

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

REQUESTOR CONTACT INFORMATION	
Date: 3/4/2015	Effective term of request (Semester-Year): Fall 2015
Name: Kathlen Lee	Title: Educational Specialist
Campus: Kauai Community College	Office/Department: Health Education
Phone: (808) 245-8204	Email: kathlen@hawaii.edu

1: PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Kauai CC (KAU)	College: Instructional	Department: HED
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: CO-NURS-MEDA		
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: CA Certificate of Achievement	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Code    NURS    Description <i>NURSING</i>	Existing Concentration:    Code    MEDA    Description <i>MEDICAL ASSISTANCE</i>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]:	Description [30 char/space limit]:	
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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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 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 type="checkbox"/>	
Academic History		<input checked="" 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:

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

<b>5. NEW MINOR</b> (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 certificate of competence in Medical Assisting has been changed to a certificate of achievement and we are requesting a change in code to reflect such.

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

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<b>CAMPUS VERIFICATION</b>		
Requestor Signature <u>James R. Dye</u>		Date <u>3/20/15</u>
Registrar (If different from Requestor)		
Kailana Soto	<u>Kailana A. Soto</u>	<u>3/13/15</u>
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)		
Jeff Anderson	<u>Jeff Anderson</u>	<u>3/16/15</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>Suzette Robinson</u>	<u>4/14/15</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: <a href="mailto:iro-mail@lists.hawaii.edu">iro-mail@lists.hawaii.edu</a>
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.

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

## Program Length and Special Program Designation

March 4, 2015

The following information is submitted in addition to the IRAO Code Request form.

Program: Medical Assisting (Certificate of Achievement)

Length of program: 3 semesters

Special program designation: N

**MINUTES**

**BOARD OF REGENTS' MEETING**

**MAY 15, 2014**

**I. CALL TO ORDER**

Chair John C. Holzman called the meeting to order at 9:15 a.m. on Thursday, May 15, 2014, at John A. Burns School of Medicine, University of Hawai'i at Mānoa, 651 Ilalo Street, MEB 314, Honolulu, HI 96813.

Quorum (13): Chair John C. Holzman; Vice Chair, James H.Q. Lee; Vice Chair Saedene Ota; Eugene Bal; Carl A. Carlson; John Dean; Chuck Gee; Ben Kudo; Coralie Matayoshi; Barry Mizuno; Randy Moore; Jeffrey Portnoy; and Jan Sullivan.

Excused: Regent Jeffrey Acido and Regent Shigemoto.

Others in Attendance: Interim President, David Lassner, PhD; Interim Executive Vice President for Academic Affairs, Joanne Itano, PhD; Vice President for Community Colleges, John Morton, PhD; Vice President for Legal Affairs and University General Counsel, Darolyn H. Lendio, Esq.; Vice President for Budget and Finance/Chief Financial Officer, Howard Todo; Vice President for Research, Vassilis Symos, PhD; Interim Vice President for Information Technology and Chief Information Officer, Steven Smith, PhD; Associate Vice President for External Affairs and University Relations, Lynne Waters; UH Mānoa Chancellor, Thomas Apple, PhD; UH West O'ahu Chancellor, Rockne Freitas; Kapi'olani Community College Chancellor, Leon Richards, PhD; UH Hilo Chancellor, Don Straney, PhD; Leeward Community College Chancellor, Manuel Cabral; Honolulu Community College Chancellor, Erika Lacro; Hawai'i Community College Chancellor, Noreen Yamane, MEd; Executive Administrator and Secretary of the Board of Regents, Cynthia Quinn; and others as noted.

Senator Michelle Kidani, on behalf of the Senate of the 27<sup>th</sup> Hawai'i State Legislature, presented Chancellor Freitas with a Senate Certificate recognizing and congratulating him for receiving the E.B. Lemmon Distinguished Alumni Award from Oregon State University, and for his accomplishments and service to the state.

Chair Holzman, on behalf of the Board, congratulated Chancellor Freitas and thanked him for his service to the state, and especially to the university over many years.

**II. APPROVAL OF MINUTES OF APRIL 17, 2014 MEETING**

Regent Gee moved to approve the minutes of April 17, 2014, Regent Kudo seconded the motion, and the motion carried by unanimous approval.

**University of Hawai'i—West O'ahu**

**8. Approval of Established Status for the Bachelor of Education Degree with a Concentration in Elementary Education, UH West O'ahu**

Vice Chancellor for Academic Affairs Linda Shimabukuro presented for approval changing the status of their Bachelor of Education Degree from provisional to established. The National Council for Accreditation of Teacher Education (NCATE) accredited the program last year and was given many commendations. There are close to 200 students who are majoring the Bachelor of Education, most of whom are now teaching in the West O'ahu region. The focus is to meet the needs of the Nānākuli, Waianae, and Kapolei area for highly qualified elementary, middle and secondary school teachers. Regent Gee said the Committee on Academic Affairs is recommending approval. He commended the results of the program over the past three years had been very positive and the graduates of this program are gainfully employed, well accepted in the community and retention is high. He noted that a survey done of students who went through the program was high in every single category with only one small exception of dealing with diversity in the classroom, which is not an easy issue to deal with. Regent Gee moved for approval of established status for the Bachelor of Education Degree with a Concentration in Elementary Education. The motion was seconded by Regent Moore and carried upon unanimous vote.

**University of Hawai'i Community Colleges**

**9. Approval of New Program Proposal: Provisional Associate of Science in Business, Kaua'i Community College**

**10. Approval of New Program Proposal: Provisional Certificate of Achievement in Medical Assisting, Kaua'i Community College**

**11. Approval of New Program Proposal: Provisional Associate of Science in Plant Biology and Tropical Agriculture, Kaua'i Community College and Leeward Community College**

VP Morton presented for approval of four new program proposals, three at Kaua'i Community College (KCC) and one at Leeward Community College (LCC). The provisional Associate of Science in Business at KCC would provide students with the opportunity to apply general business skills, including entrepreneurial skills to a variety of jobs on Kaua'i while preparing themselves to transfer to baccalaureate programs particularly at UHWO which offers the program on Kaua'i. The business community strongly supports the program and draws on courses already taught in applied science degrees at KCC.

The provisional Certificate of Achievement in Medical Assisting at KCC is an existing program at the lower level certificate seeking accreditation by adding a class in some of

the electronic records management, which is now required of medical assistants. Adding the class reclassifies the certificate to the Certificate of Achievement level for the one year program which requires board approval.

The two provisional Associate of Science Degrees in Plant Biology and Tropical Agriculture at KCC and LCC were jointly developed by faculty from the two programs and part of the overall effort to address some of the sustainable agriculture workforce needs in the state. The programs reflect the local agriculture communities in West O'ahu and Kaua'i, and are designed and articulated together to continue sharing between the faculty in the two programs.

Regent Gee said the Committee on Academic Affairs vetted all four of the requests and heartily recommend their approval. He noted that the Certificate of Achievement in Medical Assisting was built upon the Certificate of Completion and is particularly important since it is required to meet national certification for practice as medical assistants. The two degrees in plant biology and tropical agriculture are very important to improve food security in the state because we only provide for 10% to 15% of our own needs. These programs are important to the mission of the colleges, to our own state and communities needs, and have strong support from companies like DuPont. The committee also liked the program as a conjoined program because the two colleges came together and collaborated on the program and made sure the courses were in alignment in close cooperating with CTAHR. Regent Gee moved to approve the new program proposals for the Provisional Associate of Science in Business; the Provisional Certificate of Achievement in Medical Assisting; and the Provisional Associate of Science in Plant Biology and Tropical Agriculture at KCC and LCC. Regent Shigemoto seconded the motion and it carried upon unanimous vote.

## **IX. ITEMS FOR DISCUSSION (CONTINUED)**

### **12. Report on the visits by finalists for UH President**

Chair Holzman gave an update on the finalists visits, and the decision to not hire a search firm and instead utilize the services of the board office, communications staff, and HR staff. He noted and recognized the extraordinary undertaking and additional effort on top of their regular work.

He explained the agenda for the candidate schedules for the remainder of this week and next week that had been distributed to the Regents. The first week there were two meetings on O'ahu at Mānoa and Leeward Community College, meetings at Kaua'i Community College, UH Maui College, and UH Hilo, with the assistance of the neighbor islands regents. All events were reasonably attended and have been posted on online for those who could not attend. There have been more visits with administrators and campus leaders this week, and they will also be seeing various campus stakeholders. In the coming week, the candidates will be going outside in the business community. He noted that from the testimony this morning, some people are concerned about the process, but the board has tried to make it open and fair as possible.



**XII. ANNOUNCEMENTS**

Chair Holzman announced that the next special board meeting is scheduled for 9:00 a.m. on May 27, 2014 at the IT Center and the two presidential candidates are invited to speak to the board for one hour each and following that the board will meet in executive session to discuss the candidates. The next special board meeting is expected to be on June 2, 2014, when the board will meet in open session and vote.

**XIII. ADJOURNMENT**

Having no further business, upon motion by Regent Carlson and seconded by Regent Dean, and unanimous vote, the meeting adjourned at 3:14 p.m.

Respectfully Submitted,



Cynthia Quinn  
Executive Administrator and  
Secretary of the Board of Regents

I hereby certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if my institution provides false or misleading information, (a) the U.S. Department of Education may deny the institution's request for eligibility to participate in federal student financial aid programs and/or revoke eligibility once it has been granted and (b) the institution may be liable for all federal student financial aid funds it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student financial aid funds.

Signature of President/CEO/Chancellor

*James R. Lane for Helen Cox*

Date

03/06/2015 (mm/dd/yyyy format)

Name of institution

Kauai Community College

Name of President/CEO/Chancellor

Check here if this is the same person as in Question 10 (<sup>Dr.</sup>Ms Helen Cox). If not, complete the information below.

Prefix First name MI Last name Suffix

Job Title

Business street address

City

State Zip Zip+4

Foreign Province Country Postal Code

Telephone number (including area code)

( ) - ext:

Fax number (including area code)

( ) - ext:

Telephone Number Foreign fax  
(Complete international telephone number)

E-mail address

If you did NOT make any changes on this page, you may return to the [Index](#) to select another section of the application.

If you made changes on this page, please check the desired action below and then click on the "Save Data" button.

You must click the "OK/Save Data" button to save your changes.

Please select one of the following 3 actions:

- Check here if you are satisfied with your entries on this page.
- Check here to perform the action selected below even if there are edit errors on this page.  
(Note: These errors must be corrected before you submit the application.)
- Check here if you do not want to update your data or start an application.  
(Use this option if all you wish to do is review your data.)



UNIVERSITY of HAWAII\*  
**KAUAI**  
COMMUNITY COLLEGE

March 6, 2015

**MEMORANDUM**

TO: John Morton  
Vice President for Community Colleges

FROM: Helen A. Cox  
Chancellor

*Helen A. Cox*

SUBJECT: OUT-OF-STATE TRAVEL

I will be attending the League for Innovations conference in Boston, Massachusetts from the evening of March 6, 2015 – March 11, 2015. I will then be on vacation from March 12, 2015 – March 15, 2015, returning to the office on Monday, March 16. During my absence, the following will act on my behalf and have signing authority:

March 7 – March 11: Jim Dire, Vice Chancellor of Academic Affairs  
March 12 – March 13: Earl Nishiguchi, Vice Chancellor for Student Affairs

c: President David Lassner  
Kauai CC Administrative Team  
Kauai CC Human Resources Office  
Kauai CC Business Office  
UH Foundation, Donna Vuchinich  
UH Foundation, Tracy Ide  
ORS, Yaa-Yin Fong  
ORS, Cheryl Reeser  
RCUH, Nelson Sakamoto

3-1901 Kaunuaui'i Highway  
Lihu'e, Hawai'i 96766-9500  
Telephone: (808) 245-8210  
Fax: (808) 245-0101

An Equal Opportunity/Affirmative Action Institution

Do not click the browser's Back button if you change your data.  
You must click the "OK/Save Data" button at the bottom of the page to save your changes.

Section E (page 2 of 3) <a href="#">Help</a>	OPE ID: 00161400	School Name:	Kauai Community College
Your Nondegree/Vocational Program application has been submitted.			3-1901 Kaunualii Highway Lihue, HI

27. Name of program

Medical Assisting

CIP code (*A list of CIP Codes accompanies this application.*)

51.0801

Date first provided

08/24/2015 (mm/dd/yyyy format)

Number of Weeks

45

Clock hours (number of hours) of instruction

58

Number of credit hours

42

Type of Hours (check one)

semester  trimester  quarter  clock

Is each course within the program acceptable for full credit toward your associate degree or higher degree?

Yes  No

Check here to delete this Educational Program.

If you did NOT make any changes on this page, you may return to the [Index](#) to select another section of the application.

If you made changes on this page, please check the desired action below and then click on the "Save Data" button.

You must click the "OK/Save Data" button to save your changes.

Please select one of the following 3 actions:

- Check here if you are satisfied with your entries on this page.
- Check here to perform the action selected below even if there are edit errors on this page.  
(Note: These errors must be corrected before you submit the application.)
- Check here if you do not want to update your data or start an application.  
(Use this option if all you wish to do is review your data.)

Where do you want to go next?

- Return to Question 27
- Add another program
- Display next program
- Continue to Section L
- Go to Section
- Return to Index
- Submit the Application.

(After you finish making all of the changes to your application, you MUST submit it to ED.)

or

Effective Fall	2015
Date Approved	2/15
Replaces	5/14

**APPENDIX B**  
**Kaua'i Community College**  
**University of Hawai'i**  
**Program Action Request**

1. **Type of Program Action:**     New     Modification     Deletion

PRESENT	CO	PROPOSED	CA
		<b>General Education Requirements</b>	
		ENG 100	3
		MATH 25, MATH 26, OR MATH 75	3
		Any Diversification Social Science (DS) course	3
		<b>MEDA Courses</b>	
MEDA 105	3	MEDA 105	3
MEDA 120	3	MEDA 120	3
MEDA 123	3	MEDA 123	3
MEDA 125	3		
MEDA 143	3	MEDA 143	3
		MEDA 165 Administrative Medical Assisting II	2
MEDA 176	3	MEDA 176	3
		MEDA 210 Medical Assisting Certification Review	1
		MEDA 220 Medical Assisting Externship	4
		<b>Support Courses</b>	
		ACC 124	3
		HLTH 140	3
HLTH 155	3	HLTH 155	3
HLTH 240	2	HLTH 240	2
<b>TOTAL CREDITS</b>	<b>23</b>	<b>TOTAL CREDITS</b>	<b>42</b>

2. **Program Type:**

- |  |   |
|--|---|
| <input type="checkbox"/> Associate in Applied Science (AAS)                          | <input checked="" type="checkbox"/> Certificate of Achievement (CA) |
| <input type="checkbox"/> Associate in Arts (AA)                                      | <input type="checkbox"/> Certificate of Competence (CO)             |
| <input type="checkbox"/> Associate in Arts--Concentration                            | <input type="checkbox"/> Academic Subject Certificate (ASC)         |
| <input type="checkbox"/> Associate in Science (AS)                                   |   |
| <input type="checkbox"/> Associate in Science Natural Sciences--Concentration (ASNS) |   |

3. **Program Title:** Medical Assisting

4. **Program Description (for catalog):**

The Medical Assisting (MEDA) program is designed to prepare students to assist physicians and APRNs in private medical offices and outpatient clinics with patient care as well as routine office laboratory and diagnostic tests. Students are also prepared to perform administrative medical office and business practices and procedures.

**Program Admission Requirements:**

Students will be admitted as a cohort in the fall each year. The program application period will be open from December 1 through April 1. Once the general education requirements and HLTH 140 are completed, students will be able to submit an application for admission into the MEDA program. Acceptance will be on a first qualified basis. Students will be required to have completed a nurse aide course or have six months of equivalent clinical health care experience. Progression onto the spring semester will require passing of all required courses in the fall.

**Graduation Requirements:**

A GPA of 2.0 or higher for all courses applicable toward the certificate or degree is needed to meet graduation requirements.

5. **Program Student Learning Outcomes:** PSLOs were approved by the Assessment Committee on 8/21/14.
1. Demonstrate professional understanding and knowledge of medical office economics.
  2. Communicate effectively with all members of the healthcare team.
  3. Demonstrate clinical and administrative medical assisting skills in a variety of clinical settings.
  4. Demonstrate ethical and legal behavior to maintain patient safety and confidentiality.
  5. Apply critical thinking skills and apply basic concepts of medical assisting to maintain safe patient care and efficient administrative procedures.

6. **Proposed Date of First Offering:** Fall 2015

7. **Is this program offered at another UH campus?**  Yes  No  
If Yes, specify campus. If No, why is this program offered at KCC:

Kapi'olani CC

8. **Reason for this Program Action:**

The new Certificate of Achievement (CA) degree in MEDA was recently approved by the Board of Regents. It will be a standalone program that aligns with and adheres to UH system program requirements. The Certificate of Competence (CO) will no longer be awarded.

9. **Board of Regents Approval Needed:**  Yes  No

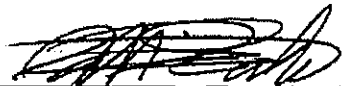
10. **Indicate the number of semesters required to complete each certificate and degree:**

Certificate/ Degree	Number of Semesters
MEDA CA	3 semesters


PROGRAM ACTION REQUEST APPROVAL


PROGRAM: Medical Assisting CA


Effective date: Fall 2015


PSLOs Approved by:  2/6/15  
Assessment Committee Chairperson Date

Proposed by: Videna W. Matthews 2-6-15  
Originator Date

Requested by:  2/4/15  
Department/Division Chairperson Date

Approved by:  2/9/15  
Curriculum Committee Chairperson Date

 2/11/15  
Vice Chancellor for Academic Affairs Date

 2/12/15  
Chancellor Date



Princess Soares <pfrederi@hawaii.edu>

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## End Terms

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**Kathlen Lee** <kathlen@hawaii.edu>

Mon, May 4, 2015 at 8:13 AM

To: Princess Soares <pfrederi@hawaii.edu>

Hi Princess,

For CO-MEDA, I spoke with Kailana and as a "just in case" we're deciding to use an end term of Fall 2016.

For the CO-ACC-ENT, it will be Fall 2017.

Let me know if you have any questions.

Thanks!  
Kathlen