

New Program Code Replace Program Code

Date: January 23, 2024

REQUESTOR CONTACT INFORMATION

Name Melanie Dorado Wilson Campus Windward CC
 Title Vice Chancellor of Academic Affairs Email kevinkm@hawaii.edu (Kevin Morimatsu)
 Office/Dept Academic Affairs Phone (808) 235-7495

NEW PROGRAM CODE TO CREATE

Institution WIN - Windward Community College Campus WIN - Windward Community College
 Level UG - Undergraduate Effective Term Fall 2024

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>NATS</u>	<u>Natural Science</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>CA AS</u>	<u>Certificate of Achievement</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>VTTT VTT1</u>	<u>Veterinary Technology (Hybrid)</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

AS-VTT1/H Veterinary Technology (Hybrid), hybrid version of AS-VTT1.

Is this major/concentration code being used the same way at the other UH campuses? Yes No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.* Yes No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus? Yes No

Is this program/major/certificate financial aid eligible? Yes No

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

Program Length

In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and or written publication.

2 years

Special Program Designations A B N P T U

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

Required Terms of Enrollment: Fall Spring Summer Extended

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code _____	Program Description _____
Institution _____	Campus <u>Windward CC</u>
College _____	Department _____
Level _____	

Are current students "grandfathered" under the program code? Yes No

Should the old program code be available for use in Banner? Yes No

Effective , old program code will no longer be available to admit or recruit students.
Term (ie. Fall 2020)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective , old program code will no longer be available to award degree to students.
Term (ie. Fall 2020)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

ATTACHMENTS

BOR Approved: Sole-credential Certificate, Associate, Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents Curriculum

Chancellor Approved: Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.
 Curriculum

CERTIFICATES ONLY: Please check one (1) statement. This certificate is a...

BOR approved certificate. BOR Meeting/Approval Date: _____

Chancellor approved within an authorized BOR program. BOR Program: _____

Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

<p>Registrar (Print Name)</p> <p><u>Farah Doiguchi</u></p> <p><u><i>Farah Doiguchi</i></u> <u>01/24/2024</u> Signature Date</p>	<p>Financial Aid Officer (Print Name)</p> <p><u>Anna Chamberlain</u></p> <p><u><i>Anna Chamberlain</i></u> <u>1/24/24</u> Signature Date</p>	<p>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</p> <p><u>Tiana Loo</u></p> <p><u><i>Tiana Loo</i></u> <u>1/24/24</u> Signature Date</p>
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ADDITIONAL COMMENTS

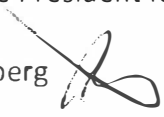


UNIVERSITY of HAWAII
WINDWARD
COMMUNITY COLLEGE

January 23, 2023

MEMORANDUM

TO: Della Teraoka
Associate Vice President for Academic Affairs

FROM: Ardis Eschenberg 
Chancellor

SUBJECT: Program Actions at Windward Community College

I have approved the following program actions, effective Fall 2024:

New

Certificate of Achievement (CA) – Veterinary Assisting (Hybrid - VTAH)
~~Certificate of Achievement (CA) – Veterinary Technology (Hybrid - VTTH)~~
Associate in Science (AS)



CC: Farah Doiguchi, Registrar
Jennifer Brown, Interim Vice Chancellor of Student Affairs



Kevin Morimatsu <kevinkm@hawaii.edu>

New VETA Hybrid Codes

2 messages

Farah Doiguchi <farah@hawaii.edu>
To: Kevin Morimatsu <kevinkm@hawaii.edu>

Tue, Dec 5, 2023 at 1:17 PM

Hi, Kevin!
I checked with Tiana, and she said she approved our Kualii the last time she and I spoke, which was probably a few weeks ago. She said she thinks the next step is the Banner Program Request Form form 😊
We're proposing the 4 codes in dark blue below:

Cohort	Current	Proposed	
	All Students	F2F	Hybrid
Year I	VTA1	VTA1	VTAH
Year II	VTT1	VTT1	VTTH

Pls LMK if you have any questions about what we need to detail on that doc.
Thanks!



Farah Doiguchi
Registrar
Windward Community College
(808) 235-7430 | farah@hawaii.edu

Farah Doiguchi <farah@hawaii.edu>
To: Kevin Morimatsu <kevinkm@hawaii.edu>

Wed, Dec 6, 2023 at 2:56 PM

Hi Kevin,
Got the approved form from Tiana 😊
[Quoted text hidden]
[Quoted text hidden]

document-0211-20231101T202827Z.pdf
21K

General Information:

We recommend that you review the Online and Hybrid Program Recognition Guidelines prior to completing this form.

(<http://go.hawaii.edu/2xQ>)

Requestor Name	Email
Jenny R Kelly	jennyrk@hawaii.edu

Title
Veterinary Technician Program Director

Phone Number
8135280732

Campus
Windward Community College

Program Name
Veterinary Technology Program

Program Type (if multiple types are being requested please include information about all types being requested at the end of this form in the upload area)

Certificate
Associate

Provide any additional program information that will be helpful in describing your program.

The Vet Tech program at WCC is the only one in the state. To serve students state-wide, a hybrid program was created.

List any program concentrations included with this request. (please include information about all concentrations being requested at the end of this form in the upload area)

What is the total number of required credits to earn award (include all credits not just those in the major)?
73

Program Information

Which program designation is being sought?
Hybrid

Which semester will the program begin as a online or hybrid program?

Fall

What year will the program begin as a online or hybrid program?

2024

Which semester(s) can students begin enrollment in this program? (check all that apply)

Fall

If a certificate program, will the certificate be available for students to select as their planned course of study on the application for admission or must the student be enrolled in a parent program.

Certificate requires enrollment in Parent Program

What is the Certificate Parent Program (only if required for enrollment)?

Students need to complete a Change of Major form before registering for ANSC courses.

Is this program financial aid eligible?

Yes-and the Financial Aid Office has updated the Eligibility and Certificate of Approval Report (ECAR) or has the letter of administrative approval on file

Will students in the program be part of a structured cohort?

Yes-and only students in the cohort will be able to register for classes in the program

Which part of term(s) will the program be offering classes? If parts of term courses are used, dates must follow the approved calendar?

16-week

Does this program include synchronous online courses?

No

If the program includes synchronous course(s), please list them here.

Describe any in-person ON CAMPUS requirements that are part of the program If none, write N/A

Due to the accrediting's body requirements, the American Veterinary Medical Association, veterinary technician students are required to complete hands-on skills assessed or evaluated by Faculty. Neighbor Island students attend fast-track labs 3 times a semester (Thursday - Saturday) and Oahu hybrid students attend weekly in-person labs to complete essential hands-on skills.

Describe any in-person OFF CAMPUS requirements that are part of the program If none, write N/A

Vet Tech Hybrid students are required to be working (or volunteering) at least 20 hours per week in the veterinary field under the supervision of a DVM. The hybrid program was designed for those currently working in the veterinary field and for students from the Neighbor Islands.

Provide the list of program courses, prerequisites, and other requirements. This may be a program map or advising sheet. (a URL is preferred but you may upload the program map at the end of this form)

https://catalog.windward.hawaii.edu/animal-sciences/associate-in-science-in-veterinary-technology?_gl=1*1u6n8mf*_ga*MTk1MTY0MzY0NS4xN-jEzMDc1OTk2*_ga_E1B3WF548V*MTY5NTY5MDIyNi4yNjEuMS4xNjk1NjkwMzA1LjYwLjAuMA..

Student Location, Accreditation, and State Authorization

Where can students be located? (mark all that apply).

Only Hawai'i

List any specific county, countries or U.S. Territories where students may be located if indicated above.

List any additional clarification regarding where students can be located.

Has the program received subchange approval from the appropriate accrediting body?

Yes

Please upload any supporting documentation for the subchange approval such as the subchange request or administrative approval from the accrediting body.

[WIND CVTEA SCR Response Letter June2020 \(2\).pdf](#)

Does the program lead to professional certification or licensure?

Yes

Other

Use this area to upload any supporting documents such as the program map or additional information about multiple concentrations.

[Hybrid Course Schedule 7.22.pdf](#)

Use this area to upload any supporting documents such as the program map or additional information about multiple concentrations.

[HYBRID Info Session Handout Fall 2023.pdf](#)

Use this area to upload any supporting documents such as the program map or additional information about multiple concentrations.

No Response

UH Online Review

In response to "Certificate requires enrollment in Parent Program"-what is the parent program the student must enroll in while they are taking the VETA certificate? I understand this to mean that a VETA student must also be enrolled in a primary associate degree program at the same time. However I am unsure if this is what was meant. Can you please clarify?

Form Submission - Proposer

Submitted for Approval | Proposer

Jenny R Kelly - September 25, 2023 at 3:32 PM (Pacific/Honolulu)

Acknowledge

Acknowledged

UH System Distance Learning - October 2, 2023 at 9:04 AM (Pacific/Honolulu)

UH Online Review

Task Completed

UH System Distance Learning - October 2, 2023 at 9:05 AM (Pacific/Honolulu)

Approval

Approved

Melanie F Wilson - October 2, 2023 at 10:13 AM (Pacific/Honolulu)

Notification

Notification Sent

Jennifer L Brown - October 2, 2023 at 10:13 AM (Pacific/Honolulu)

Approval

Approved

Tiana S Loo - November 1, 2023 at 10:28 AM (Pacific/Honolulu)

Approved for Hybrid code for CA-VETA and AS-VETT

Notification

Generating PDF

UH System Distance Learning

Notification

Notification

Grant T Kim

Notification

Notification

Jenny R Kelly
