

New Program Code **Replace Program Code**

Date: 4/13/2021

REQUESTOR CONTACT INFORMATION

Name Debie Amby Campus Maui College, UH
 Title Banner/Curriculum Specialist Email debie@hawaii.edu
 Office/Dept VCAA/Dean's Office Phone 808-984-3378

NEW PROGRAM CODE TO CREATE

Institution MAU-Univ of Hawaii Maui College Campus MAU-Univ of Hawaii Maui College
 Level UG-Undergraduate Effective Term Spring 2022

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>BSH</u>	<u>Business & Hospitality</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>BAS</u>	<u>Bachelor of Applied Science</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>ABID</u>	<u>Applied Bus&Info Tech Distance</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

BAS-ABIT

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:

Substantive change for BAS-ABIT to be designated as a fully online program by WSUC in May 2018.

Requesting BAS-ABIT/D program 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. 4.0

Special Program Designations

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 <u>Maui College, UH</u>
College _____	Department _____
Level _____	
Are current students "grandfathered" under the program code? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Should the old program code be available for use in Banner? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Effective , old program code will no longer be available to admit or recruit students.	
<small>Term (ie. Fall 2020)</small>	
<i>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.</i>	
Effective , old program code will no longer be available to award degree to students.	
<small>Term (ie. Fall 2020)</small>	
<i>This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.</i>	

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: BAS-ABIT

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><u>Flora Mora</u></p> <p> _____ Signature Date</p>	<p>Financial Aid Officer (Print Name)</p> <p><u>Davileigh Naeole</u></p> <p> _____ Signature Date</p>	<p>For Community Colleges, verification of consultation with OVPC Academic Affairs:</p> <p><u>Della Teraoka</u></p> <p> _____ Signature Date</p>
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ADDITIONAL COMMENTS




UNIVERSITY of HAWAII*
MAUI COLLEGE


April 20, 2021

MEMORANDUM

TO: David Lassner
Vice President for Academic Strategy

VIA: Debora Halbert
Associate Vice President for Academic Programs and Policy

VIA: Laura Nagle
Dean of Career & Technical Education 

FROM: Lui K. Hokoana 
Chancellor

SUBJECT: PROGRAM ACTION AT UH MAUI COLLEGE

I have approved the following program action so that the necessary code can be established in Banner.

NEW PROGRAM CODE:
BAS-ABIT/D (Applied Business & Information Technology/Distance)
Effective Term Spring 2022.

If you have any questions or concerns, please let me know. Thank you for your assistance.

Attachment

c: Tammi Oyadomari-Chun, Interim Associate Vice President for Academic Affairs
Pearl Iboshi, Director of IRAO
Debra Nakama, Vice Chancellor of Student Affairs
Kaheleonalani Dukelow, Dean of Arts & Sciences
Kulamanu Ishihara, Faculty Coordinator

Applied Business & Information Technology

The Applied Business & Information Technology (ABIT) program, leading to a baccalaureate degree, offers options to students seeking preparation in small to mid-sized business management, information technology, and related or integrated career opportunities. The mission of the program is to prepare graduates to be productive professionals who can make responsible business decisions and use information technology wisely in a changing world. The curriculum emphasizes business and stresses the effective use of information technology. The program also includes a strong interdisciplinary liberal arts program with courses in the humanities, social sciences, English, communication, and mathematics.

Although this degree can be earned in four years taking 15-17 credits per semester, students taking a lighter load will take longer to complete the requirements. Students interested in the ABIT program are encouraged to contact the ABIT counselor, program coordinator, or faculty member about program requirements. *Only courses numbered 100 or above, and taken with a letter grade, may be applied to the ABIT degree; and for upper division courses only those with grade C or better may be applied.*

☞ Contact Program Coordinator, Dr. Debasis Bhattacharya, at 984-3619 or by email at debasisb@hawaii.edu for more information.

Requirements for Certificate of Competence (CO) in Data Science and Machine Learning: 15 credits

BUS 310(3), ICS 173(3), ICS 320(3), ICS 435(3), and MATH 115(3).

Lower division requirements for ABIT Bachelor of Applied Science (BAS) Degree: 61-63 credits

Full-time lower division students would take courses in this sequence:

Freshman Year (Fall)	Credits	Freshman Year (Spring)	Credits
ICS 101 or BUSN 150	3	ECON 130 Principles of Economics: Microeconomics	3
ECON 131 Principles of Economics: Macroeconomics	3	PSY 100 or SOC 100	3
ENG 100 Composition I	3	ENG 209 or ENG 210 or ENG 225	3
Global Multicultural Perspective elective	3	Hawaii Emphasis elective	3
Lower Division elective	<u>3</u>	Lower Division elective	<u>3</u>
	15		15
Sophomore Year (Fall)	Credits	Sophomore Year (Spring)	Credits
ACC 201 Introduction to Financial Accounting	3	ACC 202 Intro to Managerial Accounting	3
ICS 110 Introduction to Computer Programming, or ICS 169 Introduction to Information Security	3	BLAW 200 Legal Environment of Business	3
SP 151 or 251, or COM 130 or 145	3	ICS 111 Introduction to Computer Science, or ICS 184 Introduction to Networking	3-4
MATH 115 Introduction to Statistics & Probability	3	ICS 171 Computer Security, or ICS 200 Web Technology	3
Natural Science elective with lab	<u>4</u>	Lower Division elective	<u>3-4</u>
	16		15-17

Upper division transfers - Completion of 60 college-level credits (junior standing) including 8 courses from this list:

ENG 209 or 210 or 225; ICS 101 or BUSN 150; ACC 201 & 202; ECON 130 & 131; MATH 115; SP151 or SP251 or COM 130 or COM 145.

Upper division requirements for ABIT Bachelor of Applied Science (BAS) Degree: 60 credits

Accounting 300(3)	Management 310(3)
Business 310(3), 320(3), 495(3), 496(3)	Marketing 300(3)
Business 393v or Elective(3)	Philosophy 323(3), and Humanities 400(3)
Communication 459(3)	English 316(3) and Electives(12)
ICS 320(3), 360(3), 385(3), 418(3)	

Full-time upper division students would take courses in this sequence:

Junior Year (Fall)	Credits	Junior Year (Spring)	Credits
ACC 300 Intermediate Financial Accounting I	3	BUS 320 Entrepreneurship	3
ICS 320 Introduction to Info Systems & E-Commerce	3	ICS 360 Database Design and Development	3
MGT 310 Principles of Management	3	ICS 385 Web Development and Administration	3
MKT 300 Principles of Marketing	3	ENG 316 Advanced Research Writing	3
Elective	<u>3</u>	Elective	<u>3</u>
	15		15
Senior Year (Fall)	Credits	Senior Year (Spring)	Credits
BUS 310 Statistical Analysis for Business Decisions	3	BUS 393v Cooperative Ed, or Elective	3
BUS 495 ABIT Capstone I	3	BUS 496 ABIT Capstone II	3
ICS 418 Systems Analysis and Design	3	COM 459 Intercultural Communication II	3
HUM 400 Changes & Choices	3	PHIL 323 Professional Ethics	3
Elective	<u>3</u>	Elective	<u>3</u>
	15		15

Tuition and Fees: *A tuition differential exists for upper division courses numbered 300 or higher. See Tuition and Fees section.*



Section 1: Process Information

These guidelines set forth a process by which academic departments through their respective colleges can request recognition as a fully online program. Fully online programs will have a major code that ends in "D." Therefore, students in the major code would only be able to register for designated online courses, be exempt from health records requirements for TB and immunizations, and be exempt from select student fees to the extent that executive policy allows.

In order for a program to be recognized as fully online, the following criteria must be met:

1. UH departments and faculty must complete their internal campus specific procedures to request a program delivered fully online.
2. The fully online program must have an approved substantive change or administrative approval from their appropriate accrediting body (WASC or ACCJC).
3. All courses in the program must be offered by an instructional method of Distance-Completely Online (DCO); the application must show that the courses on the academic program map have been available online or that the campus must demonstrate the commitment to offering the courses on the academic program map once approved.
4. Academic and Student services must be available to the student from a distance.
5. There must not be any campus based requirements for students participating in the program, including mandatory orientation sessions, testing required to be done at a UH Test Center, and face-to-face meetings with faculty or staff. In certain cases, there may be a pre-established residency component (e.g internships at specific locations, intensive short-term courses) which must be approved with the application or subsequently approved.
6. Institutions that offer distance education must have processes in place through which the institution establishes that each registered student is the same student who participates in and completes the course or program and receives the academic credit. Therefore, institutions must employ methods such as:
 - a. A secure log-in and password.
 - b. New or other technologies or practices that are effective in verifying student identity.

The University of Hawai'i is meeting the Student Identity Verification for distance learning and online courses by doing the following:

- a. Upon admission to any of the UH campuses, the student is given a UH username and password. A UH username is a unique identifier for each authorized student at the UH System. The UH username and password are the student's personal identification for accessing Laulima, MyUH, email, web publishing and various other services.
- b. The UH course management system used for online courses, requires students to use their UH username and password.

Please address any questions regarding this form to uhdl@hawaii.edu. Use this form to request recognition as a fully online program. Please also include a copy of the approved substantive change letter or administrative approval letter from WASC or ACCJC as appropriate as well as the program map. This request should be

submitted electronically to your campus Vice Chancellor of Academic Affairs. Upon approval by the campus, it will be routed to the Distance Learning Advisory Council for approval. Once approved, programs must request appropriate Banner code changes.

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

Institutional Information	Institution's Name:	University of Hawaii Maui College
	Originating College or Department:	Business and Hospitality Department
Proposed Program Information	Proposed Program Title:	Applied Business and Information Technology
	Name of Degree to Be Conferred Upon Completion:	Bachelor of Applied Science
	Award(s) (e.g., A.A., B.S.):	BAS
	Number of Required Credits:	121 - 123 credits
Program Contact Information	<p>Name and Title: Debasis Bhattacharya, Asst. Professor</p> <p>Telephone: 808.984.3619 E-mail: debasisb@hawaii.edu</p>	
Need for fully online designation	<p>The Bachelor of Applied Science (BAS) program in Applied Business and Information Technology (ABIT) was designated as fully online program by the WSCUC in May 2018</p>	

Section 3: Program Information

Proposed start date: n/a Target system pathway from 5 week Online AA for Spring 2022

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 part of term 5-week courses, dates must follow the *UH Online Parts of Term Calendar Memo found here: [memo](#)

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).

The latest ABIT program map as listed in the UHMC Catalog 2020-2021 can be found at this link - <http://maui.hawaii.edu/assets/PDF/UHMC%20General%20Catalog%202020-2021.pdf#page=15>

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.

Since the onset of the COVID-19 pandemic in March 2019, as ABIT upper division courses (300-400 level) have been offered in a distance modality. There are no plans to change this online modality in AY21-22 and beyond.

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

There are no requirements to attend a physical classroom in Kahului, Maui or any other UH location.

Attach copies of the approved substantive change letter or administrative approval letter from WASC or ACCJC and the program map. *See attachment from WASC dated 5/24/18*

Section 4: Organizational Commitment

Describe how your institution, department, and program are allocating sufficient resources for distance learning programs and its student and technical support services to ensure their effectiveness and sustain the program.

UHMC has a dedicated Faculty Program Coordinator for the ABIT BAS program who has experience in teaching distance learning programs. UHMC. UHMC also has a Support Counselor to help students through the admission process and guide them in selection of their courses. The IT support staff at UHMC provides ongoing help and support to online students. In addition, campus facilities such as the UHMC Library and The Learning Center provide tutors, online research facilities and other support.

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

The ABIT program falls under the Business and Hospitality Dept at UHMC. The Department and UHMC administration supports faculty development for teaching online programs.

For 5-week courses, faculty must participate in professional development and have courses reviewed using the UH Quality Matters rubric.

All ABIT faculty members and lecturers who will teach in the online format (8-week) courses will go through training and be certified in the UH Quality Matters rubric. All online courses will be reviewed for quality and consistency on a regular basis.

Section 5: Learner Support

Describe how your institution provides distance learners with adequate academic and student support, including academic advising, academic support, technical support, library and information services, and other student support services normally available on campus.

The UHMC provides online students with access to a faculty Program Coordination and a Program Counselor. In addition, students can avail of technical support from the UHMC IT Department, as well as library support and tutoring services from the UHMC Learning Center.

Do program materials clearly define how students can access these 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: Outcomes and Assessment (part of the sub change approval process). Please attach a copy of the approved substantive change letter or administrative approval letter from WASC or ACCJC for your program.

Distance learning programs are expected to produce the same learning outcomes as comparable classroom based programs. How are these learning outcomes identified – in terms of knowledge, skills, or credentials – in course and program materials?

All learning outcomes for every course in the ABIT program is clearly identified in the course syllabus and rubric. These learning outcomes are based on an approved course outline that has been approved by the Department and Curriculum Committee at UHMC.

Describe how the means chosen for assessing student learning in this program are appropriate to the content, learning design, technologies, and characteristics of the learners.

Assessment of student learning is conducted on a regular basis by the course instructor. These assessments are appropriate to the content and learning design. They vary from weekly quizzes and periodic exams, to active learning assessments. Students are also assessed on presentation skills by demonstrating their results through online presentations and recordings.

Section 7: Program Evaluation

What process is in place to monitor and evaluate the effectiveness of this particular distance education program on a regular basis?

The ABIT program has close interaction with an Advisory Board which is comprised on community members. The Advisory Board provides ongoing feedback on the learning outcomes demonstrated by the students, especially those going through the ABIT Capstone Project. In addition to oversight by the ABIT Advisory Board, the ABIT program holds regular meetings to discuss ABIT classes, effectiveness of distance education technologies and best practices.

How will the evaluation results be used for continuous program improvement?

The ABIT program measures the effectiveness of the Program Learning Outcomes (PLOs) during the course of the ABIT Capstone Project course (BUS 495). These results, in addition to measuring the UHMC CASLO requirements, provides feedback on the overall effectiveness of the ABIT program. This allows the program to continually improve and evolve to meet the emerging needs from the industry and changing economy.

How will the evaluation process assure that the program results in learning outcomes are appropriate to the rigor and breadth of the college degree or certificate awarded?

The evaluation process for the ABIT program is reviewed on a regular basis by the UHMC administration and faculty, and is consistent with other evaluation processes that are relevant to baccalaureate programs at the UHMC.

Section 8: Students Located Outside of Hawai'i

- Is the program open to students located outside of Hawai'i? Yes-all U.S. States and territories
 Yes-all U.S. States and territories and internationally
 No

Section 9: State Authorization (only complete if answer to section 8 was yes)

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

What processes are in place to monitor the location of students enrolled in any distance education course in this program while residing in their home state?

UHMC notifies students via the UHMC website, UHMC program websites, and selective admission acceptance letters. Every semester students are prompted to update current addresses and contact information.

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: Links to information for other states can be found [here](#).

A) College URL with info on STATE Student Complaint process:
<http://maui.hawaii.edu/consumerinfo/#:~:text=In%20accordance%20with%20the%20Family,amendment%20of%20their%20education%20records.> B) Link that is linked on the website: <HTTPS://CCA.HAWAII.GOV/HPEAP/STUDENT-COMPLAINT-PROCESS/>

Does your program lead to professional licensure? **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."

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: Laura Lees Nagle, Dean of Career and Technical Education, Maui College

Signature and date:



April 12, 2021