

New Program Code **Replace Program Code**

Date: 11-7-23

REQUESTOR CONTACT INFORMATION

Name Kimberley Collins Campus Hawaii Community College
 Title Vice Chancellor of Academic Affairs Email kpcollins@hawaii.edu
 Office/Dept Academics Phone 808-934-2612

NEW PROGRAM CODE TO CREATE

Institution HAW - Hawaii Community College Campus HAW - Hawaii Community College
 Level UG - Undergraduate Effective Term Fall 2024

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>LB</u>	<u>Liberal Arts</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>SSCI</u>	<u>Social Science</u>	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) <u>CO</u>	<u>Certificate of Competence</u>	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) <u>CHW</u>	<u>Community Health Worker</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

CO-CHW

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:

The certificate prepares students to become Community Health Workers, outreach workers, or navigators in a variety

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.

1

Special Program Designations A B N P T U

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>Hawaii Community College</u>
College _____	Department _____
Level _____	

Are current students "grandfathered" under the program code? Yes No

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

Effective , old program code will no longer be available to admit or recruit students.
Term (ie. Fall 2020)

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.

Effective , old program code will no longer be available to award degree to students.
Term (ie. Fall 2020)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

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: _____

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>Sherise Tiogangco</u></p> <p><i>Sherise Tiogangco</i> Jan 29, 2024</p> <p>Signature Date</p>	<p>Financial Aid Officer (Print Name)</p> <p><u>Calvin Black</u></p> <p><i>Calvin Black</i> Jan 29, 2024</p> <p>Signature Date</p>	<p>For Community Colleges, verification of consultation with OVPC Academic Affairs:</p> <p><u>Tiana Loo</u></p> <p><i>Tiana Loo</i> Jan 31, 2024</p> <p>Signature Date</p>
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ADDITIONAL COMMENTS

📌 Unretiring in Fall 2024

CO-CHW Community Health Worker

Future | Fall 2024 – Indefinite

A) General Information

A1) Start Term 📌

Fall 2024

A2) Program Title

Community Health Worker

A3) Code

CO-CHW

A4) Degree/Certificate 📌

Certificate of Competence

A5) Requested Code 📌

B) CATALOG INFORMATION

B1) Description

This certificate prepares students to become Community Health Workers, outreach workers, or navigators in a variety of healthcare settings. They are skilled in providing health education and care coordination.

B2) Entry Requirements

"C" or better" in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

B3) Program Requirements

First Semester

6

Total Credits

- Earned a "C" or better in:
 - HSER101 - Community Health Worker Fundamentals (3)
 - HSER140 - Individual Counseling (3)

Second Semester

9

Total Credits

- Earned a "C" or better in:
 - HSER135 - Health Promotion and Disease Prevention (3)
 - HSER248 - Case Management (3)
 - HSER192 - Seminar and Fieldwork I (3)

Third Semester

3

Total Credits

- Earned a "C" or better in:
 - HSER292 - Seminar and Fieldwork II (3)

Grand Total Credits: 18

B4) Total Program Credits

18

C) CONTENT INFORMATION

C1) Learning Outcomes

PLO 1: Develop interpersonal skills that build appropriate, collaborative, respectful relationships with fellow students in the classroom, clients and professionals in the fieldwork setting or work environment.

Linked Institution Outcomes

ILO1: Communicate effectively in a variety of situations.

LINKED COURSE OUTCOMES

- Community Health Worker Fundamentals - 1. Describe the roles and functions Community Health Workers play in Hawaii and the broader public health practice. [View Course >](#)
- Community Health Worker Fundamentals - 2. Identify the attitudes, skills and knowledge of the Community Health Worker profession. [View Course >](#)
- Health Promotion and Disease Prevention - 3. Apply concepts and practice teaching skills to promote healthy behaviors and prevent chronic disease. [View Course >](#)

PLO 2: Demonstrate how to promote healthy behaviors, care coordination, advocacy, and/or community outreach

Linked Institution Outcomes

ILO2: Utilize critical thinking to solve problems and make informed decisions.

LINKED COURSE OUTCOMES

- Community Health Worker Fundamentals - 1. Describe the roles and functions Community Health Workers play in Hawaii and the broader public health practice. [View Course >](#)
- Health Promotion and Disease Prevention - 1. Examine major behavioral and environmental risk factors for illness, disease, and injury. [View Course >](#)
- Health Promotion and Disease Prevention - 3. Apply concepts and practice teaching skills to promote healthy behaviors and prevent chronic disease. [View Course >](#)

PLO 3: Reflect on how culture, language and socio-environmental factors influence individuals and families seeking health and/or social services

Linked Institution Outcomes

ILO3: Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai'i island, as well as other cultures of the world.

LINKED COURSE OUTCOMES

- Community Health Worker Fundamentals - 3. Discuss the practical application of cultural competence in the Community Health Worker field. [View Course >](#)
- Health Promotion and Disease Prevention - 2. Identify health promotion strategies and their rationale. [View Course >](#)

Learning Outcomes Alignment (Admin Use Only)

D) OTHER INFORMATION

D1) College

Liberal Arts and Sciences

D2) Workflow

Social Science Department

D3) Comments (Admin Use Only)

HawCC will need to work with Kapiolani and Maui to support students interested in CHW to enter their programs and assist/coordinate with Hawaii island based practicums.

E) ATTACHMENTS

E1) Upload applicable files related to this program.

- CO-CHW denial from UHCC.docx
- DOC005.pdf
- CO-CHW denial from UHCC.docx
- DOC005.pdf
- CO-CHW denial from UHCC.docx
- DOC005.pdf
- CO-CHW VCAA Memo to CRC.11.9.23.pdf



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November 21, 2023

TO: Alan Rosenfeld
 Associate Vice President for Academic Programs & Policy

VIA: Della Teraoka
 Acting Vice President and Associate Vice President for Academic Affairs

VIA: Tiana Loo
 Interim Academics Program Officer *TLO*

VIA: Kimberley P. Collins *Kimberley Collins*
 Vice Chancellor for Academic Affairs

FROM: Susan Kazama
 Interim Chancellor *Susan*

SUBJECT: Request to reactivate the CO-CHW, Community Health Worker Certificate

SPECIFIC ACTION REQUESTED:

The Liberal Arts (LB) program requests your approval to reactivate the Community Health Worker Certificate program.

ADDITIONAL COST:

No additional costs are incurred by this action.

RECOMMENDED EFFECTIVE DATE OF NEW CURRICULA:

Fall 2024

BACKGROUND INFORMATION:

- In 2022, the UHCC System did not approve the code and it was removed from the catalog, Star and as options for students to choose on the application for admission, but it was not removed from Quali CM.

- The CO-CHW prepares students to become Community Health Workers, outreach workers, or navigators in a variety of healthcare settings,
- We have recently received UHCC approval to reactivate this certificate and it is okay as a standalone certificate.

Attachments:

VCAA Memo

c: Kara Plagmann Wagner, IRAO
Sherise Tiogangco, Registrar-HawCC
Michelle (Kanoë) Lambert, Career Pathways Coordinator-HawCC



MEMORANDUM

November 9, 2023

TO: Susan Kazama
Interim Chancellor

FROM: Kimberley P. Collins *Kimberley P. Collins*
Vice Chancellor for Academic Affairs

SUBJECT: Request to reactivate the CO-CHW, Community Health Worker Certificate

We have recently received approval from UHCC to reactivate this certificate in our systems. Ms. Teraoka (VPCC) has approved it as a standalone CO.

SPECIFIC ACTION REQUESTED:

The Liberal Arts (LB) program requests your approval to reactivate the Community Health Worker Certificate program.

ADDITIONAL COST:

No additional costs are incurred by this action.

RECOMMENDED EFFECTIVE DATE OF NEW CURRICULA:

Fall 2024

BACKGROUND INFORMATION:

- In 2022, the UHCC System did not approve the code and it was removed from the catalog, Star and as options for students to choose on the application for admission, but it was not removed from Quali CM.
- The CO-CHW prepares students to become Community Health Workers, outreach workers, or navigators in a variety of healthcare settings,

Attachments:

Kuali CM/Program View – Community Health Worker

**c: Sherrie Ann Straslicka-Walker
Sherise Tiogangco
Kanoë Lambert
Carrie Mospens
Claudia Wilcox-Boucher**



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MEMORANDUM

November 9, 2023

TO: Carrie Butler, Chair, Curriculum Review Committee

FROM: Kimberley P. Collins *Kimberley P. Collins*
Vice Chancellor for Academic Affairs

SUBJECT: Request to Reactivate the CO-CHW Community Health Worker Certificate

As you can see from the attached VCAA memo dated April 6, 2022, we previously had approved the CO-CHW Community Health Worker Certificate, but UHCC did not approve Hawai'i CC to offer the program, so the campus retired the certificate. We have recently received approval from UHCC and would like your support in reactivating this certificate in our systems.

The certificate is in Quali, but I would like CRC to review and make a notation in the system if they approve. Once CRC has updated Quali, I would ask that the certificate be added back to the catalog, STAR, and the admissions application. My preference is for this to be effective Spring 2024, if possible, but I understand that some systems may lag according to the process for each system.

I look forward to the Curriculum Review Committee's decision.

Attachments: 2022 Wilson memo

CC: Carrie Mospens, Interim Dean, Liberal Arts and Sciences
Claudia Wilcox-Boucher, Department Chair, Social Sciences and Public Services
Larisa Leslie, Counseling, Division Chair
Sherise Tiogangco, Registrar
Sherrie Ann Straslicka-Walker, Banner Specialist
Kanoe Lambert, Transfer Pathway Coordinator

1175 Manono St.
Hilo, Hawai'i 96720-5096
Telephone: (808) 934-2512
Fax: (808) 974-7770
www.hawacc.hawaii.edu



MEMORANDUM

Date: Apr 6, 2022

To: Sherise Tiogangco, Registrar
Sherrie Ann Straslicka-Walker, Banner Specialist
Kanoë Lambert, Transfer Pathway Coordinator

From: Melanie Dorado Wilson, Interim Vice Chancellor for Academic Affairs

A handwritten signature in black ink, appearing to read "Melanie Dorado Wilson".

Subject: CO-CHW and ASNS-EES Not Approved by UHCC

Although the Community Health Worker certificate program and the Natural Science - Environmental and Ecosystem Science degree were previously approved at Hawai'i CC, the codes (CO-CHW, ASNS-EES) have not been approved at the UH System level. Therefore, Hawai'i CC not approved to offer these programs, and they need to be removed from the catalog, Star, and as options for students to choose on the application for admission.

At this time, they do not need to be removed from Kualii CM, because we may be approved to offer the programs in the future.

cc: Claudia Wilcox-Boucher, Social Science Department Chair
Pamela Scheffler, Geography Instructor
Michelle Phillips, Math & Natural Science Department co-Chair
Larissa Leslie, Counseling Division Chair
Toni Cravens-Howell, Math & Natural Science Department co-Chair

Supporting document: Email dated April 13, 2023 from UHCC to HawCC VCSA forwarded 5/2/22 to CWB

. On Wed, Apr 13, 2022 at 3:05 PM Tammi Oyadomari-Chun <tammi@hawaii.edu> wrote:

Melanie,

After reviewing Hawaii's request for a Certificate of Competence in Community Health Worker, VP Lacro is not approving this request for a standalone certificate. Kapiolani and Maui are both offering the CO in CHW fully online. Furthermore, Maui's CHW CO is embedded within their BOR-approved AS Human Services. We encourage Hawaii CC to work with Kapiolani and Maui to recruit additional students from Hawaii island into the existing programs, to coordinate practicum for Hawaii Island students and to consider offering courses in those programs, as appropriate.

As a reminder, approval authority for standalone COs is VPCC.

FYI: The [campus website](#) has information about credit-based CHW CO posted online.

Thank you,
Tammi



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July 12, 2021

MEMORANDUM

TO: David Lassner
Vice President for Academic Strategy

VIA: Debora Halbert
Associate Vice President for Academic Programs & Policies

VIA: Joni Y. Onishi *Joni Y. Onishi*
Vice Chancellor for Academic Affairs

FROM: *Rachel Solemsaas*
Chancellor *Joni Y. Onishi*

SUBJECT: REQUESTING NEW PROGRAM CODE – CO-CHW

We are requesting a new program code for the Certificate of Competence – Community Health Worker (CO-CHW) at Hawai'i Community College, effective Fall 2021. This corresponds with the other Community Colleges within the University of Hawai'i.

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

Attachment

cc: Tammi Oyadomari-Chun, Interim Associate Vice President for Academic Affairs
Pearl Iboshi, Director of IRAO
Dorinna Cortez, Vice Chancellor for Student Affairs
Melanie Wilson, Dean of Liberal Arts & Public Services
Michelle Kanoë Lambert, Pathway Coordinator
Sherise Tiogangco, Registrar