Date: 01/22/2019

REQUESTOR CONTACT INFORMATION

Name	Ross Higa	Campus	Leeward CC
Title	Assoc Professor/Management Program Coord	Email	higaross@hawaii.edu
Office/Dept	Management/Business Division	Phone	455-0284

NEW PROGRAM CODE TO CREATE

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

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) IN	Instructional	☐ See Banner form STVCOLL
Department	(4) MGT	Management & Industrial Rel	☐ See Banner form STVDEPT
Degree/Certificate	(6)	SEE ATTACHED SPREADSHEET	☐ See Banner form STVDEGC
Major	(4) MGMT	Managment	☒ See Banner form STVMAJR
Concentration	(4)		☐ See Banner form STVMAJR
Minor	(4)		☐ See Banner form STVMAJR

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:

Presently, 2 and 4 year Management programs use the same major and CIP code. The skills acquired in a

2 year program are different from those acquired in a 4 year program. New CIP: 520204

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

IRAO USE ONLY: DATE RECEIVED

EXISTING PROGRAM CODE TO REPLACE

Program Code	SEE ATTACHED SPREADSHEET	Program Description	SEE ATTACHED SPREADSHEET
Institution	Leeward CC	Campus	Leeward CC
College	Instructional	Department	Management & Industrial Rel
Level	Undergraduate		

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

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

Effective [202010] , **old 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 [202310] , **old program code will no longer be available to 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.

ADDITIONAL COMMENTS

ATTACHMENTS

BOR Approved: Associate, Bachelor and Graduate Degrees, and sole credential certificates

☐ BOR Meeting Minutes & Supporting Documents OR Memo with President's Approval, with cc to Vice President for Academic Planning and Policy.

☐ Curriculum

Chancellor Approved: 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.

☐ Curriculum

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	Tammi Chun
signature 2/26/19	*signature* 2/28/19	*signature* MAR 12 2018
Signature Date	Signature Date	Signature Date

Form modified: June 2017

UNIVERSITY of HAWAI'I
SYSTEM

December 26, 2017   RECEIVED

MEMORANDUM   '18 JAN 17 P2:03

TO: David Lassner
             President   UNIVERSITY OF HAWAII
                                                       PRESIDENT'S OFFICE

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

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.

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:

_____   _____1/18/17_____
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

Office of the Vice President for Community Colleges
Academic Affairs

DTS 18453

August 14, 2017

RECEIVED

MEMORANDUM

'17 AUG 23 A8:10

TO: David Lassner
President

UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

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

VIA: John Morton
Vice President for Community Colleges

FROM: Peter Quigley
Associate Vice President for Community Colleges

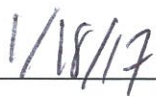SUBJECT: REQUEST TO CHANGE LEEWARD COMMUNITY COLLEGE
MANAGEMENT PROGRAM NAME TO OFFICE MANAGEMENT AND
SUPERVISION AND THEIR ASSOCIATED CIP CODES

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
Fax: (808) 956-3763

An Equal Opportunity/Affirmative Action Institution

David Lassner
August 14, 2017
Page 2

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 2 5 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								New Code Requests																
	Current STVCIPC Code: 52.0201								New STVCIPC Code: 52.0204																
	Current STVCIPC Description: Business Admin & Mgmt, General								New STVCIPC Description: Office Management &Supervision																
	Current code Termination								New code effective term: ~~Spring 2019 (201930)~~ Fall 2019 (202010)																
	Effective term ~~Spring 2019 (201930)~~ Fall 2019 (202010): turn off Online application/Recruitment/Admissions																								
	Effective term ~~Spring 2022 (202230)~~ Fall 2022 (202310): turn off General Student/Academic History																								

	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_TYPE	FINANCIAL_AID_ELIGIBLE_IND	COLLEGE	COLLEGE_DESC	DEPARTMENT	DEPARTMENT_DESC	DISPLAY_ON_WEB_IND	CURRICULUM_LEVEL	CREDENTIAL_LEVEL
1	Replace w/ MGMT	LEE	MGT	Management			AS	AS-MGT	AS-Management-Leeward	MGMT	Management			AS	AS-MGMT	AS-Management	2.0000	Y		IN	Instructional	MGT	Management & Industrial Rel	Y	UG	02
2	Replace w/ MGMT	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	In process of termination.	LEE	MGT	Management	RETM	Retail Management	CA	CA-MGT-RETM	CA-Mgmt-Retail Management	~~MGMT~~	~~Management~~	~~RETM~~	~~Retail Management~~	~~CA~~	~~CA-MGMT-RETM~~	~~CA-MGMT-Retail Management~~	~~1.0000~~	~~Y~~	~~Y~~	~~IN~~	~~Instructional~~	~~MGT~~	~~Management & Industrial Rel~~	~~Y~~	~~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~~	~~30.0000~~	~~W~~	~~N~~	~~IN~~	~~Instructional~~	~~MGT~~	~~Management & Industrial Rel~~	~~Y~~	~~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~~	~~Y~~	~~Y~~	~~IN~~	~~Instructional~~	~~MGT~~	~~Management & Industrial Rel~~	~~Y~~	~~UG~~	~~01~~
8	Replace w/ MGMT	LEE	MGT	Management			ASC	ASC-MGT	ASC-Management	MGMT	Management			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-Management-Leeward																	
10	Replace w/ MGMT	LEE	MGT	Management			CA	CA-MGT	CA-Management	MGMT	Management			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.