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University of Hawai'i
Code Request Form for Academic Programs
NEW SUBJECT CODE

Date: 03/01/16

REQUESTOR CONTACT INFORMATION

Name Shelby Wong Campus Hilo
 Title Curriculum & Catalog Coord. Email shelbyw@hawaii.edu
 Office/Dept OVCAA Phone (808) 932-7927

SUBJECT CODE TO CREATE

Institution HIL - UH Hilo Effective Term Fall 2016
 College AR- Arts and Sciences Department KES

	Code <small>(Max. Characters)</small>	Description	Check the box if requesting a new code:
Subject	(4) <u>CHE</u>	<u>Community Health Education</u>	<input checked="" type="checkbox"/> See Banner form STVSUBJ

ATTACHMENTS

Memo with appropriate campus approval (Campus Curriculum Committee)

VERIFICATIONS

Requestor:

Shelby Wong  3/1/16
 Print Name Signature Date

Registrar:

Chelsea Kay-Wong  3/7/16
 Print Name Signature Date

For Community Colleges, verification of consultation with OVPCC Academic Affairs:

 Print Name Signature Date

UH Hilo

CHE 201 - Community Needs Assessment

1. coursealpha

CHE

2. coursenum

201

3. coursetitle (maximum of 30 characters, including spaces)

Community Needs Assessment

4. Is this a proposal for

(a) modification of an existing course involving a change in cross listing, prerequisite, change in number within the same level (lower-division or upper-division), corrections to course description or title but not a change in course content or structure?

(b) modification of an existing course involving a change in course content, credits, level (e.g., from lower to upper division), course structure (e.g., adding lab or fieldwork)?

(c) a completely new course, never previously offered, with a new number, title, and course description?

(d) a new course that has previously offered as a -94, -97, -98 course?

Specify (a), (b), (c), or (d), and if (d), specify in what semester(s) and year(s) was it offered and under what alpha/number/title/

(c) a completely new course, never previously offered, with a new number, title, and course description

5. (a) For a NEW course proposal, enter in the text window a description that is approx. five lines or approximately 40 words, catalog-ready. Alpha, number, title, credits, course content, prerequisites, corequisites, crosslisting, special grading options and repeatability for credit MUST be included in the description or this information will not be entered into Banner/catalog. Do NOT include GE certification or semester/frequency.

Click on the HELP function to view more detailed instructions.

(b) For a MODIFICATION, copy the CURRENT ONLINE CATALOG COURSE DESCRIPTION and paste into the text window. Include alpha, number, title, credits, content description, prerequisites, corequisites, crosslisting, special grading options and repeatability for credit. Then use the strike-out function in the editing toolbar to indicate what is being deleted and the underscore icon to indicate what is being added.

Reviewers must be able to see clearly what changes to the description are proposed.

CHE 201 Community Needs Assessment (3) The purpose of a needs assessment is to identify unmet community needs and plan ways to meet them. In this course, students will learn the process of collecting, analyzing and reporting information about the needs in a community as well as its strengths and assets.

6. How many credits?

If you are changing the number of credits for the course, indicate the current number of

credits and the new number of credits and state the rationale.

Click on the blue Help ? button to the upper right for assistance.

3

- 7. Is this course repeatable for credit? In almost all cases, your answer will be NO. University policy as specified in the catalog allows students to retake a course for grade improvement without accumulating additional credit for the course.**

If yes, please specify the number of repeats allowed and any special conditions set by your department that allows repeating. In question #15, you will justify the repeatability of this course for credit.

NO

- 8. Choose ONE of the following grade formats.**

Note that almost all courses are Letter Grade, with individual students occasionally opting to take a course Cr/NCr. The P/F option can only be used in the College of Pharmacy.

- Letter grade

- 9. How many hours will the student spend per week in each of the following activities: lectures, laboratories, field trips, clinical, service learning?**

For online courses, indicate that students do the equivalent amount of work as they would do in the equivalent face-to-face courses by stating that course learning outcomes, papers, exams, etc. are comparable in both venues.

If field trips occur less frequently than once a week, how many field trips will the class take each semester?

- LEC (lecture)

2.5 hours a week in lecture

- 10. What is the justification for the proposed new course or course modification?**

The new Community Health Education degree was designed according to the National Commission for Health Education's credentialed responsibilities and competencies for Health Education Specialists. Needs Assessment is one of the seven areas of responsibility: Assess needs, assets and capacity for health education.

- 11. Does this proposed new course or course modification involve a PREREQUISITE or corequisite or CROSSLISTING from another department?**

If no, type "no" below.

If yes, attach the supporting communication from the other department(s) to this proposal.

Click the Attachment tab at the top of this page to attach the documentation.

Click on the blue "Help" button to see the special restrictions governing CO-requisites that make this a less desirable option.

No

- 12. If the proposed course/course modification impacts your department's major, minor, or certificate, your department chair must ALSO submit a PROGRAM MODIFICATION proposal.**

If the proposed course/course modification impacts another department's major, minor, or certificate, the department chair must review and accept the proposed course/course modification.

If No, type "No" in the window below.

If Yes, attach the approving communication from the other department chair(s) to this proposal. To attach this file, click the blue Attachment tab at the top left of this window and follow the prompts.

Must be reviewed by Liberal Studies

- 13. (a) For a proposal for a NEW course, provide a tentative/sample syllabus.**

Copy and paste the syllabus here from a Word document. Click on the Word icon ("W") on the editing menu below to open the copy-paste window.

(b) For a proposal for a course MODIFICATION involving change in course content or structure, change in credits, or change in level from lower to upper division or vice versa, provide a sample syllabus in current use.

(c) For a proposal for MODIFICATION involving only changes in prerequisites, crosslisting, and/or course number in same level, a syllabus may in general not be submitted. In this case, type "N/A" below.

Note that the syllabus is the single means by which Approvers can gauge the academic rigor of the proposed course, and Approvers may request a syllabus for any proposal.

The syllabus template developed by the campus curriculum review committee and endorsed by the faculty congress is posted at <http://hilo.hawaii.edu/uhh/congress/CCRCSyllabusTemplate.php>

CHE 201 Community Needs Assessment

SYLLABUS

Instructor Name: Misty Pacheco, DrPH, MHA

Phone: (808) 932-7114

Email: mistyp@hawaii.edu

Office Location: UCB 342

Text:

Required: Needs Assessment in Public Health, ISBN: 9781475774474

Course Description:

The purpose of a needs assessment is to identify unmet community needs and plan ways to meet

them. In this course, students will learn the process of collecting, analyzing and reporting information about the needs in a community as well as its strengths and assets.

In this course, students will conduct a needs assessment in a group.

Course Objectives

At the completion of this course, Students will be able to:

- Assess needs, assets, and capacity for health education*
- Identify the context for needs assessments
- Discuss the process of needs assessments
- Identify data sources for a health needs assessment

*A Community Health Education (CHES) core competency

COURSE SCHEDULE

**Subject to Change

Week	Topics	Readings, Assignments
1, 2	Introductions and Discussion of Syllabus and Course Introduction to the context of Needs Assessments (past, present, future)	Ch 1
3	Assessing the Needs of All Accountability and Performance	Ch 1
4	Purpose and Intent of Needs Assessment (NA) Types of Needs	Ch 2
5	Stages in NA Process Group Placement	Ch 2 Start Needs Research
6	Data Sources for Health NA	Ch 3 DUE: Identify your Need
7	Communicating needs for community assessment	Ch 4
8	Group Work	DUE: Initial Data
9	Review and MIDTERM	
10	Introduction to Research Methodology	Ch 5

Survey Design

DUE: NA Plan

- | | | |
|-----------|--|---------------------|
| 11 | Spring Break | |
| 12 | Selection and use of Indicators | |
| 13 | Determining and Developing Solutions | Ch 5
DUE: Survey |
| 14 | Group Work | Conduct NA |
| 15 | Effecting Program and Policy Solutions | Ch 7
Continue NA |
| 16 | Guest Speaker | Continue NA |
| 17 | Review | DUE: NA |
| 18 | FINAL EXAM | |

Grades

Grades will be based on the following:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	60-69
F	<60

Grading Scale for Class Assignments:

Grading Points Total PointsPercentage

Data Assignment10 10%

NA Plan	10	10%
Survey	10	10%
Final NA	50	50%
Final Exam	20	20%

- (1) **Group Assignments:** Information to be provided.
- (2) **Final Exam** - The test will emphasize lecture material, key terms in each chapter unless otherwise specified, and case studies. Exam cannot be rescheduled. In case of emergency needs to be reported & documented ASAP for a possible alternative exam.
- (3) **Student Participation** - Various class activities, exercises and discussions will take place throughout the semester. Students will be expected to have an active role. If they do not participate or are not present in class, this will be noted and points will be assigned accordingly.

Course Policies:

1. Do the assignments on time. All students are expected to read the assigned articles/documents on Lualima by the respective dates of discussion, and complete all course assignments at college-level proficiency. Maximum benefit from this class can be achieved only if you attend class, complete the readings, assignments, and projects as they are assigned, and actively participate in the class discussions. It is the student's professional responsibility to be aware of the assignment deadlines and make the instructor aware of any reasons why you may not be able to meet them before the deadline passes. Your grade for the course can, and will, be affected by late work. Points will be deducted for late assignments, especially if the no communication has been made before the deadline passes.

2. Show up on time and participate. All students are expected to **show up on time and attend all classes**. Since so much in-class learning and participation will be occurring, missing a class means missing critical knowledge, activities, and experiences that are difficult to re-create. In this course, each class builds on previous class content and prepares the student for future classes. If more than two classes are missed, it may affect the student's grade for the overall course. It is the student's professional responsibility to notify the instructor of any anticipated absences in advance.

3. Grades. Final grades are based on completed assignments, prompt class attendance, and participation. All assignments must be completed for a passing grade. Blogs should be completed using the Blogs section of the course Lualima. Assignments must be submitted on time to receive full credit for the assignment. Points will be deducted for late assignments. Grades can and will be affected by late work. No late assignments, make-up work or extra credit will be accepted after the final day of instruction. All work must be completed and submitted before the final day of instruction.

4. Syllabus may be revised as needed. The course schedule and assignments may need to be revised and some topics re-scheduled depending on the availability of guest speakers, pace of the learning, size of class, and the needs of the students.

5. Accommodations: Any student with a documented disability who would like to request accommodations for this class should contact Susan Shirachi in the University Disability Services Office in person at the Hale Kauanoë A Wing Lounge or by telephone at 932-7623 (V) or 932-7002

(TTY) as early in the semester as possible

6. Plagiarism: "Plagiarism" is the use of someone's words or ideas without proper documentation. Even paraphrasing someone else's work without reporting the source constitutes plagiarism. Protect yourself from being suspected of plagiarism by documenting your sources. If your paper is found to be plagiarized, you will receive an automatic "0" (no points) for the assignment.

7. Kilohana Academic Success Center: The KASC provides academic support opportunities for all UH Hilo students that foster their development into independent, self-motivated learners. Students who visit Kilohana have access to subject-specific and academic skills tutoring from UHH students selected for their academic achievement and dedication to helping others succeed. Kilohana is located on the lower level of the Mookini Library and on the web at <http://hilo.hawaii.edu/kilohana/>

8. Human Rights: The University of Hawaii at Hilo prohibits discrimination in its education programs based on race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity or associational preference. If at any time during class you feel uncomfortable about what is being talked about, or feel that your human rights have been violated, please feel free to leave the room. However, I ask that you confer with me as soon as possible about what happened so that appropriate action can be taken if necessary to avoid future problems. If you are uncomfortable speaking with me about your concern, please contact Kalei Rapoza (kaleihii@hawaii.edu), Interim EEO/AA Director, at 932-7641.

9. Sexual Assault Policy: UH Hilo provides confidential assistance for victims of sexual assault.

Counseling Services on campus and the YWCA Sexual Support Services offer guidance regarding medical and emotional help and can discuss options for reporting sexual assaults to law enforcement. All conversations are private and confidential. The UH Hilo Sexual Assault Policy can be found at: <http://hilo.hawaii.edu/uhh/vcsa/documents/UHHSexualAssaultPolicy.pdf>. For assistance during the day, contact UH Hilo Counseling Services at 808.932.7465. For after hours and on weekends, contact the WYCA Sexual Assault Support Services at 808.935.0677.

10. Advising: Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once a semester to decide on courses, check progress toward graduation, and discuss career options and other educational opportunities provided by UH Hilo. Advising is a shared responsibility, but students have final responsibility for meeting degree requirements. Please feel free to contact the Advising Center at 808.932.7776.

11. Student Conduct: Students are expected to follow the University of Hawaii's Student Code of Conduct available at the following URL:

<http://www.uhh.hawaii.edu/catalog/student-conduct-code.html>

14. For new course and for course modification:

Specify any additional faculty, library or equipment resources, special facility or location required for the new or modified course. If none are required, specify "No special faculty/resources facilities/location required."

NO

15. Department vote: specify date of vote and record the number of votes cast for each of these: Approve, Not approve, Abstain.

Approved by Liberal Studies Committee 09/2015

KES Department Vote: via an email vote on October 31, 5-0-0. It was approved by all 3 faculty members, our outside chair, and our emergency hire.

16. Date Proposed: This information is entered by Curriculum Central.

10/01/2015

17. Comments

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 Welcome: SHELBY WONG
(QBA)

Outline Detail: CHE 201 - Community Needs Assessment

- Approval History
- Approval/Review Comments
- Approved Outlines
- Approval Status
- Archived/Deleted Outlines
- Cancelled Outlines
- Deleted Outlines
- Co-Requisites
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Outline Progress

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Proposer: MISTY PACHECO
Progress: APPROVED
Modify Date: 10/01/2015 2:29 PM
Comments (reasons for course action): 10/01/2015 02:28:34 PM - MISTYP
Effective Term:
Next Review Date: 01/01/1900
Approved Date: 02/02/2016 8:14 PM
Last Updated: 02/02/2016 8:14 PM

Approval History

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10/02/2015 - SHELBYW
 (Vote for: 0; Vote against: 0; Vote abstain: 0)
10/02/2015 - YF83
 The syllabus is missing. Please attach! Mahalo
 Revision requested for the following items on **COURSE** tab: 13
 (Vote for: 0; Vote against: 0; Vote abstain: 0)
10/06/2015 - YF83
 #9 Why 2.5 hous? If it is correct, please explain here how to teach the 0.5 hour.
 #12 is NO. [Please apply this answers to all four courses.]
 #13 The committee needs an actual syllabus, not a template. Please attach a syllabus written using the template.
 Revision requested for the following items on **COURSE** tab: 9,12,13
 (Vote for: 0; Vote against: 0; Vote abstain: 0)
10/23/2015 - RANDYH
 (Vote for: 0; Vote against: 0; Vote abstain: 0)
10/29/2015 - THOMC
 I understand all of the CHE proposals are going to be returned to KES for a departmental vote. (Vote for: 0; Vote against: 0; Vote abstain: 0)
11/17/2015 - LAUER3
 (Vote for: 4; Vote against: 0; Vote abstain: 0)
11/18/2015 - SUSANB

(Vote for: 0; Vote against: 0; Vote abstain: 0)

02/01/2016 - NFURUMO

(Vote for: 7; Vote against: 0; Vote abstain: 0)

02/02/2016 - MPLATZ

(Vote for: 0; Vote against: 0; Vote abstain: 0)

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Approval/Review Comments

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Reviewer comments (0)

Approval comments (0)

Review within approval comments (0)

Approval Status

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Completed approvals

Sequence	Approver	Title	Position	Date	Role	Approved	Progress
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No data available in table

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Pending approvals

Approved Outline

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Coursealpha	Coursenum	coursedate	Proposer	coursetitle
CHE	201	02/02/2016 8:14 PM	MISTYP	Community Needs Assessment

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Archived/Deleted Outline

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Coursealpha	Coursenum	coursedate	Proposer	coursetitle
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No data available in table

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Cancelled Outline

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Coursealpha	Coursenum	coursedate	Proposer	coursetitle
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No data available in table

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Deleted Outline

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Alpha	Num	Date	Proposer	Title	Comments
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No data available in table

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Co-Requisites [back to top](#)

Alpha	Num	Grading	Approved By	Approved Date
No data available in table				

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Modified Outline [back to top](#)

Coursealpha	Coursenum	coursedate	Proposer	coursetitle
No data available in table				

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Alpha	Num	Grading	Approved By	Approved Date
No data available in table				

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Alpha	Num	campus	Approved By	Approved Date
No data available in table				

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Other Campuses [back to top](#)

Campus	Alpha	Number	Title	Date	Proposer
HIL	CHE	201	Community Needs Assessment	02/02/2016 8:14 PM	MISTYP

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NOTE: Outlines shown at other campuses having matching alpha and number does not necessarily mean the outline is the same at HIL.

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Submitted For	Submitted By	Task	Date
NotifiedWhenApproved	MISTYP	Proposed Outline Approved	02/02/2016 8:14 PM

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Action Log [back to top](#)

Show entries

Search:

User	script	Action	Date
MPLATZ	ACTION	Outline approval (CHE 201)	02/02/2016 8:14 PM
MPLATZ	ACTION	Save history	02/02/2016 8:14 PM
MPLATZ	ACTION	Outline approval by MPLATZ	02/02/2016 8:14 PM

MPLATZ	ACTION	CC: Course Outline (CHE 201) Notification (MISTYP)	02/02/2016 8:14 PM
MISTYP	ADD	Outline approved task (NotifiedWhenApproved)	02/02/2016 8:14 PM
MPLATZ	ACTION	Outline final approval by MPLATZ	02/02/2016 8:14 PM
MPLATZ	ACTION	Outline approval (CHE 201)	02/02/2016 8:14 PM
NFURUMO	ACTION	Outline approval (CHE 201)	02/01/2016 6:06 PM
NFURUMO	ACTION	Save history	02/01/2016 6:06 PM
NFURUMO	ACTION	Outline approval by NFURUMO	02/01/2016 6:06 PM
MISTYP	ACTION	CC: Course Outline Approval (CHE 201) Notification (MPLATZ)	02/01/2016 6:06 PM
NFURUMO	ACTION	Outline approval (CHE 201)	02/01/2016 6:06 PM
SUSANB	ACTION	Outline approval (CHE 201)	11/18/2015 10:16 AM
SUSANB	ACTION	Save history	11/18/2015 10:16 AM
SUSANB	ACTION	Outline approval by SUSANB	11/18/2015 10:16 AM
MISTYP	ACTION	CC: Course Outline Approval (CHE 201) Notification (NFURUMO)	11/18/2015 10:16 AM
SUSANB	ACTION	Outline approval (CHE 201)	11/18/2015 10:16 AM
LAUER3	ACTION	Outline approval (CHE 201)	11/17/2015 4:13 PM
LAUER3	ACTION	Save history	11/17/2015 4:13 PM
LAUER3	ACTION	Outline approval by LAUER3	11/17/2015 4:13 PM

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