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

REQUESTOR CONTACT INFORMATION	
Date: March 3, 2015	Effective term of request (Semester-Year): Fall 2015
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	Department: FIRE

☑ New program code ☐ Change/replace existing program code: CA-FIRE-ER (Emergency Medical Response)

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

Degree:	Certificate: Certificate of Achievement

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

Existing Major: _____ 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.)

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:

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]:

CRF 325

Rev. 07-2011

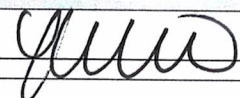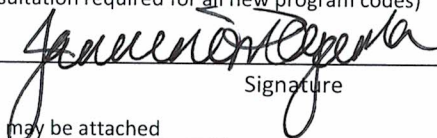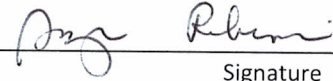| **4. NEW COURSE SUBJECT CODE** (Subject Alpha)	Banner form: STVSUBJ
College:	Department:
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:

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 FIRE Emergency Medical Response. An Academic Program code was not created at that time. Gainful Employment will be in process.

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

☑ ~~Memo from~~ Chancellor `via curriculum action`

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

CAMPUS VERIFICATION		
Requestor Signature _(signature)_		Date **3/13/15**
Registrar (If different from Requestor) Josephine Stenberg _Print name_ Email/memo in lieu of Registrar's signature may be attached	_(signature)_ Signature	**3/16/15** Date
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) Jannine Oyama _Print name_ Email/memo in lieu of Financial Aid Officer's signature may be attached	_(signature)_ Signature	**03/16/2015** Date
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
Suzette Robinson _Print name_ Email/memo in lieu of signature may be attached	_(signature)_ Signature	**3/30/15** Date

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]:

CURRICULUM ACTION PROPOSAL
Modify a Program

Program Name:	Fire and Environmental Emergency Response Program	Proposer:	Effective Term:
Division:	Tech I	S. Rogers/R. Rhode	Fall 2015
Department:	Fire		

PROPOSAL SUMMARY (Include reasons for modifying program.):

Currently the Fire and Emergency Response Program (Fire Program) at Honolulu Community College has become outdated and needs to make a few course changes that will also impact the program. After significant research and outreach to our communities and constituents including our Medcial Control Physician, Dr. James Ireland and in consultation with the Fire Program Advisory Board (comprised of all fire chiefs across the State of Hawaii). It is in the best interest of our future graduates as we prepare them for the job market by increasing the amount and quality of Emergency Medcial Technician skills they graduate with.

The most recent data of our fire serives nationwide demonstrates a large increase in the number of medically oriented calls our graudates will respond to as entry level fire personnel. In order to prepare them for this competitive job market our program must be dynamic and robust which requires constant curricula and program reorientation. For example, Honolulu Fire Department was included in the 218 fire department 33 year study conducted by "Fire House Magazine", a leading reliable publication related to firefighting. This comprehensive study covered 44 States and represented 84,581,118 people with combined budgets totaling $16 billion, 3,916 engine companies, 1,413 ladder companies, 2,109 ambulances and numerous specialized units. They reponded to 1,813,046 fire calls, 8,6631,179 EMS calls and 12,151,442 total calls in 2013. Honolulu Fire Departments busiest fire engine, Engine-1 was the 149th busiest Engine in the United States with 2,001 total calls in 2013. HFD's Station 2 was the 161st busiest station in the study with 3,428 runs with 3 units.

HFD reponded to a total of 48,963 calls. 1,742 of those calls were fire calls, 28,399 were EMS calls, 3,438 flase alarms. The current trend is obvious, (26,657 more medical calls than fire calls responded to by HFD in Honolulu in 2013) and the pressure turns to those provding the training and education to prepare our fire personnel to have the skills required. There is a significant need to update the Fire Program at HCC increasing our graduates ability to have the desired certifications upon graduation that will allow them to save lives when they arrive on scene. Our current Emergency Medcial Technician Basic is outdated and does not meet the current standards in the State of Hawaii to provide the level of care required. It has served us well up to this point but needs important and critical updating, retooling, cognitive and psyhomotor skills upgrades, more staff, and more dedicated classroom time.

We will be increasing the Fire Program EMT requirement to meet current State of Hawaii standards which will require one intensive dedicated semester in achieving the certification. A new full time faculty as well as skills testing certified paramedics will be required to implement this third semester program. New equipment and supplies will also be needed to meet this standard as well. The fire Program and HCC can not afford to not udate our program, staff and equipement (See Page 3 additional Informaiton)...

IWe'll merge FIRE 280C's objectives into FIRE 280A & B, deleting 280C

SIGNATURES

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

Proposal: _____ Initiator / Date

Division Chair / Date   10-9-14

Program Dean / Date   2/11/15

Approval: _____ Division Curriculum Committee Chair / Date   2/12/15

Committee on Programs & Curricula Chair / Date   2/4/15

Vice-Chancellor of Academic Affairs / Date   2/13/15

Chancellor / Date   2-13-15

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

Program Name: FIRE - Fire & Environmental Response	Effective Term: Fall 2015

Instructions:
1. Complete <u>only</u> items being modified. Continue overflow text under "Additional Information".
2. Attach photocopies of all Catalog pages that are affected with changes marked.
3. If the Program Modification requires course changes, attach applicable Course Modification forms together as a package.

		EXISTING	PROPOSED
P R O G R A M D A T A	Program Name, Alpha:		
	Program Mission:		
	Program Description:		
	Program SLO:		
	Program Requirements:	Prerequisite: Prerequisite or Co-requisite: Recommended Prep: Other Requirement: PHYS 100/100L, 197F	Prerequisite: Prerequisite or Co-requisite: Recommended Prep: Other Requirement: Delete
	Degrees & Certificates:	CAs: Wildland Emergency Response Fire Emergency Response Aircraft Rescue Firefighter Hazardous Materials Response	CAs: Wildland Emergency Response - Delete Fire Emergency Response - Delete Aircraft Rescue Firefighter - Delete Hazardous Materials Response - Delete
	Course Addition:		FIRE 105, 106, 110✔
	Course Deletion:	FIRE 103, 119B, 119C, 280C, 202 ↳ 2nd Semester ⸙⸙	Delete
	Credits:		
	Course Sequence:	*(Attach)*	*(Attach)*
	Minimum Credits Required:	AAS: (63 credits) CA: Emergency Medical Response (28 credits)	AAS: (71) CA: Emergency Medical Response (31 credits)
	Other:		
M I S C . U P D A T E S	Program Liaison:		
	Website:		
	Address/Location:		
	Faculty:		
	Cost of Textbooks/Supplies:		
	Advisory Committee:		

I M P A C T

☒YES ☐NO   Are any PROGRAMS impacted by this proposal? If "Yes" describe below.

☒YES ☐NO   Are any COURSES impacted by this proposal? If "Yes" describe below.

☒YES ☐NO   Were the affected Programs/Departments consulted and notified?

Describe impact on Programs and/or Courses.

March 16, 2015

MEMORANDUM

TO: Risa Dixon
           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 2014 and February 2015.

New
Certificate of Achievement (effective Fall 2015)
CA-FIRE-ER (Emergency Medical Response)

Certificate of Competence (effective Fall 2014)
CO-ECED-CDA
CO-FT-CG (Computerized Grading, Marking, and Patternmaking)
CO-FT-CR (Cutting Room Functions)
CO-FT-FP (Flat Patternmaking)

c: Pearl Iboshi, IRAO

UNIVERSITY
of HAWAI'I   **Princess Soares <pfrederi@hawaii.edu>**
SYSTEM

Code Request-Hon CC

Katy Ho <katyho@hawaii.edu>   Thu, Apr 2, 2015 at 1:42 PM
To: Princess Soares <pfrederi@hawaii.edu>
Cc: Renette Sonomura <rsonomur@hawaii.edu>, Suzette Robinson <suzetter@hawaii.edu>, Roxanne Yee
<rsyee@hawaii.edu>

Princess,

Yes, I can confirm the information in your email.

Memo from Chancellor is attached - it's same for ECED, FIRE and FT
Program length - one year
No special program designation.

Thanks
Katy

On Thu, Apr 2, 2015 at 10:34 AM, Princess Soares <pfrederi@hawaii.edu> wrote:
Aloha Katy,

I have a program code request form attached showing the fields that should have been completed in the CA-FIRE-ER.
The following were added in this sample, and I will need your confirmation that the added information is correct:

Existing Major: FIRE, Fire & Envir Emergency Resp
New Concentration: ER, Emergency Medical Response
For new certificates approved by Chancellor, the related BOR authorized Academic Program: AAS-FIRE

Also, please provide the following:

- Program action memo from the Chancellor to the VP for Academic Affairs
- Program length (in years)
- Special program designation. Let me know if you need the spreadsheet again.

Mahalo,
Princess

On Wed, Apr 1, 2015 at 4:36 PM, Roxanne Yee <rsyee@hawaii.edu> wrote:
Hi Princess.

Attached are five code request forms for Hon CC. I'm sending you the originals.
CA-FIRE-ER
CO-ECED-CDA
CO-FT-CG
CO-FT-CR
CO-FT-FP

Thank you.

Roxanne Yee
Secretary to the Associate Vice President for Academic Affairs
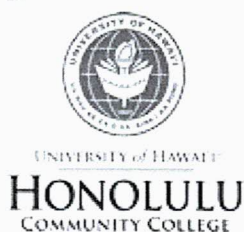*University of Hawaii*

Office of the Vice President for Community Colleges
2327 Dole Street
Honolulu, HI 96822
Phone: 808-956-3870
Fax: 808-956-3763

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Princess Soares
Institutional Research Analyst
Institutional Research and Analysis
University of Hawai'i System
Sinclair Annex 1, Room 1
1633 Bachman Place
Honolulu, HI 96822
Phone: 808-956-5464
Fax: 808-956-9870

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Katy Ho, Ph.D.

Vice Chancellor, Academic Affairs

Phone: (808) 845-9158 | Fax: (808) 845-9173 | Cell: (808) 295-9644

874 Dillingham Blvd. | Bldg. 6 | Honolulu, HI 96817

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📄 **03_16_15_memo.pdf**
20K

UNIVERSITY
of HAWAI'I
SYSTEM

Princess Soares <pfrederi@hawaii.edu>

Code Request-Hon CC

Katy Ho <katyho@hawaii.edu>   Wed, Apr 8, 2015 at 1:29 PM
To: Princess Soares <pfrederi@hawaii.edu>

The program is both OC and at the campus - just like the regular CA-FIRE.

Thanks,
Katy
[Quoted text hidden]