IRAO OFFICE USE ONLY	
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In Banner	
MTVCOMP	

University of Hawaiʻi
Code Request Form for Academic Programs
NEW OR MODIFIED SUBJECT CODE

Date: _____

REQUESTOR CONTACT INFORMATION

Name _____   Campus _____

Title _____   Email _____

Office/Dept _____   Phone _____

☐ **NEW SUBJECT CODE USE AT INSTITUTION**

☐ **MODIFY SUBJECT CODE USE AT INSTITUTION**

Institution _____   Effective Term _____

		Code (Max. Characters)	**Description** (30 characters max)	**Check if requesting new code:**
College	(2)	_____	_____	☐ See Banner form STVCOLL
Division	(4)	_____	_____	☐ See Banner form STVDIVS
Department	(4)	_____	_____	☐ See Banner form STVDEPT
Subject	(4)	_____	_____	☐ See Banner form STVSUBJ

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, ...):

_____

ATTACHMENTS

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

VERIFICATIONS

Registrar:

_____   _____   _____
Print Name   Signature   Date

Financial Aid Officer:

_____   _____   _____
Print Name   Signature   Date

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

_____   _____   _____
Print Name   Signature   Date

STATE OF HAWAI`I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI`I AT MĀNOA
OFFICE OF THE PROVOST
SCHOOL OF MEDICINE
OFFICE OF THE DEAN
ORGANIZATION CHART
CHART I

OFFICE OF THE PROVOST

JABSOM FACULTY SENATE

EXECUTIVE COMMITTEE

SCHOOL OF MEDICINE
OFFICE OF THE DEAN
Org Code: MADNMD

Dean, #89077	1.00
Secretary IV, SR-18, #24033	1.00
Instructional Faculty:	
#85000 (0.15), #88314 (0.94)	1.09

DEPARTMENT TOTAL:	**PERM**	**TEMP**
General Funds:	195.81	3.50

ACADEMIC AFFAIRS
Org Code: MAADMD
CHART II

Anatomy Lab
Department of Communication Sciences & Disorders
Department of Medical Technology
Health Sciences Library
Imi Ho'ola Program
Office of Accredited Continuing Education
Office of Admissions
Office of Faculty Affairs
Office of Global Health & International Medicine
Office of Graduate Medical Education
Office of Medical Education
Office of Student Affairs
Simulation Center

FUNDAMENTALS OF HEALTH SCIENCES
Org Code: MARSMD
CHART III

Department of Anatomy, Biochemistry, and Physiology
Department of Cell and Molecular Biology
Department of Tropical Medicine, Medical Microbiology,
  and Pharmacology

CLINICAL SCIENCES
Org Code: MACSMD
CHART IV

Department of Family Medicine and Community Health
Department of Geriatric Medicine
Department of Medicine
Department of Native Hawaiian Health
Department of Obstetrics, Gynecology, and Women's Health
Department of Pathology
Department of Pediatrics
Department of Psychiatry
Department of Quantitative Health Sciences
Department of Surgery
Area Health Education Center

ADMINISTRATION, FINANCE, & OPERATIONS
Org Code: MAASMD
CHART V

Office of Budget, Surveys, and Reporting
Office of Central Fiscal and Human Resources
Office of Environmental Health and Safety
Office of Facilities Management and Planning
Office of Grants Development
Office of Information Technology
Office of Property and Asset Management
Office of Risk and Clinical Affairs
Office of Special Events and & Café Management

* - To be redescribed

CHART TOTAL:	**PERM**	**TEMP**
General Funds:	3.09	0.00

UNIVERSITY
of **HAWAI'I**
SYSTEM

Pheng Xiong <pxiong@hawaii.edu>

create new department
6 messages

April Nozomi Quinn <agoodwin@hawaii.edu>   Tue, Jun 21, 2022 at 12:51 PM
To: Grant Kim <grantkim@hawaii.edu>, Pheng Xiong <pxiong@hawaii.edu>

Aloha Max and Grant,
I need your guidance on how to create a new department code for an existing office. The Office of Medical Education is
located in the Academic Affairs box in JABSOM's org chart. All MDED courses should be listed under this office, and not
BIOM where they currently reside. Can you please advise as to what documentation will be needed to create a
department code for OME?
Thank you!
April

April Nozomi Quinn, PhD
Director of Program Development and Review
Office of the Vice Provost for Academic Excellence
University of Hawaii at Manoa
2500 Campus Road, Hawaii Hall, 209
Honolulu, HI 96822
Office: (808) 956-4568 / Fax: (808) 956-7115
http://www.manoa.hawaii.edu

Pheng Xiong <pxiong@hawaii.edu>   Tue, Jun 21, 2022 at 4:18 PM
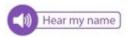To: April Nozomi Quinn <agoodwin@hawaii.edu>
Cc: Grant Kim <grantkim@hawaii.edu>

Hi April,

I believe the org chart is all that we need. Was this due to the recent reorg in JABSOM?
[Quoted text hidden]
--

UNIVERSITY
of **HAWAI'I**
MĀNOA

Pheng Xiong, M.Ed.   🔊 Hear my name

University Registrar, Office of the Registrar

p: 808-956-8010
w: manoa.hawaii.edu/registrar
e: pxiong@hawaii.edu

*The different racial groups in the Territory are represented in the student body and one of the ideals held by those who guide the University is that these students,
working and playing together on our campus, shall go out not to break down race differences but to disseminate understanding of these differences, toleration
for them, and goodwill. A challenge to us all! - H. MacNeil (University of Hawai'i Registrar - 1922 - 1956)*

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covered under the Family Educational Rights & Privacy Act (FERPA) and/or applicable state laws. If you received this email (including attachments) in error,
please delete this email and notify me immediately.

April Nozomi Quinn <agoodwin@hawaii.edu>   Wed, Jun 22, 2022 at 10:31 AM
To: Pheng Xiong <pxiong@hawaii.edu>, Teresa Kono <tmgkono@hawaii.edu>
Cc: Grant Kim <grantkim@hawaii.edu>

Hi Max,

This is actually clean-up for something that is incorrectly coded in Banner. Per Lee (JABSOM AD), MDED courses are under OME, but it would appear that OME was never created in Banner (though it is in the HR system). Please see below.

OME is under the ADAA which is listed as a department for human resources and was also under adaa for the faculty workload exercise. Depending on how the databases are linked at UHM or the actual used definition of Department, we may want to keep it under ADAA. **Functionally, all MDED courses are the preclinical courses coordinated by the OME.**

Said another way, if creating a department in banner called OME will not relate to other databases or mess up faculty assignments/workload, then having all MDED courses under OME is the most intuitive. Currently, the faculty workload is tied to the course (not the department), so it's fine (we have faculty who teach in the MDED courses but live in other home departments and those courses show up with that faculty/in their home department.

I would like to proceed with creating The Office of Medical Education (OME) in Banner as a department code, but want to confirm that it will not impact faculty workload. I'm adding Teresa from our faculty excellence team to see if she sees any issues with this before we proceed.

Teresa- do you see any workload issues with us changing the department level that the MDED courses are housed under? They are currently under BIOM in Banner, which doesn't really exist anymore, so I would like to create a new department code for the Office of Medical Education and move the MDED courses under there. Lee just wants to ensure this won't impact faculty workload calculations (see in blue above). Can you please advise?
Thank you!
April

April Nozomi Quinn, PhD
Director of Program Development and Review
Office of the Vice Provost for Academic Excellence
University of Hawaii at Manoa
2500 Campus Road, Hawaii Hall, 209
Honolulu, HI 96822
Office: (808) 956-4568 / Fax: (808) 956-7115
http://www.manoa.hawaii.edu

[Quoted text hidden]

Grant Kim <grantkim@hawaii.edu>   Tue, Jun 28, 2022 at 9:29 AM
To: April Nozomi Quinn <agoodwin@hawaii.edu>
Cc: Pheng Xiong <pxiong@hawaii.edu>, Teresa Kono <tmgkono@hawaii.edu>

Hi All,

The following Subjects are assigned to the Department "Biomedical Science" (BIOM).

- MDED Medical Education
- NHH Native Hawaiian Health

The following Programs are assigned to the Department "Biomedical Science" (BIOM).

- BIOM-PHD Biomed Sci-PhD (Stopped Out - if no plans for re-starting the program, no need to change the department)
- BIOM-MS Biomedical Sciences-MS (Stopped Out - if no plans for re-starting the program, no need to change the department)

The Department "Medical Education" can be created in Banner Department (STVDEPT) with the organization chart as supporting documentation along with either a Subject Code Request or Program Code Request. Typically, "Office", "Department", "Center" and the like are omitted from the Department description and acronym. The acronym "ME" is already taken by "Mechanical Engineering" and "MED" is taken by

"Medicine", "MDED" or similar could be assigned. Once the Department is set up in Banner, your campus can create courses with the Department.

STVDEPT "M*"

MABU	Mathematics & Business
MAC	Manoa Advising Center
MACH	Machine Shop
MAIN	Maintenance
MARE	Marine Science
MARR	Marine Boat Maintenance&Repair
MATH	Math
MB	Marine Biology
MBBE	Molecular Biosci & Bioengr
MCAD	Microstation
ME	Mechanical Engineering
MED	Medicine
MEDA	Medical Assisting
MEDT	Medical Technology
MELE	Music & Entrtainmnt Lrnng Exp
MET	Meteorology
MGT	Management & Industrial Rel
MI	Management Info & Research
MICR	Microbiology
MICT	Mobile Intensv Care Tech
MKT	Marketing
MLT	Medical Laboratory Technician
MNHS	Math,Natural & Health Sciences
MOP	MOP-Marine Naturalist
MS	Math & Science
MSCI	Military Science
MT	Marine Technology
MUS	Music

The Faculty Workload report is run end of fiscal year. The faculty's College/Department assignment is based on PeopleSoft HR, not Banner.

Hope this helps.

Grant

[Quoted text hidden]

April Nozomi Quinn <agoodwin@hawaii.edu>   Tue, Jun 28, 2022 at 1:40 PM
To: Grant Kim <grantkim@hawaii.edu>
Cc: Pheng Xiong <pxiong@hawaii.edu>, Teresa Kono <tmgkono@hawaii.edu>

Aloha Grant,
Please see my responses in red below.
Thank you!
April

April Nozomi Quinn, PhD
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Office: (808) 956-4568 / Fax: (808) 956-7115
http://www.manoa.hawaii.edu

On Tue, Jun 28, 2022 at 9:30 AM Grant Kim <grantkim@hawaii.edu> wrote:

Hi All,

The following Subjects are assigned to the Department "Biomedical Science" (BIOM).

- MDED Medical Education- This should fall under the newly-created department of the Office of Medical Education (which we are currently requesting).
- NHH Native Hawaiian Health-This falls under the Department of Native Hawaiian Health. Please see below:

ubj	Crs	Title	Term Code From	SCABASE End Term	Status	College	Existing Dept Code	Department
HH	450	Applied Health Disparities	201740	999999	A	45	NHH	Native Hawaiian Health
HH	499	Directed Reading/Research	202030	999999	A	45	NHH	Native Hawaiian Health
HH	501	Humanities in Medicine I	201910	999999	A	45	NHH	Native Hawaiian Health
HH	502	Humanities in Medicine II	201910	999999	A	45	NHH	Native Hawaiian Health
HH	503	Medical Biology I	202235	999999	A	45	NHH	Native Hawaiian Health
HH	504	Medical Biology II	202235	999999	A	45	NHH	Native Hawaiian Health
HH	505	Medical Biochemistry I	201740	999999	A	45	NHH	Native Hawaiian Health
HH	506	Medical Biochemistry II	201740	999999	A	45	NHH	Native Hawaiian Health
HH	513	Native Hawn Hlth Tradl Healing	201740	999999	A	45	NHH	Native Hawaiian Health
HH	545	Native Hawaiian Health Care	201740	999999	A	45	NHH	Native Hawaiian Health
HH	575	Social Justice in Health	201740	999999	A	45	NHH	Native Hawaiian Health
HH	595	NHH Clin Skills Preceptorship	201740	999999	A	45	NHH	Native Hawaiian Health
HH	650	Adv Applied Health Disparities	201740	999999	A	45	NHH	Native Hawaiian Health
HH	699	Directed Reading/Research	202010	999999	A	45	NHH	Native Hawaiian Health

The following Programs are assigned to the Department "Biomedical Science" (BIOM).

- BIOM-PHD Biomed Sci-PhD (Stopped Out - if no plans for re-starting the program, no need to change the department) This is in the process of being terminated (we are currently reviewing the termination memo).
- BIOM-MS Biomedical Sciences-MS (Stopped Out - if no plans for re-starting the program, no need to change the department) This program has been renamed Clinical and Translational Research and falls under the department of Quantitive Health Sciences (QHS)

The Department "Medical Education" can be created in Banner Department (STVDEPT) with the organization chart as supporting documentation along with either a Subject Code Request or Program Code Request. Typically, "Office", "Department", "Center" and the like are omitted from the Department description and acronym. The acronym "ME" is already taken by "Mechanical Engineering" and "MED" is taken by "Medicine", "MDED" or similar could be assigned. Once the Department is set up in Banner, your campus can create courses with the Department. Since this is technically an office and not a department, I almost like the idea of having it in the title, otherwise it might appear to be the Department of Medical Education (since "office" would not be specified), since it does fall under the deparment level. Does that make sense?

STVDEPT "M*"

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MELE	Music & Entrtainmnt Lrnng Exp
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MGT	Management & Industrial Rel
MI	Management Info & Research
MICR	Microbiology
MICT	Mobile Intensv Care Tech
MKT	Marketing
MLT	Medical Laboratory Technician
MNHS	Math,Natural & Health Sciences
MOP	MOP-Marine Naturalist
MS	Math & Science
MSCI	Military Science
MT	Marine Technology
MUS	Music

The Faculty Workload report is run end of fiscal year. The faculty's College/Department assignment is based on PeopleSoft HR, not Banner. Great! So this change will not impact faculty workload- that is super helpful. We can proceed:).

Hope this helps.

Grant

[Quoted text hidden]

Grant Kim <grantkim@hawaii.edu>   Tue, Jun 28, 2022 at 2:40 PM
To: April Nozomi Quinn <agoodwin@hawaii.edu>
Cc: Pheng Xiong <pxiong@hawaii.edu>, Teresa Kono <tmgkono@hawaii.edu>

Thanks for your response April. In blue are more specifics.

> On Tue, Jun 28, 2022 at 1:41 PM April Nozomi Quinn <agoodwin@hawaii.edu> wrote:
> Aloha Grant,
> Please see my responses in red below.
> Thank you!
> April
>
> April Nozomi Quinn, PhD
> Director of Program Development and Review
> Office of the Vice Provost for Academic Excellence
> University of Hawaii at Manoa
> 2500 Campus Road, Hawaii Hall, 209
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>
> On Tue, Jun 28, 2022 at 9:30 AM Grant Kim <grantkim@hawaii.edu> wrote:
>> Hi All,
>>
>> The following Subjects are assigned to the Department "Biomedical Science" (BIOM).
>>
>> - MDED Medical Education- This should fall under the newly-created department of the Office of Medical Education (which we are currently requesting). Please submit a Subject Code Request for MDED and the creation of a new Department, scan STVDEPT to verify a unique code and sampling of department names.
>> - NHH Native Hawaiian Health-This falls under the Department of Native Hawaiian Health. Please see below: In checking Fall 2021 and Spring 2022, the Department "Native Hawaiian Health" appears to be assigned to all the NHH courses except for CRN 1226 in Fall 2021. Once the Department and Subject are in Banner, campuses have full control over the creation/editing of courses.

ubj	Crs	Title	Term Code From	SCABASE End Term	Status	College	Existing Dept Code	Department
HH	450	Applied Health Disparities	201740	999999	A	45	NHH	Native Hawaiian Health
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The following Programs are assigned to the Department "Biomedical Science" (BIOM).

- BIOM-PHD Biomed Sci-PhD (Stopped Out - if no plans for re-starting the program, no need to change the department) This is in the process of being terminated (we are currently reviewing the termination memo). Please submit a Program Code Request - Terminate, which requires a memo approved by the president.
- BIOM-MS Biomedical Sciences-MS (Stopped Out - if no plans for re-starting the program, no need to change the department) This program has been renamed Clinical and Translational Research and falls under the department of Quantitive Health Sciences (QHS) . In looking at the history of this program, in 2018 BIOM-MS in the CIM Department was replaced by CTR-MS in the CIM Department, then in 2018 CTR-MS in the CIM Department was changed to the QHS Department, then in 2021 CTR-MS (stopped out Fall 2021 and scheduled to be terminated Spring 2024) in the QHS Department was replaced by QHCR-MS in the QHS Department. If this is correct, no action is necessary.

The Department "Medical Education" can be created in Banner Department (STVDEPT) with the organization chart as supporting documentation along with either a Subject Code Request or Program Code Request. Typically, "Office", "Department", "Center" and the like are omitted from the Department description and acronym. The acronym "ME" is already taken by "Mechanical Engineering" and "MED" is taken by "Medicine", "MDED" or similar could be assigned. Once the Department is set up in Banner, your campus can create courses with the Department.   Since this is technically an office and not a department, I almost like the idea of having it in the title, otherwise it might appear to be the Department of Medical Education (since "office" would not be specified), since it does fall under the deparment level. Does that make sense? STVDEPT is a mix of levels with Schools, Divisions, Departments, Centers, Offices and the like, only occasionally are these descriptors applied in the name since it is often in synch with the corresponding Subject/Course in STVSUBJ, unlike STVCOLL which uses descriptors, but it is the campus's decision.

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MGT	Management & Industrial Rel
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MICR	Microbiology
MICT	Mobile Intensv Care Tech
MKT	Marketing
MLT	Medical Laboratory Technician
MNHS	Math,Natural & Health Sciences
MOP	MOP-Marine Naturalist
MS	Math & Science
MSCI	Military Science
MT	Marine Technology
MUS	Music

The Faculty Workload report is run end of fiscal year. The faculty's College/Department assignment is based on PeopleSoft HR, not Banner. Great! So this change will not impact faculty workload- that is super helpful. We can proceed:). This is the current faculty workload logic, although there are unique situations which involve manual changes.

Hope this helps.

Grant

[Quoted text hidden]