

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 4/24/15	Effective term of request (Semester-Year): Fall 2013
Name: Debie Amby	Title: Banner/Curriculum Specialist
Campus: UH Maui College	Office/Department: Academic Affairs
Phone: 808-984-3378	Email: debie@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Maui College (MAU) <input checked="" type="checkbox"/>	College: Instructional (IN)	Department: Human Services (HSER)
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: CO Certificate of Competence <input checked="" type="checkbox"/>	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: HSER Human Services	Existing Concentration:	
<small>Code Description</small>	<small>Code Description</small>	
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: IAGE AGE Description [30 char/space limit]: Issues in Aging Aging		
If a similar major/concentration code exists in Banner, please list the code:		
Is this major/concentration code being used the same way at other UH campuses?		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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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: Human Services (HSER)

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

Banner forms: STVCAMP, STVCOLL, 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]:

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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):
The Human Services Certificate of Competence - Issues in Aging was approved on campus for Fall 2013.
The program length is one year and the Special Program Designation Code is N.

SUPPORTING DOCUMENTATION

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- ☐ Board of Regents meeting minutes and supporting documents provided to the BOR
- ☐ Memo from UH President
- ☐ Memo from Chancellor
- ☐ Curriculum (required for requests for new programs/majors/minors/certificates)
- ☐ Gainful Employment Program notification to the US Department of Education
- ☐ Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u>Debu Anby</u>	Date <u>5/6/15</u>	
Registrar (If different from Requestor) <u>Catherine Bto</u>	Signature <u>[Signature]</u>	Date <u>MAY - 7 2015</u>
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>	Signature <u>[Signature]</u>	Date <u>5-6-15</u>
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>	Signature <u>[Signature]</u>	Date <u>5/28/15</u>
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
Sinclair Annex 2, Room 4
Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu
Fax: 808-956-9870
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 2012.37**Curriculum Proposal Cover Sheet – Program/Degree/Certificate***Routing procedure – Official Signatures on Signature Page*Program Name: HSEK - Co - Issues in Aging

or

Course Alpha & Number: _____

Author: Lee Stein

Proposal Type:



Addition



Modification



Deletion

Date of Activity:2/5 Author SignatureLS Curriculum Representative Signature

_____ Department Chair Signature

_____ Curriculum Chair Signature

_____ Proposals Posted in Website for General Review

_____ Academic Senate Chair Signature

_____ Chief Academic Officer Signature

LS 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

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

For Banner use:	
Req: _____	Rcv: _____
____ Alpha _____	
____ Program/name _____	
____ Program Code _____	
____ Concentration _____	
____ Major Code _____	

1. Author(s): Lee Stein

2. Department: Social Science

Program: Human Services

3. Date submitted to Curriculum Committee: 10/23/12

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☐ Other, specify:Certificate: ☐ CA ☐ CC ☒ CO ☐ ASC

Existing credential: Title:

Proposed credential: Title: Issues in Aging

Credits:

Credits: 9

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:

To meet established workforce need.

7. Proposed term of first offering: Fall semester of 13 year.

8. Special fees required:

☒ no ☐ yes, explain:

9. Special resources (personnel, supplies, etc.) required:

☒ no ☐ yes, explain:

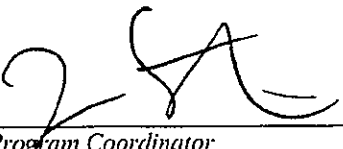
10. Special scheduling considerations:

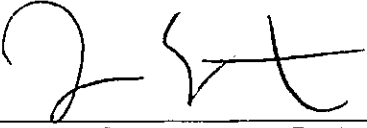
☒ no ☐ yes, explain:11. Which program SLOs does this certificate support? (*list all that apply and explain, if necessary.*)☒ Program SLO 1: develop interpersonal skills that build appropriate, collaborative, respectful relationships with fellow students, clients and professionals in the community. Explain:☒ Program SLO 2: Identify vulnerable populations and the social conditions that contribute to their vulnerability and consider advocacy strategies to help alleviate those conditions. Explain:☒ Program SLO 3: Develop self-awareness of personal values, interpersonal styles, strengths and challenges that influence the development of professionalism. Explain:

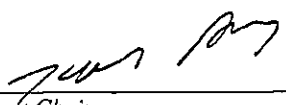
12. Current UHMC Catalog needs revision on page(s): 52-53


13. Additional Information: courses that comprise CO: HSER 145 - Human Service Work with the Older Adult; HSER 101- Health Navigator or HSER 248 - Case Management; HSER 194 or HSER 294 - Work Practicum.

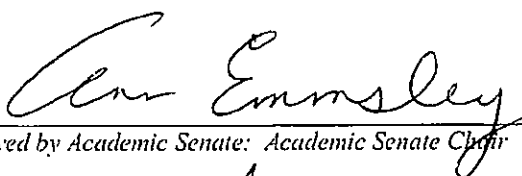
University of Hawaii Maui College
Curriculum Action Request (CAR) Signature Page

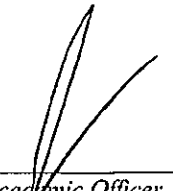

Proposed by: Author or Program Coordinator
Date: 10/10/12

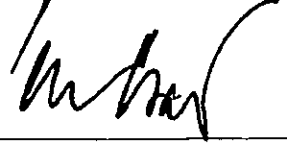

Checked by: Academic Subject Area Representative to Curriculum Committee
Date: 10/10/12


Requested by Department: Department Chair
Date: 10/10/12


Recommended by: Curriculum Chair
Date: 12/10/12


Approved by Academic Senate: Academic Senate Chair
Date: 12/10/12


Endorsed by: Chief Academic Officer
Date: 2-10-13


Approved by: Chancellor
Date: 2/27/13



Princess Soares <pfrederi@hawaii.edu>

CO-HSER-Issues in Aging

Debie Amby <debie@hawaii.edu>
To: Princess Soares <pfrederi@hawaii.edu>

Tue, Jun 30, 2015 at 3:32 PM

Hi Princess,
Yes, AGE is fine if there's no issue. Wasn't sure which campus was using/created the AGE code, so I suggested using the IAGE code.
Debie

On Tue, Jun 30, 2015 at 3:26 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

Hi Debie,

Can the existing major code AGE, with the description "Aging" be used for the concentration code?

According to Maui website (<http://maui.hawaii.edu/hser/>), the CO is Aging.

Please let me know if this can be done. Let me know if there are any questions.

Mahalo,
Princess

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Princess Soares
Institutional Research Analyst
Institutional Research and Analysis
University of Hawai'i System
Sinclair Annex 1, Room 1
1633 Bachman Place
Honolulu, HI 96822
Phone: [808-956-5464](tel:808-956-5464)
Fax: [808-956-9870](tel:808-956-9870)

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