and its ready to submit (after adding the requester contact info)?
Grant

On Fri, Jan 25, 2019 at 12:26 PM Tiana Loo <tcho@hawaii.edu> wrote:

Hi Grant,

Thank you! We will not use the LBRT concentrations. Please see attached.

Thanks,
Tiana

On Fri, Jan 25, 2019 at 9:29 AM Grant Kim <grantkim@hawaii.edu> wrote:

Hi Tiana,

Attached is the program code request form for Leeward's planned AA-Liberal Arts Distance Program. The 4-digit major field (versus the 12-digit program code) is required to contain the distance identifier, 'D', in order to be visible in STAR.

If you plan to implement distance versions in your LBRT concentrations (EXB, EXHS, EXAH, EXSS, HAW), then it will follow a similar format using the same form, just add the concentration.

Please verify/edit and fill in the remaining form, and we will expedite this through to Banner.

Thanks,
Grant
IRAO
956-5464

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Merrissa M. Brechtel, MEd
Instructional & Student Support Specialist
System Office of Student Affairs
Office of the Vice President of Academic Planning & Policy
University of Hawaii System
2444 Dole Street
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Please verify/edit and fill in the remaining form, and we will expedite this through to Banner.

Thanks,
Grant
IRAO
956-5464

New Program Codes for Distance Learning

11/26: OK Grant

Date: 10/08/2018

REQUESTOR CONTACT INFORMATION

Name James Goodman
Title Dean, Arts & Sciences

Email goodmanj@hawaii.edu
Institution Leeward CC

Non-DL Program Code	Should the non-DL code exist in Banner after the transition? If not, the non-DL code should be terminated at the beginning of which term?	New DL Program Code ⁱ (Max. Characters: 12)	New DL Program Description ⁱⁱ (Max. Characters: 30)	Effective Term ⁱⁱⁱ for New DL Program Code
AA-LBRT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>	AA-LBRT/D	AA-Liberal Arts (DL)-Leeward	Fall 2019
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>			

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New Program Codes for Distance Learning

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	<input type="checkbox"/> Yes <input type="checkbox"/> No <input style="width: 50px;" type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input style="width: 50px;" type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input style="width: 50px;" type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input style="width: 50px;" type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input style="width: 50px;" type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input style="width: 50px;" type="text"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input style="width: 50px;" type="text"/>			

VERIFICATIONS

Registrar (Print Name)

Financial Aid Officer (Print Name)


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

Grant Helgeson

Gregg Yoshimura

Tammi Oyadomari-Chun


Signature 10/8/18
Date


Signature 10/9/18
Date


Signature 11/26/18
Date

* Distance learning program codes will end with "/D". If the program code exceeds the 12 characters when "/D" is appended, then program code will be shortened by eliminating characters from the concentration portion of the code with a minimum of 2 characters first, before shortening the major portion of the code. For example, DDS-GCERT/D.
 * The program description will include "(DL)" next to the program name in the description. For example, Computer Science (DL)-MS.
 * Effective Term should be the term in which the distance learning program became a provisional/established program.