

1/16/15 pending information from campus - PL4 BM
 2/10/15 flup on pending - Banner modules
 3/12/15 flup
 3/16/15 terminate

Replace

3/17/15 pending COS BM AGR-ON

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: January 27, 2014	Effective term of request (Semester-Year): Fall 2014 201510
Name: Joyce Hamasaki	Title: Interim Dean Career and Technical Education
Campus: Hawaii Community College	Office/Department:
Phone: 808-934-2522	Email: joycei@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRL, SOACURR, STVMAJR	
Institution: Hawaii CC (HAW)	College: AT, Applied Technical Education	Department: AG, Agriculture	
<input type="checkbox"/> New program code	<input checked="" type="checkbox"/> Change/replace existing program code: see attachment		
Level: <input checked="" type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> First-Professional	<input type="checkbox"/> Post-Baccalaureate
Degree: see attachment		Certificate: See attachment	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: Code	Description	Existing Concentration: Code	Description
If requesting a new <input checked="" type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]: AGR	Description [30 char/space limit]: Agriculture		
If a similar major/concentration code exists in Banner, please list the code: yes			
Is this major/concentration code being used the same way at other UH campuses? no			
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			
(Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Financial Aid Officer consultation required for all new program codes)			
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, students may select the code as their <u>only</u> program of study.)			

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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:

Ending Term (Semester-Year)

Banner Module	Yes	No	Ending Term (Semester-Year)
Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2015
Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2015
Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2015
General Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2018
Academic History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2018

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:

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):

HawCC currently uses a CIP code (01.0301) shared by UHMauC, WinCC, and UHHilo. The PCC has met and is requesting a change to CIP Code 01.0606. The change will be shared by CC campuses but not UHHilo. The CC's must change their major code to reflect something other than AG which is currently used by UHHilo. The CC's have chosen AGR as a new major code, thus this application.

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 checked="" type="checkbox"/> Other: Attached memo dated February 6, 2014; attached explanation of new codes, pg 4

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CAMPUS VERIFICATION	
Requestor Signature <u>Joyce Handley</u>	Date <u>12-22-14</u>
Registrar (if different from Requestor) <u>Dorinda H. Manuel-Cortez</u>	<u>12/22/2014</u> Date
Print name <u>Dorinda H. Manuel-Cortez</u>	Signature <u>[Signature]</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>Jason S. Cifra</u>	<u>12/22/2014</u> Date
Print name <u>Jason S. Cifra</u>	Signature <u>[Signature]</u>
Email/memo in lieu of Financial Aid Officer's signature may be attached	
For Community Colleges, verification of consultation with OVPC Academic Affairs:	
<u>Suzette Robinson</u>	<u>1/5/15</u> Date
Print name <u>Suzette Robinson</u>	Signature <u>[Signature]</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	
Program code [12]:	Date form/docs received: <u>1/14/15</u>
Program code [30]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

MEMORANDUM

To: Pearl Iboshi
From: Suzette Robinson
Date: February 6, 2014
Re: **REVISED** CIP CODES CHANGE REQUESTS—AGRICULTURE, ICS, EIMT

Based on faculty and campus academic leaders, the following CIP changes are requested:

AG Agriculture

Current CIP Code: 01.0301 (UHMauC, WinCC, HawCC, and UHHilo)

Requested CIP Code: 01.0606

Title: Plant Nursery Operations and Management

Campuses requesting change: UHMauC, WinCC, HawCC

New Program and Major Code: AGR

Rationale: The requested CIP code, 01.0606 better describes the type of instruction offered by the agriculture programs at UHMauC, WinCC, HawCC and, therefore, the skills of the program's graduates.

ICS Information and Computer Sciences

Current CIP Code: 11.0101 (UHManoa)

Requested CIP Code: 11.1003

Title: Computer and Information System Security/Information Assurance

Campuses requesting change: HawCC, KapCC, LeeCC

New Program and Major Code: ICSS

Rationale: The requested CIP code, 11.1003 better describes the type of instruction offered by the ICS programs at HawCC, KapCC, and LeeCC and, therefore, the skills of the program's graduates.

EIMT Electrical Installation & Maintenance Technology (completed 2/3/14 email from P. Soares)

Current CIP Code: 47.0101

Requested CIP Code: 46.0302

Title: Electricians

Campuses requesting change: HawCC, HonCC

Rationale: The requested CIP code, 46.0302 better describes the type of instruction offered by the EIMT programs at HawCC and HonCC, and, therefore, the skills of the program's graduates.

Cc: Peter Quigley
CTE Deans
Cheryl Chappell Long
Dominic Estrella

Attachment to CRF New Code AGR

Current Degree/Certificate	New Degree/Certificate	Program Length		Program Special Designation
AAS-AG	✓ AAS-AGR	60 weeks (4 sem) <i>2.0</i>	62 credits	N
AAS-CA-AG	✓ AAS-CA-AGR	30 weeks (2 sem) <i>1.0</i>	30 credits	N
AAS-CO-AG-FMWK	✓ AAS-CO-AGR-FMWK	30 weeks (2 sem) <i>1.0</i>	18 credits	N
AAS-CO-AG-LSWK	✓ AAS-CO-AGR-LSWK	30 weeks (2 sem) <i>1.0</i>	12 credits	N