

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

REQUESTOR CONTACT INFORMATION	
Date: 5/26/15	Effective term of request (Semester-Year): Fall 2014
Name: Katy Ho	Title: Vice Chancellor, Academic Affairs
Campus: Honolulu	Office/Department: Academic Affairs
Phone: 845-9158	Email: kathyho@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Honolulu CC (HON)	College: TR, Transportation & Trades	Department: APTR, Applied Trades (Apprentice)
<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: CA Certificate of Achievement	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: APTR	Applied Trades	Existing Concentration:
<small>Code</small>	<small>Description</small>	<small>Code</small> <small>Description</small>
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]: ATCA Description [30 char/space limit]: APTR Certificate of Achievement		
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 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 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: ~~CMGT~~ APTR

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]:	




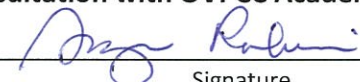
5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

In Spring 2014 the college and Chancellor approved a CA (Certificate of Achievement) in APTR - Applied Trades. An Academic Program code was not created at that time. Program length: 1.5 years
No special program designation needed.

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 checked="" type="checkbox"/> Memo from Chancellor <input checked="" 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 type="checkbox"/> Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u></u>		Date <u>MAY 26 2015</u>
Registrar (If different from Requestor) Josephine Stenberg	<u></u>	<u>5/27/15</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) Jannine Oyama	<u></u>	<u>05/28/2015</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></u>	<u>6/16/15</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: 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:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:




UNIVERSITY of HAWAII®
HONOLULU
COMMUNITY COLLEGE

May 26, 2015

MEMORANDUM

TO: Risa Dickson
Vice President for Academic Affairs

FROM: Erika Lacro 
Chancellor

SUBJECT: Program Actions at Honolulu Community College

I had approved the following program actions in January & February 2014.

New

Certificate of Achievement (effective Fall 2014)

CA-APTR (Applied Trades – Apprenticeship)

CA-CMGT (Construction Management)

c: Pearl Iboshi, IRAO




UNIVERSITY of HAWAII*
HONOLULU
COMMUNITY COLLEGE

Office of the Chancellor

Memorandum

May 22, 2015

TO: John Morton
Vice President for Community Colleges

FROM: Erika Lacro
Chancellor 

SUBJECT: Vacation

I will be on vacation on May 26-27, 2015 and will return to the office on Thursday, May 28, 2015. During my absence, coverage and signing authority will be delegated as follows:

May 26, 2015 – Katy Ho, Vice Chancellor of Academic Affairs
May 27, 2015 – Steven Auerbach, Director, PCATT

xc: Vice Chancellors
Deans
Directors
Business Office
HR

University of Hawai'i Honolulu Community College
CURRICULUM ACTION PROPOSAL
Modify a Program

Program Name: APTR - Applied Trades - (CA)	Proposer: Scot Parry	Effective Term: Fall 2014
Division: Tech 1		
Department:		

PROPOSAL SUMMARY (Include reasons for modifying program.):

The APTR - Applied Trades Program, is composed of over 30 different trades with students in both state and federally approved apprenticeship programs.

These student/apprentices amass an equivalent of 24 to 45 credits of trade instruction on their way to journey person level. (45 is the maximum credit equivalency that can be granted, but some trades well surpass this limit.)

Many apprentices have asked if their training at the college can be recognized. While an AAS is offered, as with many CTE programs, the students' educational goal is to attain the skills and knowledge necessary to gain employment in their field of training and reach journey person status. An AAS degree is not a requirement.

As such, a Certificate of Achievement (CA) is being proposed to recognize these student/apprentices who have completed their educational goals at the college and have attained journey person status.

SIGNATURES

YES NO This Proposal Requires BOR Approval Authorization/Date: _____

Proposal: Scot Parry 10/28/13 [Signature] 10-25-13 [Signature] 11/1/13
Initiator / Date Division Chair / Date Program Dean / Date

Approval: [Signature] 11-1-13 [Signature] 12/20/13
Division Curriculum Committee Chair / Date Committee on Programs & Curricula Chair / Date

[Signature] JAN 15 2014 [Signature] JAN 10 2014
Vice Chancellor of Academic Affairs / Date Chancellor / Date



Princess Soares <pfrederi@hawaii.edu>

Code Request Forms

Katy Ho <katyho@hawaii.edu>

Tue, Jun 16, 2015 at 3:58 PM

To: Princess Soares <pfrederi@hawaii.edu>

Cc: Renette Sonomura <rsonomur@hawaii.edu>

Hi Princess,

Thanks for catching that. Yes, I can confirm you are correct with CA-CMGT and CA-APTR

Thank you!!! -Katy

On Tue, Jun 16, 2015 at 3:06 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Katy,

Please confirm that the codes should be the following:

Program code: CA-CMGT

Major code: CMGT

Program code: CA-APTR

Major code: APTR

The form had major codes as CMCA and ATCA, respectively. However, they should be the same major code as their respective BOR authorized programs, which are CMGT and APTR. The approved memo also have the program codes as listed above.

Please confirm so that I can go ahead. I will be in a meeting for the rest of the afternoon, but will put my attention to it tomorrow morning, once I get your confirmation.

Mahalo,
Princess

On Tue, Jun 16, 2015 at 2:48 PM, Katy Ho <katyho@hawaii.edu> wrote:

Thanks Roxanne

Princess - not sure how much background you have on these particular codes, but we are in a unique time crunch with these as we need them in order to award for this year to meet our performance based funding measures. We were told that if we can award them by June 30th, we can make our numbers. Anything you can do to expedite these codes would be greatly appreciated.

Please let me know if you have any questions.

Katy

Sent from my iPad

On Jun 16, 2015, at 2:12 PM, Roxanne Yee <rsyee@hawaii.edu> wrote:

Hi Princess.

Suzette signed two code requests from HonCC. I am sending you the originals

in the office mail.

Thanks.
Roxanne

Roxanne Yee
Secretary to the Associate Vice President for Academic Affairs
University of Hawaii
Office of the Vice President for Community Colleges
2327 Dole Street
Honolulu, HI 96822
Phone: [808-956-3870](tel:808-956-3870)
Fax: [808-956-3763](tel:808-956-3763)

<HonCC_CA-APTR_CA-CMGT.pdf>

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Princess Soares

Institutional Research Analyst
Institutional Research and Analysis
University of Hawai'i System
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Katy Ho, Ph.D.

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