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University of Hawai'i  
Code Request Form for Academic Programs

# NEW OR MODIFIED SUBJECT CODE

Date: August 22, 2017

**REQUESTOR CONTACT INFORMATION**

Name Stuart Lau Campus Manoa  
 Title 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 Manoa Effective Term Spring 2018

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>08</u>	<u>Academic Affairs</u>	<input checked="" type="checkbox"/> See Banner form STVCOLL
Division	(4) _____	_____	<input type="checkbox"/> See Banner form STVDIVS
Department	(4) <u>SUST</u>	<u>Sustainability &amp; Resilience</u>	<input type="checkbox"/> See Banner form STVDEPT
Subject	(4) <u>SUST</u>	<u>Sustainability</u>	<input type="checkbox"/> See Banner form STVSUBJ

**ATTACHMENTS**


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

**VERIFICATIONS**

**Registrar:**

Stuart Lau  8/22/17  
 Print Name Signature Date

**Financial Aid Officer:**

Jodie Kuba  8/23/17  
 Print Name Signature Date

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

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



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**Re: Sustainability Courses**

1 message

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

Thu, Aug 10, 2017 at 9:51 AM

That works. Thanks!

**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 Thu, Aug 10, 2017 at 9:36 AM, Stuart Lau <stuartl@hawaii.edu> wrote:

Hi Wendy,

For the new subject code of "Sustainability", additional codes for the following need to be creates:

1. College: Academic Affairs
2. Department: Institute for Sustainability and Resilience

Each of the descriptions are limited to 30 characters. Here are some suggestions:

Academic Affairs  
Sustainability & Resilience  
123456789012345678901234567890 (thirty character limit)

Please let me know if these descriptions are ok.

Thanks,  
Stuart

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\*\*\*\*\*

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

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April 10, 2017

**MEMORANDUM**

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

**FROM:** Krystyna Aune, Dean *Krystyna Aune*  
Graduate Education

Ronald Cambra, *Ronald C. Cambra*  
Assistant Vice Chancellor  
for Undergraduate Education

**SUBJECT:** Creation of Sustainability Subject Code for Cross-listing Courses

**SPECIFIC ACTION REQUESTED:**

It is requested that the Vice Chancellor for Academic Affairs approve the SUST subject code for the purposes of cross-listing sustainability- and resiliency-related courses at the University of Hawai'i at Mānoa.

**RECOMMENDED EFFECTIVE DATE:**

Effective Spring 2018.

**ADDITIONAL COST:**

No additional cost.

**PURPOSE:**

The purpose of this action is to create a new subject code, SUST, for courses with sustainability- and resiliency-related content at the University of Hawai'i at Mānoa. The code would be used campus-wide for cross-listing new and existing courses with sustainability-related content.

**BACKGROUND INFORMATION:**

Currently, UH Mānoa offers nearly 70 sustainability- and resiliency-related courses across 100 academic units. These courses are currently listed in the UH catalog under their disciplinary subject codes, and as a result, are spread throughout the catalog in a way that makes it difficult for students and others to find courses with sustainability-related content. The creation of an SUST subject code will facilitate the cross-listing of these courses in a way that will raise awareness and increase visibility of Mānoa's wide range of offerings. With SUST cross-listing, students will find all UHM courses with sustainability content in a single location, regardless of discipline. We also believe that the SUST code will facilitate the development of cross-disciplinary sustainability programs, and increase faculty collaboration in instruction and research.



Michael Bruno  
April 10, 2017  
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We recommend the establishment of a panel of faculty members, comprised of college representatives and Mānoa Faculty Senate-appointees, to review course proposals to cross-list with the SUST code, and to make recommendations to the Vice Chancellor for Academic Affairs for approval. We recommend that the SUST code be administratively housed in the Office of Vice Chancellor for Academic Affairs.

ACTION RECOMMENDED:

It is recommended that the Vice Chancellor for Academic Affairs approve the SUST subject code for the purposes of cross-listing sustainability and resiliency-related courses at the University of Hawai'i at Mānoa, effective Spring 2018.

APPROVED / DISAPPROVED



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

4/26/17  
DATE

- C: Risa Dickson, Vice President for Academic Affairs  
Matthew Lynch, UH System Sustainability Coordinator  
Pearl Iboshi, UH System Director of Institutional Research & Assessment  
Wendy Pearson, Academic Affairs Program Officer  
Stuart Lau, Registrar  
Diane Nakashima, Catalog Coordinator  
Gary Rodwell, STAR



UNIVERSITY  
of HAWAII°  
MĀNOA

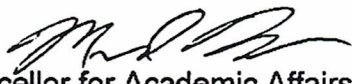
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17 JUL -7 P12:17

July 7, 2017

MEMORANDUMMĀNOA CHANCELLOR'S  
OFFICE

TO: David Lassner  
Interim Chancellor

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

SUBJECT: Establishment of the Institute for Sustainability and Resilience  
at the University of Hawai'i at Mānoa

SPECIFIC ACTION REQUESTED:

It is requested that the Chancellor establish the Institute for Sustainability and Resilience as a new interdisciplinary activity in the Office of the Vice Chancellor for Academic Affairs at the University of Hawai'i at Mānoa (UH Mānoa).

RECOMMENDED EFFECTIVE DATE:

Effective Fall 2017.

ADDITIONAL COST:

The new institute will draw on existing faculty who are paid from and tenured within their schools and colleges. The operating costs of the new institute, primarily coordinating in nature, will be supported through a modest reallocation of existing campus resources as outlined in the FY2017-18 UH Mānoa Operating Budget. No additional new resources are required at this time.

PURPOSE:

The proposed Institute for Sustainability and Resilience will provide what is widely understood to be lacking at UH Mānoa – a campuswide focus for fully interdisciplinary instructional, research and outreach programs relating to sustainability and resilience. It will serve as the coordinating body for sustainability and resilience-related activities across campus and provide UH Mānoa representation and participation in systemwide sustainability and resilience activities and initiatives. This coordination is essential to developing interdisciplinary educational programs that will attract enrollments into one of the most desired areas of study and help prepare all UH Mānoa students for 21<sup>st</sup>-century citizenship. It will also provide a stronger focus for competitive participation by the campus in large interdisciplinary global research initiatives and for philanthropic investment in sustainability and resilience at UH Mānoa.



### BACKGROUND INFORMATION:

Per Executive Policy 5.206, Establishment and Review of Centers, “instructional, research, administrative or public service centers require Board of Regents approval when: (1) the center requires significant current or future commitments of institutional funding, personnel or physical resources, a substantive change in program mission, and/or involve major institutional liability; (2) the proposed center involves Board or Presidential agreements with external governmental or private entities; or (3) the proposed center involves an honorific name in the designation of the center. Authorization for centers that do not meet the above criteria is delegated to each, Vice President, Chancellor, System-wide Director, and the State Director for Career and Technical Education within their respective units or offices.” The proposed Institute for Sustainability and Resilience will not initially meet the criteria requiring Board approval, and thus may be approved by the Chancellor. Formal BOR approval is anticipated in the context of the forthcoming reorganization of the UH Mānoa Chancellor and Vice Chancellor offices.

In outlining the mission and purpose of the University of Hawai‘i, Board of Regents Policy RP 4.201 states that “The University shall be a global leader and model for the integration of sustainability throughout its teaching, research, operations, and public service” with elaboration in RP 4.201. Executive Policy E4.202: System Sustainability further states, “The University will encourage, facilitate, and support curriculum development that advances the principles of sustainability and enables cross-campus collaborations that integrate teaching and research with solutions at the campus and community levels.” The proposed Institute for Sustainability and Resilience will spearhead our implementation of the UH System sustainability goals related to teaching, research and service at UH Mānoa. Namely, the Institute will facilitate the following, per Executive Policy:

#### Teaching

- *The development of appropriate new courses and programs related to sustainability that articulate across campuses.* This will include oversight at UH Mānoa of the recently approved SUST (“S”) subject code for the cross listing of nearly 70 sustainability and resilience-related courses. It will also lead development of and serve as the home for new interdisciplinary degree programs, certificate programs and a campus minor in sustainability.
- *The integration of sustainability principles into existing curricula where appropriate.*
- *The development of campus and community based sites for laboratory or field-based learning related to sustainability, including engagement by students in the University’s operational improvements in sustainability.*
- *The incorporation of sustainability practices and learning into student life and other co-curricular activities.*
- *The development of professional development opportunities for faculty and students related to curriculum development and delivery in sustainability.*

#### Research

- *Establish metrics to monitor and promote increased research and scholarship in sustainability at all levels.*
- *Professional development and collaboration opportunities for faculty and students in sustainability scholarship.*

Service and Outreach

- *The development of mutually beneficial partnerships with community organizations, non-profit organizations, the private sector, and other colleges and universities in Hawai'i and beyond to advance sustainability initiatives.*
- *The creation of internship opportunities for students with external partners and collaborators.*
- *Supporting sustainability and related science education initiatives in Hawai'i's public schools.*

Cultural Connections

- *Embrace the culture, wisdom, and fundamental values of the indigenous people of Hawai'i to advance sustainability.*
- *Cultivate an inclusive University community with varied characteristics, ideas, cultures, and world-views through which our students, faculty, and staff celebrate difference and respect tradition and wisdom.*

Upon approval, the Office Vice Chancellor for Academic Affairs will form a new UH Mānoa Sustainability Advisory Board to support the Institute's activities with appropriate support staff and assignment of faculty time to achieve the purposes outlined herein. It is anticipated that the Institute will be included in the forthcoming reorganization of the Mānoa Chancellor and Vice Chancellor offices, which will provide for formal BOR approval.

ACTION RECOMMENDED:

It is recommended that the Chancellor approve the Institute for Sustainability and Resilience at the University of Hawai'i at Mānoa.

APPROVED / DISAPPROVED



David Lassner  
Interim Chancellor

7/7/17  
DATE

- C: Jan Gouveia, UH System Vice President for Administration  
Pearl Iboshi, UH System Director of Institutional Research & Assessment  
Wendy Pearson, Academic Affairs Program Officer  
Stuart Lau, Registrar  
Matthew Lynch, UH System Sustainability Coordinator  
Diane Nakashima, Catalog Coordinator