☑ Chancellor approval
☑ EVPAA
☑ Curriculum
☑ Gainful Employment

☑ PL = 1.0
☑ SD = N

☑ FA? yes

3/17/15 major code pending.

New program

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

REQUESTOR CONTACT INFORMATION

Date: November 6, 2014	Effective term of request (Semester-Year): Fall 2014
Name: Katy Ho	Title: VCAA
Campus: Honolulu CC	Office/Department: Academic Affairs
Phone: 845-9158	Email: katyho@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE

Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: Honolulu CC (HON)	College: TR, *Transportation & Trades*	Department: AMT, *Automotive Technology*

☑ New program code ☐ Change/replace existing program code: CA-AMT

Level: ☑ Undergraduate ☐ Graduate ☐ First-Professional ☐ Post-Baccalaureate ☐ Other:

Degree:	Certificate: Certificate of Achievement, CA

If requesting an existing Major code and/or Concentration code in Banner:

Existing Major: AMT2 — Automotive Technology
Code — Description

Existing Concentration: _____ _____
Code — Description

If requesting a new ☐ Major code or ☐ 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? ☐ Yes ☑ No
(Please consult your Financial Aid Officer on Program Participation Agreement impact)

Is this program/major/certificate financial aid eligible? ☑ Yes ☐ 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? ☑ Yes ☐ No
(If yes, students may select the code as their only 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:

Banner Module	Yes	No	Ending Term (Semester-Year)
Online Application	☐	☐	_____
Recruitment	☐	☐	_____
Admissions	☐	☐	_____
General Student	☐	☐	_____
Academic History	☐	☐	_____

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: AS-AMT

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]:

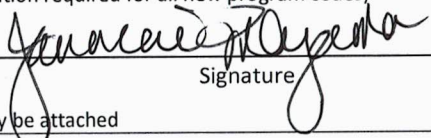| 4. NEW COURSE SUBJECT CODE (Subject Alpha)	Banner form: STVSUBJ
College:	Department:
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:

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):

In Fall 2013 the college and Chancellor approved a CA in AMT that replaced the CC. An Academic Program code was not created at that time. The college is also working on submitting certificate to qualify for Financial Aid.

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
- [x] ~~Memo from~~ Chancellor via curriculum action proposal
- [x] 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 _____ Date **NOV - 6 2014**

Registrar (If different from Requestor)

Josephine Stenberg
_____   _____   **11/6/14**
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)

Jannine Oyama
_____   _____   **11/06/2014**
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:

Suzette Robinson
_____   _____   _____
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: **2-17-2015**
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

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CURRICULUM ACTION PROPOSAL
Modify a Program

Program Name: AMT - Automotive Technology (CA)	Proposer: Craig Ohta	Effective Term: Fall 2014
Division: Tech 1		
Department:		

PROPOSAL SUMMARY (Include reasons for modifying program.):

This program modification addresses the need for the:
creation of - a Certificate of Achievement (CA) and
deletion of - the Certificate of Completion (CC).

The goal of many AMT students is to obtain enough knowledge and skills so that they may seek immediate employment
in the many automotive chain-store franchises such as the Firestone, Goodyear, Midas, etc.

The existing Certificate of Completion (CC), made up of 1st semester AMT courses alone, is no longer adequate as many of these chain-stores
are now offering - in addition to the standard brakes and suspension work - manual transmission/transaxle maintenance services
and automatic transmission/transaxle "flushing" services.
The 1st semester consists of:
AMT 20 - Introduction to Automotive Mechanics
AMT 53 - Brakes
AMT 55 - Suspension and Steering

The existing CC not only fails to satisfy the chain-store training requirements, it fails to satisfy any other type of industry niche.

As such, the CC is being deleted and an "Undercar" CA, made up of the 1st and 2nd semester AMT courses is being created
to better prepare students to reach their employment goal.
The 2nd semester consists of:
AMT 46 - Powertrain and Manual Transmissions
AMT 50 - Automatic Transmissions / Transaxles

Additionally, if this is the extent of their educational goals they will leave the program with some form of training documentation
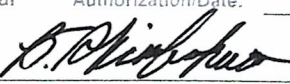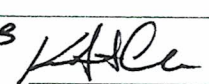suitable for employment in the chain-store type operations.
No additional resources are required, this is merely a repackaging of existing AMT courses.
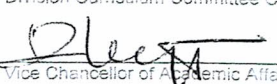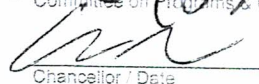
SIGNATURES

☐ YES ☒ NO   This Proposal Requires BOR Approval   Authorization/Date:

Proposal: _____ 10-1-13   _____ 9-30-13   _____ 10.4.13
     Initiator / Date   Division Chair / Date   Program Dean / Date

Approval: _____ 10/4/2013   _____ 10/22/13
     Division Curriculum Committee Chair / Date   Committee on Programs & Curricula Chair / Date

_____   _____ OCT 3 0 2013
Vice Chancellor of Academic Affairs / Date   Chancellor / Date