

New Program Code     Replace Program Code

Date: January 23, 2024

**REQUESTOR CONTACT INFORMATION**

Name Melanie Dorado Wilson *mw*    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</u>	<u>Certificate of Achievement</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <del>VTAH</del> <u>VTA1</u>	<u>Veterinary Assisting (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:

**CA-VTA1/H Veterinary Assisting (Hybrid). Hybrid version of CA-VTA1.**

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.*

1.03

**Special Program Designations**

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

A     B     N     P     T     U

Required Terms of Enrollment:     Fall     Spring     Summer     Extended

**EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE**

Program Code _____	Program Description _____	
Institution _____	Campus _____	Windward CC
College _____	Department _____	
Level _____		
Are current students "grandfathered" under the program code?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Should the old program code be available for use in Banner?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Effective <span style="border: 1px solid black; padding: 2px 10px;"> </span> , old program code will no longer be available to admit or recruit students.		
Term (ie. Fall 2020)		
<i>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.</i>		
Effective <span style="border: 1px solid black; padding: 2px 10px;"> </span> , old program code will no longer be available to award degree to students.		
Term (ie. Fall 2020)		
<i>This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.</i>		

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



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)

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>)

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Requestor Name

Email

Jenny R Kelly

jennyrk@hawaii.edu

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Title

Veterinary Technician Program Director

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Phone Number

8135280732

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Campus

Windward Community College

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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)

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Certificate

Associate

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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)

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

73

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Program Information

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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)

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[https://catalog.windward.hawaii.edu/animal-sciences/associate-in-science-in-veterinary-technology?\\_gl=1\\*1u6n8mf\\*\\_ga\\*MTk1MTY0MzY0NS4xN-jEzMDc1OTk2\\*\\_ga\\_E1B3WF548V\\*MTY5NTY5MDIyNi4yNjEuMS4xNjk1NjkwMzA1LjYwLjAuMA..](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

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

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Only Hawai'i

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

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List any additional clarification regarding where students can be located.

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

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Yes

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

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

Does the program lead to professional certification or licensure?

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Yes

Other

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

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[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.

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[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.

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No Response

UH Online Review

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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)

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## Acknowledge

Acknowledged

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

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## UH Online Review

Task Completed

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

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## Approval

Approved

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

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## Notification

Notification Sent

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

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## Approval

Approved

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

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

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## Notification

Generating PDF

UH System Distance Learning

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## Notification

Notification

Grant T Kim

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Notification

Notification

Jenny R Kelly

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