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In Banner	
MTVCOMP	

University of Hawai'i  
Code Request Form for Academic Programs

# NEW OR MODIFIED SUBJECT CODE

Date: December 18, 2017

**REQUESTOR CONTACT INFORMATION**

Name Stuart Lau Campus Manoa  
 Title University Registrar Email stuartl@hawaii.edu  
 Office/Dept Office of the Registrar Phone 956-5322

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

Institution Mnaoa Effective Term Spring 2018

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>11</u> ✓	<u>Sch of Ocean &amp; Earth Sci&amp;Tech</u> ✓	<input type="checkbox"/> See Banner form STV_COLL
Division	(4) _____ ✓	_____	<input type="checkbox"/> See Banner form STV_DIVS
Department	(4) <u>HIGP</u>	<u>Hawaii Inst of Geophys &amp; Planet</u>	<input checked="" type="checkbox"/> See Banner form STV_DEPT
Subject	(4) <u>EPET</u>	<u>Earth &amp; Planetary Tech</u>	<input checked="" type="checkbox"/> See Banner form STV_SUBJ

**ATTACHMENTS**

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

**VERIFICATIONS**

**Registrar:**

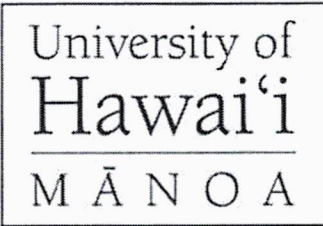
Stuart Lau  December 18, 2017  
 Print Name Signature Date

**Financial Aid Officer:**

Jodie Kuba  12/19/2017  
 Print Name Signature Date

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

\_\_\_\_\_  
 Print Name Signature Date



Dr. Robert Wright  
Hawai'i Institute of Geophysics and Planetology  
School of Ocean and Earth Science and Technology  
1680 East-West Rd., Honolulu, HI 96822  
Telephone (808) 956-8760 FAX (808) 956-6322  
wright@higp.hawaii.edu • www.higp.hawaii.edu/~wright

Office of the Director

November 9, 2017

MEMORANDUM

TO: Michael Bruno  
Interim Vice Chancellor for Academic Affairs and  
Vice Chancellor for Research

VIA: Brian Taylor *Brian Taylor*  
Dean, School of Ocean, Earth Science, and Technology

FROM: Robert Wright *RW*  
Interim Director  
Hawaii Institute of Geophysics and Planetology

SUBJECT: Request for a New Banner Subject Code (EPET)

SPECIFIC ACTION REQUESTED:

It is requested that the interim Vice Chancellor for Academic Affairs approve the creation of a new Banner Subject Code, "EPET" for HIGP Earth and Planetary Exploration Technology. curriculum development and offering.

RECOMMENDED EFFECTIVE DATE: January 2018

ADDITIONAL COST: None

PURPOSE: To facilitate the development of new course offerings in the Hawaii Institute of Geophysics and Planetology, relating to the development of technologies for exploring the Earth and Planets, primarily remote sensing technologies and related platforms (e.g., orbiting satellites, planetary rovers).

BACKGROUND: The exploration of the our Solar System by orbiting satellites, rovers, and landers, is truly cross-disciplinary, spanning the full range of STEM subjects. HIGP faculty are at the forefront of this subject, having been on more than 25 NASA mission science teams, raising over \$100M of extramural funds to support this work, and having published hundreds of scientific papers. HIGP is currently exploring increasing its undergraduate course offerings in this area, with the ultimate aim of providing an undergraduate certificate in "Earth and Planetary Exploration Technology", or a track within a future SOEST general Geosciences/Earth Sciences undergraduate degree. The objectives of the program are to provide a coherent body of classes via which students majoring in the natural sciences (e.g. physics, chemistry, geology) and engineering disciplines can obtain a formal qualification in the science and technology that underpins the human exploration of the Solar System via orbiting spacecraft, planetary landers and planetary rovers. To facilitate the development of these new course offerings we request a

RECEIVED  
17 NOV 16 P3:10  
OFFICE OF THE DIRECTOR

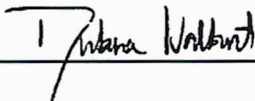
dedicated BSC, "EPET". Currently, HIGP faculty predominantly use the BCS of the Department of Geology and Geophysics, "GG". "Geology and Geophysics" does not, however, accurately reflect the nature of the offerings HIGP is planning, particularly the planned focus on the technology of space exploration (e.g., imaging instrument design; planetary mission design; planetary data analysis). We also believe that a GG BCS will not appeal to physical sciences or engineering undergraduates.

The EPET BCS will also provide an identity for these offerings, and facilitate marketing of these offerings.

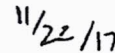
ACTION RECOMMENDED:

It is recommended that the interim Vice Chancellor for Academic Affairs approve the creation of "EPET" as a new banner subject code for HIGP earth and planetary exploration technology course offerings.

Approved/Disapproved:



*for* Michael Bruno  
Interim Vice Chancellor for Academic Affairs and  
Vice Chancellor for Research



Date



UNIVERSITY  
of HAWAII  
MĀNOA

Office of the Vice Chancellor for Academic Affairs

November 15, 2017

**MEMORANDUM**

TO: David Lassner  
Interim Chancellor

FROM: Michael Bruno  
Interim Vice Chancellor for Academic Affairs and  
Vice Chancellor for Research

A handwritten signature in black ink, appearing to read 'Michael Bruno'.

SUBJECT: Out of Office – Afternoon of November 21-25, 2017

I will be out of the office on personal leave the afternoon of November 21-25, 2017. I will return to the office on November 27. If you need to reach me, please call my office at 956-8447 (OVCAA) or 956-0813 (OVCR). My staff will have a means by which to contact me for urgent matters.

During my absence, Debora Halbert, Associate Vice Chancellor for Academic Affairs will serve on my behalf and have signing authority as Acting Vice Chancellor for Academic Affairs. Velma Kameoka, Associate Vice Chancellor for Research will serve on my behalf and have signing authority as Acting Vice Chancellor for Research.

c: Debora Halbert, Associate Vice Chancellor for Academic Affairs  
Velma Kameoka, Associate Vice Chancellor for Research  
UHM Vice Chancellors  
Mānoa Academic Deans and Directors  
OVCAA Staff  
OVCR Staff

2500 Campus Road, Hawai'i Hall 209  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-8447  
Fax: (808) 956-7115

An Equal Opportunity/Affirmative Action Institution



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## Re: EPET Subject Code Request

1 message

---

**Wendy Pearson** <pearsonw@hawaii.edu>

Sun, Nov 19, 2017 at 3:34 PM

To: Stuart Lau <stuartl@hawaii.edu>

Cc: Pearl Iboshi <iboshi@hawaii.edu>

Thanks. HIGP is the Hawaii Inst of Geophysics and Planetology... I believe the Banner dept. code simply needs to be updated.

**Wendy L. Pearson, Program Officer**

Office of the Vice Chancellor for Academic Affairs  
University of Hawai'i at Mānoa  
2500 Campus Road, Hawaii Hall 209  
Honolulu, HI 96822  
(808) 956-6145 / FAX (808) 956-7115  
<http://www.manoa.hawaii.edu>

On Sun, Nov 19, 2017 at 1:06 PM, Stuart Lau <stuartl@hawaii.edu> wrote:

School/College: SOEST  
Division: Not applicable  
Department: Geology and Geophysics

Stuart

On Fri, Nov 17, 2017 at 11:08 AM, Wendy Pearson <pearsonw@hawaii.edu> wrote:

I'm curious - what department is listed for GG courses?

**Wendy L. Pearson, Program Officer**

Office of the Vice Chancellor for Academic Affairs  
University of Hawai'i at Mānoa  
2500 Campus Road, Hawaii Hall 209  
Honolulu, HI 96822  
(808) 956-6145 / FAX (808) 956-7115  
<http://www.manoa.hawaii.edu>

On Fri, Nov 17, 2017 at 11:01 AM, Stuart Lau <stuartl@hawaii.edu> wrote:

Hi,

Is the intent to place all of the EPET courses under the following organizational structure:

School/College: SOEST  
Division: Not Applicable  
Department: Hawaii Inst of Geophysics and Planetology

Note: The Banner department code of HIGP is currently in use with a description of "Hawaii Inst of Geol & Geophy". A review of Banner would be required to determine how this code is being used across all campuses in the system.

Stuart

On Thu, Nov 16, 2017 at 4:36 PM, Wendy Pearson <pearsonw@hawaii.edu> wrote:

Aloha,

Please see attached request which we are inclined to support. Do you have any concerns with the attached request?

**Wendy L. Pearson, Program Officer**  
Office of the Vice Chancellor for Academic Affairs  
University of Hawai'i at Mānoa  
2500 Campus Road, Hawaii Hall 209  
Honolulu, HI 96822  
(808) 956-6145 / FAX (808) 956-7115  
<http://www.manoa.hawaii.edu>

--

\*\*\*\*\*

Stuart Lau  
University Registrar  
Office of the Registrar  
University of Hawaii at Manoa  
Ph: 808 956-8010

\*\*\*\*\*

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## Fwd: Subject Abbreviation

1 message

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Wendy Pearson <pearsonw@hawaii.edu>  
To: stuartl@hawaii.edu

Tue, Dec 5, 2017 at 6:55 PM

- Wendy Pearson

Sent from my iPhone

Begin forwarded message:

**From:** Robert Wright <wright@higp.hawaii.edu>  
**Date:** December 5, 2017 at 6:46:56 PM HST  
**To:** Wendy Pearson <pearsonw@hawaii.edu>  
**Cc:** Robert Wright <robertwr@hawaii.edu>  
**Subject:** Re: Fwd: Subject Abbreviation

Hi Wendy. That is fine. Thanks, Rob.

On Dec 5, 2017 1:11 PM, Wendy Pearson <pearsonw@hawaii.edu> wrote:  
Aloha Robert,

We are in the process of inputting EPET into the Banner Information System. Please advise whether the abbreviation below is acceptable (there is a 30-character limit). Thanks!

Earth and Planetary Exploration Technology  
Earth & Planetary Exp Tech

**Wendy L. Pearson, Program Officer**  
Office of the Vice Chancellor for Academic Affairs  
University of Hawai'i at Mānoa  
2500 Campus Road, Hawaii Hall 209  
Honolulu, HI 96822  
(808) 956-6145 / FAX (808) 956-7115  
<http://www.manoa.hawaii.edu>

----- Forwarded message -----

From: **Stuart Lau** <stuartl@hawaii.edu>  
Date: Tue, Dec 5, 2017 at 1:07 PM  
Subject: Subject Abbreviation  
To: "Wendy L. Pearson" <pearsonw@hawaii.edu>

The description of the subject for the new EPET subject code is over thirty characters in length. Would the following be appropriate:

Earth and Planetary Exploration Technology  
Earth & Planetary Exp Tech  
123456789012345678901234567890

Please let me know if this is ok or if you have a revised description. A thirty character ruler is provided.

Thanks,  
Stuart

--

\*\*\*\*\*

Stuart Lau  
University Registrar  
Office of the Registrar  
University of Hawaii at Manoa  
Ph: 808 956-8010

\*\*\*\*\*

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---

## Subject Abbreviation

1 message

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**Stuart Lau** <stuartl@hawaii.edu>  
To: "Wendy L. Pearson" <pearsonw@hawaii.edu>

Tue, Dec 5, 2017 at 1:07 PM

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Earth and Planetary Exploration Technology  
Earth & Planetary Exp Tech  
123456789012345678901234567890

Please let me know if this is ok or if you have a revised description. A thirty character ruler is provided.

Thanks,  
Stuart

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## Re: EPET Subject Code Request

1 message

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**Wendy Pearson** <pearsonw@hawaii.edu>  
To: Stuart Lau <stuartl@hawaii.edu>  
Cc: Pearl Iboshi <iboshi@hawaii.edu>

Tue, Dec 5, 2017 at 1:06 PM

This is good. Thanks.

**Wendy L. Pearson, Program Officer**  
Office of the Vice Chancellor for Academic Affairs  
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On Tue, Dec 5, 2017 at 1:03 PM, Stuart Lau <stuartl@hawaii.edu> wrote:

Hi,

After taking a look in Banner, I do not believe that HIGP is attached to any courses or students at this time on the student side. I am not sure if there may be any associations on either accounts receivable or financial aid (I do not have sufficient access to these areas to perform additional research). Please confirm that OVCAA is requesting the following change:

Banner code in STVDEPT: HIGP  
Current Description: Hawaii Inst of Geol & Geophy  
New Description: Hawaii Inst of Geophy & Planet

Note: The description for "Hawaii Institute for Geophysics and Planetology" must be thirty characters or less. You may indicate another description rather than the one provided above.

Thanks,  
Stuart

On Sun, Nov 19, 2017 at 3:38 PM, Stuart Lau <stuartl@hawaii.edu> wrote:

Before adjusting the description, we need to check to see if the code is being used anywhere else in the system.

Stuart

On Sun, Nov 19, 2017 at 3:34 PM, Wendy Pearson <pearsonw@hawaii.edu> wrote:

Thanks. HIGP is the Hawaii Inst of Geophysics and Planetology... I believe the Banner dept. code simply needs to be updated.

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