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MTVCOMP	

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

Date: December 30, 2019

REQUESTOR CONTACT INFORMATION

Name Charles Sasaki Campus Windward CC
 Title Vice Chancellor for Academic Affairs Email kevinkm@hawaii.edu (Kevin Morimatsu)
 Office/Dept Academic Affairs Phone (808)235-7495

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

Institution Windward CC Effective Term Fall 2020

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STV_COLL
Division	(4) <u>LBRT</u>	<u>Liberal Arts</u>	<input type="checkbox"/> See Banner form STV_DIVS
Department	(4) <u>HUM</u>	<u>Humanities</u>	<input type="checkbox"/> See Banner form STV_DEPT
Subject	(4) <u>JPN</u>	<u>Japanese</u>	<input 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:

Geri Imai [Signature] 12-30-19
 Print Name Signature Date

Financial Aid Officer:

Dayna Isa [Signature] 12/30/19
 Print Name Signature Date

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

Tammi Chun [Signature] MAR - 2 2020
 Print Name Signature Date




December 30, 2019

MEMORANDUM

To: Tammi Chun
Office of the Vice President for Community Colleges

Via: Sarah Akina
Curriculum Committee Chair

From: Charles S. Sasaki 
Interim Vice Chancellor for Academic Affairs

Subject: REQUEST FOR JAPANESE (JPN) SUBJECT CODE


ACTION REQUESTED:

It is requested that Windward Community College be provided the Japanese (JPN) subject code for classes.

PURPOSE & BACKGROUND:

Update the course alpha for Japanese language classes from JPNS to JPN for the purposes of system alignment.

APPROVE/DISAPPROVE



Sarah Akina, Curriculum Chair

12/30/19

Date

APPROVE/DISAPPROVE

Tammi Chun, OVPCC

Date



Memorandum

Date: November 29, 2018

To: Sarah Akina, Curriculum Committee chair

From: Lance Uyeda, Language Arts Department chair *Lance Uyeda*

Subject: Course alpha update for Japanese

Please update the course alpha for Japanese language classes from JPNS to JPN for the purposes of system alignment.

Dean Colette Higgins emailed on November 17, 2018 to request that this change be proposed. The department discussed via email from November 19, 2018, to November 20, 2018.

The following changes are proposed for fall 2019. Please contact Lance Uyeda at lkuyeda@hawaii.edu with any questions.

Current Course Alpha/Number	New Course Alpha/Number
JPNS 101	JPN 101
JPNS 102	JPN 102
JPNS 108	JPN 108
JPNS 201	JPN 201
JPNS 202	JPN 202

Curriculum Proposal Review Levels

Proposal:



Curriculum Chair

Date: 12/11/18



Faculty Senate Chair

Date: 01/15/19



Division Dean

Date: 1/30/19


Division Dean

Date: _____



Vice Chancellor

Date: 2/6/19



Chancellor

Date: 4/7/19