☒ **New Program Code**   ☐ **Modify Program Code**   Date: 8/12/2020

REQUESTOR CONTACT INFORMATION

Name	Debie Amby	Campus	Maui College, UH ▾
Title	Banner/Curriculum Specialist	Email	debie@hawaii.edu
Office/Dept	VCAA	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	Fall 2020

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) IN	Instructional	☐ See Banner form STVCOLL
Department	(4) BTEC	Business Technology	☐ See Banner form STVDEPT
Degree/Certificate	(6) CO	Certificate of Competence	☐ See Banner form STVDEGC
Major	(4) BTEC	Business Technology	☐ See Banner form STVMAJR
Concentration	(4) CPRP	Career Preparation	☒ 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:

_____

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.   0.5

Special Program Designations
See Special Program Designations Code Definitions on IRAO Program Code Request webpage
☐ A   ☐ B   ☒ N   ☐ P   ☐ T   ☐ U

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.)

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: AAS-BTEC _____

☐ 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)	Financial Aid Officer (Print Name)	For Community Colleges, verification of consultation with OVPCC Academic Affairs:
Flora Mora	Davileigh Naeole	Della Teraoka
Signature 8/19/20	_Signature_ 8/19/20	_Signature_ 9/25/2020
Signature Date	Signature Date	Signature Date

Form modified: Oct 2019

UNIVERSITY of HAWAI'I®
MAUI COLLEGE

August 19, 2020

MEMORANDUM

TO: Donald O. Straney
        Vice President for Academic Planning and Policy

FROM: Lui K. Hokoana
        Chancellor

SUBJECT: Program Action at UH Maui College

I have approved the following program actions so that the necessary codes can be established in Banner.
If you have any questions or concerns, please let me know. Thank you for your assistance.

NEW PROGRAM CODE
AAS-AMT2-ABRP (Auto Body Repair & Painting) Effective Term Fall 2020.
CA-AMT2-ABRP (Auto Body Repair & Painting) Effective Term Fall 2020.
CO-AMT2-AMHA (Heating & Air Conditioning) Effective Term Fall 2020.
CO-AMT2-AMSS (Suspension & Steering) Effective Term Fall 2020.
CA-CTEC-BUCO (Building Maintenance & Construction) Effective Term Fall 2020.
CA-CTEC-FMGT (Facilities Management) Effective Term Fall 2020.
CA-CTEC-FMEC (Facilities Mechanical) Effective Term Fall 2020.
CO-CTEC-ACM (Air Conditioning Maintenance) Effective Term Fall 2020.
CO-CTEC-FMGT (Facilities Management) Effective Term Fall 2020.
AS-CM-CFLM (Filmmaking) Effective Term Fall 2020.
AS-CM-GRAP (Graphic Design) Effective Term Fall 2020.
AS-CM-WEBD (Web Development) Effective Term Fall 2020.
CA-CM-CFLM (Filmmaking) Effective Term Fall 2020.
CA-CM-GRAP (Graphic Design) Effective Term Fall 2020.
CA-CM-WEBD (Web Development) Effective Term Fall 2020.
CO-HSER-YDPR (Youth Development Practitioner) Effective Term Fall 2020.
CO-NSCI-SCLT (Science Lab Technician) Effective Term Fall 2020.
CO-BTEC-CPRP (Career Preparation) Effective Term Fall 2020.

REPLACE PROGRAM CODE
CO-BUSM-EMKT (e-Marketing) Effective Term Fall 2017.

NEW SUBJECT CODE
HDFS (Human Development & Family Studies) Effective Term Fall 2020.
FMGT (Facilities Management) Effective Term Fall 2020.

CC: **Pearl Iboshi, Director of IRAO**
        Tammi Oyadomari-Chun, UHCC Director of Academic Programs
        Debra Nakama, Vice Chancellor of Student Affairs
        Kahele Dukelow, Dean of Arts & Sciences
        Laura Nagle, Dean of CTE
        Kulamanu Ishihara, Assistant Professor, Counseling

310 W. Ka'ahumanu Avenue
Kahului, HI 96732-1617
Telephone: 808 984-3655
Fax: 808 984-3546
Website: www.maui.hawaii.edu

An Equal Opportunity/Affirmative
Action Institution

CO - BUSN Career Prep
Business Technology - Career Prep
Approved | Fall 2020

Proposal Information

Workflow Status

Proposer
  ✔ **Sanford Low (Submitter)**
    Submitted 9-18-2019
  ✔ Sanford Low
    Submitted 10-15-2019
  ✔ Sanford Low
    Submitted 1-14-2020
fixed

DEPARTMENT (BUSINESS & HOSPITALITY) \\ Curriculum Department Representative
  ✔ **Gilbert Logan III**
    Approved 1-14-2020

DEPARTMENT (BUSINESS & HOSPITALITY) \\ Department Chair
  ✔ **Lorelle A S Peros**
    Approved 1-14-2020

(CURRICULUM COMMITTEE CHAIRS) \\ CHAIRS
  ✔ **Timothy Marmack**
    Approved 1-17-2020
  ✔ **Lorelle A S Peros**
    Approved 1-14-2020

(ACADEMIC SENATE) \\ SENATE CHAIR
  ✔ **Rosemary Vierra**
    Approved 1-17-2020

(ADMINISTRATION) \\ VCAA
  ✔ **Kaheleonolani Dukelow**
    Approved 4-6-2020
Added revised catalog page.
  ✔ **Laura Nagle**
    Approved 3-11-2020

(ADMINISTRATION) \\ CHANCELLOR
  ✔ **Lui Hokoana**
    Approved 4-6-2020

Code	Title
CO - BUSN Career Prep	Business Technology - Career Prep

Proposal Details

Type of Proposal
New

Proposer Name(s)
Sandy Low

Internal Proposal Date
08/30/2019

Proposal Summary
Addition of Certificate of Competence (4 cr)

Course(s)
BUSN 166 - Professional Employment Preparation or IS 105C - Professional Employment Preparation
ICS 101 (Digital Tools for the Information World) or BUSN 150 (Introduction to Business Computing)

Proposal Rationale/Justification
Students completing BUSN 166 and ICS 101 or BUSN 150 will be better prepared to seek employment. BUSN 166 will help students to develop a resume and cover letter. Students completing BUSN 166 and ICS 101 or BUSN 150 will develop Microsoft Office skills needed for employment.

Proposal Supporting Documents
- BUSNCatalogCOUpdate_12_09_2019.pdf

Other Departments Involved
STEM
ICS 101

Have other departments been consulted?
Yes

Proposal Impact(s) - Articulation

Proposal Impact(s) - Requirements
No

Proposal Impact(s) - Resources
No

Department Vote

Proposer Notes

General Information

Program Title
Business Technology

Program Level Type
Certificate

Degree Type
—

Catalog Description

College

Division

Department
BUSINESS & HOSPITALITY

Learning Outcomes

Outcomes

Program Requirements

Entrance Requirements

—

None

Satisfactory Progress Requirements

—

None

Completion Requirements

Logic: A
  A   CO-BTEC-Career prep
  - Completed at least this many credits: 1 from these courses
    - o **BUSN 166 - Professl Employmt Prep**
    - o **IS 105C - Orien to Employment**
  - And completed at least this many credits: 3 from these courses
    - o **BUSN 150 - Intro Busn Computing**
    - o **ICS 101 - Digitl Tools for Info Wrld**

BOR Information

Program Justification
To prepare students for employment.

Program Mission and Objectives
Provide valued technological skills and employment preparation to meet demands of employers.

Program Curriculum Plan

Program Target Group
Maui high school students

Program Resources

Program Efficiency

Program Effectiveness

Attachments

Curriculum Committee (For Administrative Use Only)

1) Start Date

2) Type of Proposal
—

3) Curriculum Proposal Number

4) Curriculum Committee notes