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

Date: 12/21/2023

REQUESTOR CONTACT INFORMATION

Name Pheng Xiong Campus University of Hawai'i at Manoa
 Title University Registrar Email pxiong@hawaii.edu
 Office/Dept Office of the Registrar Phone 68010

- NEW SUBJECT CODE USE AT INSTITUTION**
 MODIFY SUBJECT CODE USE AT INSTITUTION

Institution University of Hawai'i at Manoa Effective Term Fall 2024

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>13</u>	<u>College of Arts, Lang & Ltrs</u>	<input type="checkbox"/> See Banner form STV_COLL
Division	(4) _____	_____	<input type="checkbox"/> See Banner form STV_DIVS
Department	(4) _____	_____	<input type="checkbox"/> See Banner form STV_DEPT
Subject	(4) <u>CALL</u>	<u>Arts, Languages & Letters</u>	<input checked="" type="checkbox"/> See Banner form STV_SUBJ

For Community Colleges, select one:
 General & Pre-Professional (GPP) or
 Career & Technical (CTE)

Explain the reason for the new subject code (i.e. - replacing an existing subject code (specify), revised name, new program, ...):
See Memo

ATTACHMENTS

- Memo with appropriate campus approval (i.e. Campus Curriculum Committee, Vice Chancellor for Academic Affairs, etc.)

VERIFICATIONS

Registrar:

Pheng Xiong _____
 Print Name Signature Date

Financial Aid Officer:

Jodie Kuba _____
 Print Name Signature Date

Digitally signed by Jodie Kuba
Date: 2023.12.26 09:01:19 -10'00'

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

 Print Name Signature Date



December 19, 2023

MEMORANDUM

TO: Laura E. Lyons
Interim Vice Provost of Academic Excellence

FROM: Kimi Kondo-Brown *Kimi Kondo-Brown*
Associate Dean, College of Arts, Languages & Letters

SUBJECT: Request for Alpha for the College of Arts, Languages & Letters (CALL)

SPECIFIC ACTION REQUESTED:

Create a new alpha "CALL" to be able to offer courses targeting undergraduate majors across all departments within the College of Arts, Languages & Letters (CALL) with the following description:

CALL: the study of topics, skills, and issues pertinent to all departments within the College of Arts, Languages & Letters

REQUESTED EFFECTIVE TERM: FALL 2024

RATIONALE/PURPOSE OF PROPOSED CHANGE(S):

The CALL alpha will be first used for a new course, CALL 110, which introduces students to studies in a liberal arts curriculum and emphasizes the importance of writing in CALL disciplines. Using UNIV 110 (1 credit, Writing Intensive [WI]) as a model, CALL 110 will serve as a 1-credit elective course and carry a WI focus designation (pending the Gen Ed Office approval). CALL 110 will not be required for any specific program or degree requirement.

Although CALL 110 is intended for undergraduate CALL majors, it will also welcome Exploratory majors considering a major in CALL.

The UHM-1 form to create the CALL 110 course was submitted on October 17, 2023 and approved by Lisa Fujikawa (General Education Office) and April Quinn (Office of the Vice Provost for Academic Affairs). However, the course cannot be created until the alpha is approved.

Thank you for your consideration of this matter.

ACTION RECOMMENDED:

It is recommended that the Vice Provost for Academic Excellence approve a new subject code/alpha "CALL" to enable the offering of a new course targeting undergraduate majors across all departments within the College of Arts, Languages & Letters (CALL).

APPROVED/DISAPPROVED:

Laura E. Lyons

12.20.23

Laura E. Lyons
Interim Vice Provost for Academic Excellence

Date

Cc: Pheng (Max) Xiong, Registrar