

# ADMISSION STOP-OUT OR TERMINATION OF PROGRAM CODE

**CLEAR FORM**

Form #CR-AP5  
Modified June 2017

Date: 3/19/18

## REQUESTOR CONTACT INFORMATION

Name Ross Higa  
Title Assistant Professor  
Office/Dept Business

Campus Leeward CC  
Email higaross@hawaii.edu  
Phone 455-0284

PROGRAM CODE FOR  **ADMISSION STOP-OUT ONLY** OR  **TERMINATION** (PLEASE CHECK ONE)

Program Code CO-MGT-SMKT  
Institution LEE - Leeward Community College  
College Instructional  
Level UG - Undergraduate

Program Description Management(Sales & Marketing)  
Campus LEE - Leeward Community College  
Department Management

Are current students "grandfathered" under the program code?

Yes  No

Should the old program code be available for use in Banner?

Yes  No

Effective Fall 2018, this program code will no longer be available to admit or recruit students.

Term (ie. Fall 2014)

*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 Fall 2021, this program code will no longer be available to enroll or award degree to students.

Term (ie. Fall 2014)

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

## FOR ADMISSION STOP-OUT ONLY REQUEST

Effective                     , this program code will be reactivated and available to admit or recruit students.

Term (ie. Fall 2014)

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

Check here to leave ONLINE APPLICATION OFF

## ADDITIONAL COMMENTS

IRAQ USE ONLY: DATE RECEIVED

### ATTACHMENTS

Admission stop-out<sup>1</sup> greater than 2 years; Termination of an Associate, Bachelor and Graduate Degrees, and sole credential certificates.

Memo with President's Approval, with cc to Vice President for Academic Planning and Policy, regarding program action.

Admission stop-out<sup>1</sup> less than 2 years. Termination of a Certificates (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree.

Memo from Chancellor to Vice President for Academic Planning and Policy regarding program action.

### VERIFICATIONS

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

Registrar  
(Print Name)

Financial Aid Officer  
(Print Name)

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

Grant Helgeson

Gregg Yoshimura

Suzette Robinson

 3/20/18  
Signature Date

 3/21/18  
Signature Date

Signature Date

<sup>1</sup> "Admission stop-out" is defined as a halt to new admissions to a program. (Regent Policy 5.201)



UNIVERSITY of HAWAI'I SYSTEM

Office of the Vice President for Community Colleges Academic Affairs

December 26, 2017

RECEIVED

MEMORANDUM

'18 JAN 17 P2:03

TO: David Lassner President
VIA: Don Straney Vice President for Academic Planning and Policy
VIA: John Morton Vice President for Community Colleges
FROM: Peter Quigley Associate Vice President for Academic Affairs, Community Colleges
SUBJECT: RESCIND LEEWARD COMMUNITY COLLEGE MANAGEMENT PROGRAM NAME TO OFFICE MANAGEMENT AND SUPERVISION

UNIVERSITY OF HAWAII PRESIDENT'S OFFICE

SPECIFIC ACTION REQUESTED:

It is requested that the program name change for Management (MGT) to Office Management and Supervision (MGMT) per memo dated August 14, 2017 be rescinded. Program name should remain unchanged as Management.

RECOMMENDED EFFECTIVE DATE:

Upon approval

ADDITIONAL COST:

There is no additional cost associated with this request.

PURPOSE:

The purpose of this request is to clarify that faculty has primary responsibility for curriculum matters therefore no program name change will occur unless it follows the appropriate process. Current process begins at the program faculty level. Programs on multiple campuses first discuss program name changes with their peers at a Program Coordinating Council (PCC) meeting. If all programs agree to a program name change, the program faculty submits a program modification through the campus Curriculum Committee and Faculty Senate. Once approved by the faculty and campus administration, a memo is generated for system-level approval.

David Lassner  
December 26, 2017  
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BACKGROUND:

On August 14, 2017, a memo requesting a program name change was distributed in error. The Leeward CC Management program had agreed to change their CIP codes to better align with the skills and knowledge students receive in the program. This request was approved by President David Lassner on August 25, 2017. However, the change in CIP code caused some confusion at the system level regarding the impact on the program name.

The UHCC Vice Chancellors for Academic Affairs confirm there has been no change in the program name for Management. Current program name is, and continues to be Management (MGT).

The August 14, 2017 request also included a change in CIP code for Management (MGT) to use CIP code 52.0204.

The August 25, 2017 approval of the CIP code still stands with an effective date of July 1, 2018.

Future discussions on program names may be held, however, discussion and decision rests with the program faculty.

ACTION RECOMMENDED:


It is recommended that the program name for the Management (MGT) program remain unchanged and the CIP code be modified as noted above.

Attachment

1. Request to Change Leeward Community College Management Program Name to Office Management and Supervision and Their Associated CIP Codes

APPROVED / DISAPPROVED:

  
\_\_\_\_\_  
David Lassner, President

  
\_\_\_\_\_  
Date

c: Pearl Iboshi, Director of Institutional Research and Analysis Office  
UH Community College Chancellors  
UH Community College Vice Chancellors for Academic Affairs  
UH Community College CTE Deans  
UH Community College Registrars  
UH Community College Financial Aid Officers



DTS 18453

August 14, 2017

RECEIVED

MEMORANDUM

'17 AUG 23 A8:10

TO: David Lassner  
President

VIA: Don Straney *Donald D. Straney*  
Vice President for Academic Planning and Policy

VIA: John Morton *JM*  
Vice President for Community Colleges

FROM: Peter Quigley *PQ*  
Associate Vice President for Community Colleges

SUBJECT: REQUEST TO CHANGE LEEWARD COMMUNITY COLLEGE  
MANAGEMENT PROGRAM NAME TO OFFICE MANAGEMENT AND  
SUPERVISION AND THEIR ASSOCIATED CIP CODES

UNIVERSITY OF HAWAII  
PRESIDENT'S OFFICE

SPECIFIC ACTION REQUESTED:

We request that the management program at Leeward Community College change its program name from Management (MGT) with CIP code 52.0201 to Office Management and Supervision (MGMT) with CIP code 52.0204.

RECOMMENDED EFFECTIVE DATE:

Upon approval

ADDITIONAL COST:

There is no additional cost associated with this request.

PURPOSE:

The purpose of this request is to delineate between the 2-year management programs and the 4-year management programs. Students graduating from the 2-year programs have office management and supervision skills while those students graduating from the 4-year programs have business administration and management skills. This difference requires that the program names be different.

2327 Dole Street  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-3870  
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David Lassner  
August 14, 2017  
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Detail for CIP Code 52.0204

Title: Office Management and Supervision.

Definition: A program that prepares individuals to supervise and manage the operations and personnel of business offices and management-level divisions. Includes instruction in employee supervision, management, and labor relations; budgeting; scheduling and coordination; office systems operation and maintenance; office records management, organization, and security; office facilities design and space management; preparation and evaluation of business management data; and public relations.

Detail for CIP Code 52.0201

Title: Business Administration and Management, General.

Definition: A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

BACKGROUND:

Presently, 2- and 4-year management programs use the same program name (Management), and this has given the impression that students who graduate from one of the community colleges with an associate degree in Management have the same skills and educational background as those students who graduate with a bachelor's degree in Management. By changing the names of the programs, this confusion will be eliminated.

ACTION RECOMMENDED:

We recommend that you approve the change in program name for the Leeward Community College programs from Management (MGT) with CIP code 52.0201 to Office Management and Supervision (MGMT) with CIP code 52.0204.

APPROVED / DISAPPROVED:



David Lassner, President

AUG 25 2017

Date

- c: Pearl Iboshi, Director of Institutional Research and Analysis Office  
UH Community College Chancellors  
UH Community College Vice Chancellors for Academic Affairs  
UH Community College CTE Deans  
UH Community College Registrars  
UH Community College Financial Aid Officers

Current Banner Codes to be replaced Current STVCIPC Code: 52.0201 Current STVCIPC Description: Business Admin & Mgmt, General								New Code Requests New STVCIPC Code: 52.0204 New STVCIPC Description: Office Management & Supervision																	
Current code Termination Effective term <del>Spring 2019 (201920)</del> Fall 2019 (202010): turn off Online application/Recruitment/Admissions Effective term <del>Spring 2022 (202220)</del> Fall 2022 (202310): turn off General Student/Academic History								New code effective term: <del>Spring 2019 (201920)</del> Fall 2019 (202010)																	
Action	INST	MAJOR	MAJOR_DESC	CONCENTRATION	CONCENTRATION_DESC	DEGREE	PROGRAM	PROGRAM_RULE_DESC	NEW MAJOR	NEW MAJOR_DESC	CONCENTRATION	CONCENTRATION_DESC	DEGREE	PROGRAM	PROGRAM_RULE_DESC	PROGRAM_LENGTH	PROGRAM_LENGTH_TY	FINANCIAL_AID_ELIGIBLE	COLLEGE	COLLEGE_DESC	DEPARTMENT	DEPARTMENT_DESC	DISPLAY_ON_WEB	CURRICULUM_LEVEL	CREDIT_AL_LEVEL
1 Replace w/ MGMT	LEE	MGT	Management	HOST	Hospitality and Tourism	AS	AS-MGT	AS-Management-Leeward	MGMT	Management	HOST	Hospitality and Tourism	AS	AS-MGMT	AS-Management	2.0000	Y	Y	IN	Instructional	MGT	Management & Industrial Rel	Y	UG	02
2 Replace w/ MGMT In process of	LEE	MGT	Management	HOST	Hospitality and Tourism	AS	AS-MGT-HOST	AS-MGT-HOST	MGMT	Management	HOST	Hospitality and Tourism	AS	AS-MGMT-HOST	AS-MGMT-Hospitality & Tourism	2.0000	Y	Y	IN	Instructional	MGT	Management & Industrial Rel	Y	UG	02
3 termination.	LEE	MGT	Management	RET	Retail Management	CA	CA-MGT-RET	CA-Mgmt-Retail Management	MGMT	Management	RET	Retail Management	CA	CA-MGMT-RET	CA-MGMT-Retail Management	1.0000	X	X	IN	Instructional	MGT	Management & Industrial Rel	X	UG	01
4 Replace w/ MGMT	LEE	MGT	Management	HOST	Hospitality and Tourism	CO	CO-MGT-HOST	CO-Mgmt-Hospitality & Tourism	MGMT	Management	HOST	Hospitality and Tourism	CO	CO-MGMT-HOST	CO-MGMT-Hospitality & Tourism	15.0000	W	N	IN	Instructional	MGT	Management & Industrial Rel	N	UG	01
5 Replace w/ MGMT	LEE	MGT	Management	MGTE	Management Essentials	CO	CO-MGT-MGTE	CO-Mgmt-Mgmt Essentials	MGMT	Management	MGTE	Management Essentials	CO	CO-MGMT-MGTE	CO-MGMT-Mgmt Essentials	30.0000	W	N	IN	Instructional	MGT	Management & Industrial Rel	N	UG	01
6 see below	LEE	MGT	Management	TIM	Travel Industry Management	CO	CO-MGT-TIM	CO-Mgmt-Travel Industry Mgmt	MGMT	Management	TIM	Travel Industry Management	CO	CO-MGMT-TIM	CO-MGMT-Travel Industry Mgmt	20.0000	W	N	IN	Instructional	MGT	Management & Industrial Rel	X	UG	01
7 see below	LEE	MGT	Management	SMKT	Sales & Marketing	CO	CO-MGT-SMKT	CO-Management-Sales&Marketing	MGMT	Management	SMKT	Sales & Marketing	CO	CO-MGMT-SMKT	CO-MGMT-Sales&Marketing	1.0000	X	X	IN	Instructional	MGT	Management & Industrial Rel	X	UG	01
8 Replace w/ MGMT	LEE	MGT	Management	ASC	ASC-MGT	ASC	ASC-MGT	ASC-Management	MGMT	Management	ASC	ASC-MGMT	ASC	ASC-MGMT	ASC-Management	30.0000	W	N	IN	Instructional	MGT	Management & Industrial Rel	N	UG	01
9 In process of stop-out	LEE	MGT	Management	AAS	AAS-MGT	AAS	AAS-MGT	AAS-Management-Leeward	MGMT	Management	CA	CA-MGMT	CA	CA-MGMT	CA-Management	1	Y	Y	IN	Instructional	MGT	Management	Y	UG	01
10 Replace w/ MGMT	LEE	MGT	Management	CA	CA-MGT	CA	CA-MGT	CA-Management	MGMT	Management	CA	CA-MGMT	CA	CA-MGMT	CA-Management	1	Y	Y	IN	Instructional	MGT	Management	Y	UG	01

#6: CO-MGT-TIM was replaced with CO-MGT-HOST in Fall 2016, we will not be accepting new students and do not plan to move existing students to the new code.

#7: CO-MGT-SMKT was submitted for termination in 2018, we will not be accepting new students and do not plan to move the existing students to the new code.