

UNIVERSITY OF HAWAII  
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: January 14, 2014	Effective term of request (Semester-Year): Spring 2014
Name: Stuart Lau	Title: University Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuart@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: UH Manoa (MAN)	<input checked="" type="checkbox"/> College: 50	Department: ARCH	
<input checked="" type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: ARCH-DARCH-G <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree: DArch	Certificate:		
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: ARCH	Architecture	Existing Concentration:	Description
	Code	Code	Description
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]:	Description [30 char/space limit]:		
If a similar major/concentration code exists in Banner, please list the code:			
Is this major/concentration code being used the same way at other UH campuses?			
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
(Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    (Financial Aid Officer consultation required for all new program codes)			
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(If yes, students may select the code as their <u>only</u> program of study.)			

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**Replacing or eliminating an existing program code:**  
 If replacing an existing program code, are current students "grandfathered" under the old code?  Yes  No  
 Should the old program code be available for use in Banner?  Yes  No

Will the old program code be available for:

<b>Banner Module</b>	<b>Yes</b>	<b>No</b>	<b>Ending Term (Semester-Year)</b>
Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2014
Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2014
Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2014
General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2014
Academic History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2014

**2. CERTIFICATES ONLY:**

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No  
 (Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentinfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

**3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE** Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

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<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STV/SUBJ
College:		Department:
Subject code [4 char/space limit]:		Subject description [30 char/space limit]:

<b>5. NEW MINOR (Minor codes are listed on the Major code table)</b>		Banner form: STV/MAJR
Minor Code [4 char/space limit]:		Minor Description [30 char/space limit]:

Please briefly describe your request and explain why you are requesting the code(s):

<b>SUPPORTING DOCUMENTATION</b>
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <p> <input checked="" type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR  <input type="checkbox"/> Memo from UH President  <input checked="" type="checkbox"/> Memo from Chancellor / <i>OCDA</i>  <input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)  <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education  <input type="checkbox"/> Other: _____                 </p>

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CAMPUS VERIFICATION	
<b>Requestor Signature</b>	Date <u>Januray 14, 2014</u>
<b>Registrar</b> (If different from Requestor)	_____ _____ _____ _____
Print name Email/memo in lieu of Registrar's signature may be attached	Signature Date
<b>Financial Aid Officer</b> (Financial Aid Officer consultation required for all new program codes) 	_____ _____ _____ _____
Print name Email/memo in lieu of Financial Aid Officer's signature may be attached	Signature Date
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>	
_____ _____ _____	Signature Date
Print name Email/memo in lieu of signature may be attached	Signature Date

**Send completed form and supporting documentation to:**

Institutional Research and Analysis Office (IRAO)  
 1633 Bachman Place  
 Sinclair Annex 2, Room 4  
 Honolulu, HI 96822  
 Email: [iro-mail@lists.hawaii.edu](mailto:iro-mail@lists.hawaii.edu)  
 Fax: 808-956-9870  
 Phone: 808-956-7532

**After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.**

FOR INTERNAL USE ONLY	
Program code [12]:	Date form/docs received:
CIP code [6]:	Program Description [30]:
	CIP description [30]:



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archawai'i  
University of Hawai'i at Mānoa  
School of Architecture

January 6, 2014

1/5/14

MEMORANDUM

TO: Hung Dang  
Associate Vice Chancellor for Enrollment Management & Director of Admissions

VIA: Reed Dasenbrock  
Vice Chancellor for Academic Affairs

FROM: Thomas Bingham *TB*  
Interim Dean

SUBJECT: DArch Transition Plan

On November 15, 2012 the Board of Regents approved Established Status for the Doctor of Architecture (DArch) in the School of Architecture and confirmed its status as a three-year degree (BOR minutes attached).

At that time the School was (and continues to be) in transition between the seven-year DArch and a four-year bachelors degree plus three-year doctoral degree (4+3). The proposal for a four-year Bachelor of Environmental Design (BenvD) was submitted to the OVCAA in September 2013.

We propose that during this transition period:

- The three-year DArch move from the School of Architecture to the Graduate Division.
- The first four years of the former seven-year program continue as an undergraduate degree in Interdisciplinary Studies until the Board of Regents approves the BenvD.

We anticipate the BEnvD will be in place and the transition will be complete by Fall 2014, at which time:

- The first four years of the seven-year DArch will be discontinued. Students who were accepted into the seven-year program will be allowed to finish.
- The BA-IS in Architecture will be discontinued.
- The DArch will be in the Graduate Division.

Attach: BOR minutes, November 15, 2012, pp.15-17.

cc:  Stuart Lau, Registrar  
Jodie Kuba, Financial Aid  
Diane Nakashima, Catalog

*[Signature]*  
\_\_\_\_\_  
Reed Dasenbrock, Vice Chancellor for Academic Affairs

*1/5/14*  
\_\_\_\_\_  
Date



**UH Mānoa**

**Approval of Established Status for the Doctor of Architecture in the School of Architecture**

**and**

**Approval of Established Status for the Bachelor of Science in Plant and Environmental Biotechnology, College of Tropical Agriculture and Human Resources**

**and**

**Approval of Established Status for the Bachelor of Arts in Philippine Language and Literature, College of Languages, Linguistics and Literature**

Regent Acido recused himself from the discussion and left the room.

UH Mānoa Vice Chancellor for Academic Affairs, Reed Dasenbrock, said that the Doctor of Architecture is the centerpiece for the School of Architecture. It is a respected program with a unique Hawai'i- and Pacific-based focus. It was a seven-year program, where participants started in their freshman years and then continued on to their Doctorate degree. It is being transitioned to a graduate standalone program, and UH Mānoa will be returning to the Board for a new Bachelor degree in the future.

The request today is to change the program from provisional to established status, as well as confirm its status as a three-year degree. The program recently held its accreditation visit, and while UH Mānoa did not receive the official report, the program met all of its standards.

The Bachelor of Science in Plant and Environmental Biotechnology offers courses attended mostly by biology students, thus the number of majors in the program is small, but the only course taught separately is an undergraduate research directed reading course.

The Bachelor of Arts in Philippine Language and Literature is an important program. Filipinos are now one of the largest ethnic groups in the State, and are underrepresented in higher education. The program has relatively few majors, but has an increasing number of minors.

Regent Baxa asked if the Philippine Language and Literature program has existing partnerships with any institutions in the Philippines. Vice Chancellor Dasenbrock said that the UH Mānoa faculty in the program are well respected in the Philippines, and there are exchanges and active research and student collaborations. Regent Baxa said that UH Maui College has established relationships with institutions in the Philippines, with recent scholar exchanges. Vice Chancellor Dasenbrock noted that a UH Mānoa committee has identified Vietnam, Indonesia and the Philippines as three countries that it wants to target, along with Japan, South Korea, and China, as areas of international recruitment. Regent Baxa suggested targeting areas of Ilokano population.

Regent Matayoshi said that the process of analyzing degree proposals is difficult, because they are presented to the Board piecemeal, and not as part of an overall plan.

She suggested that the Committee on Academic Affairs vet the proposals to gain a more comprehensive understanding of the impact of the programs, and thus proposals could be viewed in the context of budgetary implications and priorities for the University. Vice Chancellor Dasenbrock said that programs are eliminated, but UH Mānoa needs to be more vigorous in program elimination. His staff is working on developing a system of reviewing small programs.

Regent Gee, the Chair of the Committee on Academic Affairs, said that he has mixed feelings on the Committee vetting the programs. On one hand, it would expedite the work of the full Board. However, hearing the proposals allows the full Board to be informed of programs being proposed for establishment. There are built-in safeguards before the proposal reaches the Board, from the campus level up to the President. The Regents do have a fiduciary duty to vet the proposals. Only in the event of a huge budget shortfall would the Regents raise questions about priorities. He asked the Administration how the Regents could be most helpful: by either examining the proposals at the Committee level and recommending them to the full Board, or continuing the current process of proposals going straight to the full Board. Executive Vice President for Academic Affairs/Provost, Linda Johnsrud, said that either process is fine. However, the three step process (following rigorous processes at the campus level) for degree proposals to come to the Board is as follows: 1) An authorization plan is submitted to the Council of Chief Academic Officers, which reviews each plan and discusses matters such as need, demand, outcomes, funding, and collaboration. If approved, then about a year later, the full program proposal comes back to the Council. The proposal must address the previously stated matters in further detail. 2) The Board approved the proposal on a provisional basis. 3) Following the provisional cycle, there is a program review with external reviews before being brought back to the Board for established status. The Administration could share additional information with the Board but that would likely be brought to the Committee due to the Board's time constraints. Regent Gee said that the proposals also must go to the campus faculty Senate.

Chair Martinson suggested that the Committee on Academic Affairs look at the proposals to address concerns about contextual information and evaluate whether the process is sufficient for Board governance and oversight.

Regent Sullivan said that it would help the Board to better define the policy, particularly when looking at establishing smaller, specialized undergraduate degrees. She doesn't know if there is a clear policy that provides direction regarding concerns such as minimum numbers of students, analysis of a real career path, and benefits about providing undergraduate degrees with a narrow scope.

Regent Holzman said that the University is trying to be all things to all people. He would like some perspective about the direction in which the Chancellors are trying to lead the campus. He would like an academic overview about what subjects are of high importance to the campuses, and what that means to other subjects.



Regent Matayoshi requested that all of the above requests be addressed at the same time and in coordination with discussions on the budget to provide context and budget implications.

Regent Dean said that the above suggestions are great but should be done at the Committee level. The Regents must trust the Committee Chair to look at policy, cost-benefit analysis, etc. The full Board doesn't have enough time.

Regent Baxa agreed with the comments presented but noted that since his time as a Regent the Board has acted on the proposals as a full Board. He requested that the discussion does not impact the matters on today's agenda.

Regent Gee said that the Committee on Academic Affairs could address the items proposed during the meeting's discussion.

Regent Gee asked about the demand for the Bachelor of Arts in Philippine Language and Literature in light of the some of the student satisfaction survey results regarding the quality of the program. He asked if the small number of majors is a deterrent to the future of the program. Vice Chancellor Dasenbrock said that the small number would be a concern if not for the rapid growth of minors. UH Mānoa is the only University in the country to offer such a degree, and there is an obligation to the community that overrides the small number of majors.

Regent Gee asked if it is a trend to offer the Doctor of Architecture, rather than a Bachelor and Masters Degree. Vice Chancellor Dasenbrock said that UH Mānoa was the first to offer the Doctorate degree in 2004-05. A number of other institutions are starting to move in that direction. Regent Gee asked if offering the Doctorate degree is disservice to those who do feel that they only need a Bachelors degree to enter the field. Vice Chancellor Dasenbrock said that is a judgment that is left to the school. He feels it was a good decision, and makes UH Mānoa unique.

Chair Martinson said that he would entertain a motion to approve all three degree proposals, with further recommendation to defer to the Committee on Academic Affairs a review of the information and commentary shared by the Regents of how the Board can vet the proposals with better information going forward. Regent Dean moved and second by Regent Baxa, and the Regents unanimously moved to approve UH Mānoa's requests for the Established Status for the Doctor of Architecture in the School of Architecture, Bachelor of Science in Plant and Environmental Biotechnology, College of Tropical Agriculture and Human Resources, and Bachelor of Arts in Philippine Language and Literature, College of Languages, Linguistics and Literature. Regent Acido did not participate in the vote.

Regent Acido returned to the room.

UII-MANOA  
OFFICE OF ADMISSIONS  
AND RECORDS

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