

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

Replacing or eliminating an existing program code:

If replacing an existing program code, are current students "grandfathered" under the old code? Yes No

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

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No
(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is: Business Technology (BTEC)

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE

Banner forms: STVGAMP, STVROLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

This certificate was originally proposed as a Certificate of Completion in Virtual Office Assistant for Fall 2014, but to meet the UHCC Policy 5.203 effective Fall 2014, we are requesting the Virtual Office Assistant Certificate of Competence. The program length is one year and the Special Program Designation Code is N.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input type="checkbox"/> Memo from Chancellor <input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION		
Requestor Signature <u>Debi Aubry</u>		Date <u>5/6/15</u>
Registrar (If different from Requestor) <u>Catherine Bio</u>	<u>[Signature]</u>	MAY 7 2015
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) <u>Kilohana Miller</u>	<u>[Signature]</u>	<u>5-6-15</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u>Suzette Robinson</u>	<u>[Signature]</u>	<u>5/28/15</u>
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
 1633 Bachman Place Email: iro-mail@lists.hawaii.edu
 Sinclair Annex 2, Room 4 Fax: 808-956-9870
 Honolulu, HI 96822 Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

FOR INTERNAL USE ONLY	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



UNIVERSITY of HAWAII
MAUI COLLEGE

May 8, 2015

MEMORANDUM

TO: Dr. Risa Dickson
Executive Vice President for Academic Affairs

FROM: Dr. Lui Hokoana
Chancellor, UH Maui College

SUBJECT: Program Action at UH Maui College

I have approved the following program actions so that the necessary program codes can be established in Banner.

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

NEW

Associate of Applied Science – Business Technology - Medical Assistant II (AAS-BTEC-MA2)
Certificate of Competence - Aging (CO-HSER-IAGE)
Certificate of Competence - Virtual Office Assistant (CO-BTEC-VOA)
Certificate of Competence - Therapeutic Activity Aide II (CO-NURS-TAA2)
Academic Subject Certificate – Hawaiian Music (ASC-HMUS)
Certificate of Competence – Community Health Worker (CO-HSER-CHWN)

Certificate of Completion – Therapeutic Activity Aide II (CC-NURS-TAA2)
(create and later replace with CO-NURS-TAA2)
Certificate of Completion – Community Health Worker (CC-HSER-CHWN)
(create and later replace with CO-HSER-CHWN)

DELETE

Associate of Applied Science – Business Technology – Medical Office
Associate of Applied Science – Business Technology – Health Unit Coordinator
Associate of Applied Science – Business Technology – Legal Office

CC: Pearl Iboshi, Director of IRAO
Suzette Robinson, UHCC Director of Academic Programs



2002-2003
MetLife Foundation
Best-Practice College
Award Recipient



2008
Bellwether
Award Recipient



2009
President's
Higher
Education
Community
Service
Honor Roll

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

Curriculum Proposal Number 2013.01

Curriculum Proposal Cover Sheet – Program/Degree/Certificate

Routing procedure – Official Signatures on Signature Page

Program Name: Business Technology

or

Course Alpha & Number: _____

Author: Rhonda Cua Barut

Proposal Type:	
<input checked="" type="checkbox"/>	Addition
<input type="checkbox"/>	Modification
<input type="checkbox"/>	Deletion

Date of Activity:

10/31/13 Author Signature

10/31/13 Curriculum Representative Signature

✓ Department Chair Signature

✓ Curriculum Chair Signature

✓ Proposals Posted in Website for General Review

✓ Academic Senate Chair Signature

Chief Academic Officer Signature

aw 1/22 Chancellor Signature

NEW DEGREES ONLY! Chief Academic Officers Approval

NEW DEGREES ONLY! Board of Regents Approval

Signature Sheet Returned to Curriculum Chair

Distribution, Posting and Follow-Up:

_____ Notify Proposers of Approval

_____ Banner & IRO Input

_____ Catalog Input Complete

_____ Articulation Forms Forwarded to Articulation Coordinator

_____ Five-Year Review Database Updated

_____ Originals Filed in Chief Academic Officer's Office

_____ Registrar & Counseling Notified

COPY

Fast-Track Curriculum Action Request (CAR)
Clarification of Approved Intent

Entry:
<input type="checkbox"/> CRSE
<input type="checkbox"/> Catalog
File:
<input type="checkbox"/> My Bkshlf
<input type="checkbox"/> CurrCabinet

- 1. Author(s): Richard Miller
- 2. Department: Business & Hospitality
- 3. Date submitted: 7/31/14

4. General type of action: course program

Specific type of action:

Addition:

- regular
- experimental
- other: specify:

Modification:

- number/alpha
- title
- credits
- description

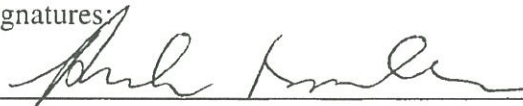

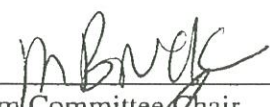
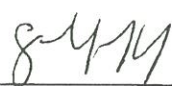
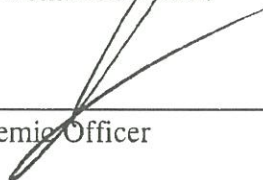

- prerequisite
- corequisite
- program
- other-specify: credential

5. Course:
Alpha & no: Title:

6. Existing prereq/other:
The Certificate of Completion - Virtual Office Assistant (23 credits) was proposed in Fall 2013 and effective for Fall 2014. To meet the UHCC Policy 5.203 effective in Fall 2014, the Certificate of Completion - Virtual Office Assistant needs to be changed to a Certificate of Competence - Virtual Office Assistant. This program change did not get submitted to the curriculum committee when it was approved.

7. Adjusted prereq/other:

8. Signatures:

	
_____ Program Coordinator	_____ Date
	
_____ Curriculum Committee Chair	_____ Date
	
_____ Chief Academic Officer	_____ Date

**University of Hawaii Maui College
Curriculum Action Request (CAR) Form
Program/Degree/Certificate**

<i>For Banner use</i>	
<i>Req.</i>	<i>Rev:</i>
___ <i>Alpha</i>	___
___ <i>Program name</i>	___
___ <i>Program Code</i>	___
___ <i>Concentration</i>	___
___ <i>Major Code</i>	___

1. Author(s): Rhonda Cua Barut
2. Department: Business & Hospitality Program: Business Technology
3. Date submitted to Curriculum Committee: November 1, 2013

4. Program proposal
 New program (*attach program proposal and program map*) Change of name to existing program

Existing program *Title:*
 Proposed program *Title:*

5. Credential (degree or certificate) proposal
 New credential added to existing program Modification to existing credential

Type of credential
 Degree: AA AS AAS Certificate: CA CC CO ASC
 Other, specify:

Existing credential: *Title:* *Credits:*
 Proposed credential: *Title:* Virtual Office Assistant *Credits:* 23

- If modification, describe change:
- Change in credential name
 - Change in course requirement(s); specify:
 - Change in prerequisite(s) for credential; specify:
 - Other; specify:
- Program map must be attached. (*For modifications, write changes on copy of current catalog map*)

6. Reason for this curriculum action:
 UH Maui College is creating this new certificate as a system-wide effort within the Business Technology disciplines at Kauai CC, Leeward CC, Hawaii CC, and UH Maui College. It is the result of an approved Carl D. Perkins Vocational and Technical Grant (AY 2013-14). Further, students completing the Virtual Office Assistant Certificate of Completion will have the required skills and knowledge necessary to support clients in an administrative capacity in a virtual setting. By creating this new certificate it would create employment opportunity for our students regardless of where they reside, even in the most remote locations of the Hawaiian island chain.

7. Proposed term of first offering: Fall semester of 2014 year.

8. Special fees required: no yes, explain:

9. Special resources (personnel, supplies, etc.) required: no yes, explain:

10. Special scheduling considerations: no yes, explain:

11. Which program SLOs does this certificate support? (*list all that apply and explain, if necessary.*)
 Program SLO 1: Work as a responsible member of a team to meet an organization's objectives. Explain:

 Program SLO 2: Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment. Explain:

Program SLO 3: Use current and emerging technologies effectively to create and manage documents and handle multiple priorities. Explain:

12. Current UHMC Catalog needs revision on page(s): 38

13. Additional Information:

The proposed Virtual Office Assistant Certificate of Completion also supports the following BTEC Program SLO's:

Program SLO 4: Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.

Program SLO 5: Use research and decision-making skills to make informed choices consistent with personal and organizational goals

Program SLO 6: Apply appropriate strategies to secure employment, retain a job, and advance in a career.

Business Technology

The Business Technology career ladder is competency based and focuses on the skills, knowledge, and attitudes needed to prepare for office positions in government or industry. The curriculum includes specialties, as well as general offerings, to broaden students' background and to enhance employment and promotion possibilities. The Business Technology umbrella offers credentials at four levels.

- Certificate of Competence (CO) in Basic Office Skills reviews skills prerequisite to the balance of the career ladder program
- Certificate of Completion (CC) in Business Technology prepares students for entry-level positions such as Receptionist, General Office Clerk, or Clerk Typist. The Medical Assistant I Certificate of Completion prepares students for medical assistant positions that do not require a degree.
- Certificate of Achievement (CA) prepares students for the more complex roles of Administrative Assistant, Computer Operator, Medical Secretary, or Medical Office Specialist.
- Associate in Applied Science (AAS) degree advances skills and provides focus in two specialty areas. The Information Processing specialty prepares for responsible positions using integrated word processing, database, and spreadsheet applications, as well as for nationally recognized office specialist certification exams. Medical Assistant II prepares for work in out-patient or in-patient environments in positions that require an AAS degree, including Medical Assistant, Doctor's Assistant, Medical Office Assistant, Clinical Assistant, and Health Unit Coordinator.

Grade C or better in each required course (excluding electives) must be attained to qualify for all certificates and degrees. Required courses completed through credit by examination with a CR grade may also be used toward Business Technology certificates and degrees

Requirements for Certificate of Competence (CO):

Basic Office Skills – Pre-Business Technology: 5-8 credits *(Summer bridge or Fall courses, articulation, or testing)*
 Business Technology 89(1), 70(1), and 121(3) ENG 22 or 55(3) or placement at ENG 100
 Mathematics 18 or placement at Mathematics 82

Note: At least four of the required credits must be completed from UH Maui College courses. Up to five BUSN credits may be satisfied through pre-testing prior to registration, high school articulation or transcript evaluation, or by obtaining program coordinator consent.

Requirements for Certificate of Completion (CC):**Business Technology: 16 credits**

Business Technology 150 or Information & Computer Science 101(3) Business Technology 166(1), 170(3), 189(3)
 Business Technology 161, Business 120, or Management 118(3) English 100(3)

Medical Assistant I: 23 credits

Business Technology 150 or Information & Computer Science 101(3) Nursing 50(4), 100(6)
 Business Technology 161, Business 120, or Management 118(3) Biology 100(3)
 Business Technology 193v(1) English 100(3)

--> **Insert new Virtual Office Assistant map here (see attached)**

Requirements for Certificate of Achievement (CA): 31 credits

All Business Technology CC courses(16), plus: Business/Communication 130 or Communication 145(3)
 Business Technology 123(3), 151(3), 157(3) English 209(3)

Requirements for Associate in Applied Science (AAS) Degrees:**Information Processing Specialty: 60-61 credits**

All CA courses(31), plus:
 Business Technology 110 or 261(3), 193v(2-3),* 232(3), 292(3) General Education elective(3)
 Accounting 124 or 201(3) Any two electives(6) from this list, or other approved course:
 Natural Science elective(3) Accounting 125(3), 201(3); BUSN 110(3), 237(3), 261(3), 286(3)
 Social Science elective(3) Business Law 200(3); ICS 205(3), 214(3)

Medical Assistant II Specialty: 64-69 credits *Students who earn this degree also qualify for the Business Technology CC & CA by applying*

All Medical Assistant I CC courses(23), plus:
 Business Technology 123(3), 151(3), 166(1), 170(3), English 209(3)
 185(3), 189(3), 193v(2), 292(3) Business/Communication 130 or Communication 145(3)
 Accounting 124 or 201(3) Social Science elective(3)
 Pharmacology 105(1), 106(3), 107(3)

**Note: Either 2 or 3 credits are required depending on prior work experience as approved by a counselor or program coordinator.*

***Note: ENG 22 or 55 may be substituted for the MedAsst I certificate for those not going on to the MedAsst II degree.*

2013.61

Requirements for Certificate of Completion (CC):

Virtual Office Assistant: 23 credits

Business Technology 121 or 123 (3)

Business Technology 150 or Information & Computer Science 101 (3)


Business Technology 151 (3), 158 (3), 159 (3), 164 (3), 193v (2)

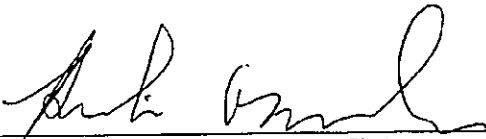
Accounting 124 or 201 (3)

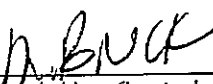
Virtual Office Addt
Certificate

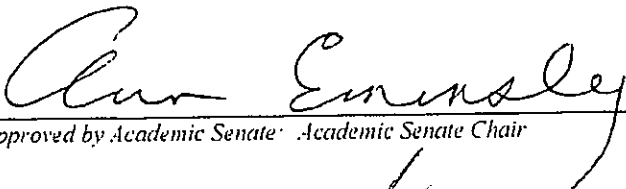
University of Hawaii Maui College
Curriculum Action Request (CAR) Signature Page

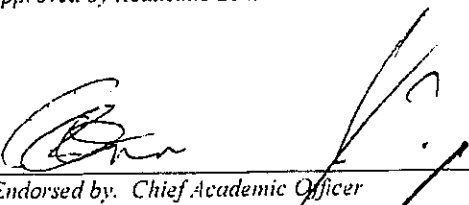

Proposed by: Author or Program Coordinator October 31, 2013
Date


Checked by: Academic Subject Area Representative to Curriculum Committee 10/31/13
Date


Requested by: Department Chair 10/1/13
Date


Recommended by: Curriculum Chair 12-6-13
Date


Approved by: Academic Senate: Academic Senate Chair 1-16-14
Date


Endorsed by: Chief Academic Officer 1/30/14
Date


Approved by: Chancellor 2/10/14
Date