

**University of Hawai'i
Code Request Form**

I. REQUESTOR CONTACT INFORMATION

Name: Stuart Lau Date: 2/16/11 Action Requested:
 Title: University Registrar
 Phone Number: 956-5322
 Email Address: stuartl@hawaii.edu
 Campus/Office/Department/Address: 2600 Campus Rd, 001
Honolulu, HI 96822

NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc): _____

Old: _____
 New: _____
 OTHER: Re-activate program code

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): _____

Major: _____ Major Description: _____ Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: _____
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: _____

Concentration (if applicable): _____ Concentration Description: _____
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____
 Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: _____
 College: _____ Department: _____

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO
 If requesting a program name change, will the old code be available for:
 Recruitment? YES NO List the end term of old code: _____
 Admissions? YES NO List the end term of old code: _____
 General Student? YES NO List the end term of old code: _____
 Academic History? YES NO List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): _____
 Code: _____ Description: _____
 College: _____ Department: _____
 Does the same or similar subject code exist in Banner? YES NO If YES, please list code: _____
 Is the subject code being used the same way at other UH campuses? YES NO

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OTHER: Re-activate existing program "MEDI-BS"

Please briefly describe your request and explain why you are requesting the codes:
Request to remove stop-out of program approved. Students are now eligible to be coded with "MEDI-BS"

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: _____

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Stuart Lau



Signature

2/16/11

Date

Name of Requestor (print or type)

Send completed form with supporting documentation to:

Institutional Research Office • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822
Phone: 808-956-9870 Fax: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received: YES NO

Approval Status: YES NO

Major code: YES NO

Concentr. code: YES NO

Program code: YES NO

Subject code: YES NO

NOTES:

Entered into SMAPRLE/SOACURR: _____

Entered into STVMAJR: _____

Entered into STVSUBJ: _____

Other: _____

Code processing completion date: _____

Copies sent to: _____



UNIVERSITY
of HAWAII®
MĀNOA

RECEIVED

April 13, 2010

*10 JUN -4 P1:50

MEMORANDUM

TO: Virginia S. Hinshaw
Chancellor, University of Hawai'i at Mānoa

MRC Greenwood, PhD
President

FROM: Jerris R. Hedges, MD, MS, MMM
Dean, John A. Burns School of Medicine

SUBJECT: **Request to Remove Stop-out of Admission to the BS Degree Program in the Department of Medical Technology in the John A. Burns School of Medicine at the University of Hawai'i at Mānoa**

MĀNOA CHANCELLOR'S
OFFICE

A handwritten signature in black ink, appearing to read "Jerris R. Hedges".

SPECIFIC ACTION REQUESTED:

We would like to request that the stop-out of admission of new students to Medical Technology be removed so that admission of students into the Medical Technology program can resume from fall 2010.

The Medical Technology curriculum will be modified into a 2+2 career-pathway structure with Community Colleges. As such, introductory and lower-division courses are eliminated. We would admit students who earned an Associate degree in Medical Lab Technician (e.g., those who graduated, or about to graduate from, Kapiolani Community College MLT program) at the junior level. These students would already have the basic knowledge and skills in clinical laboratory. At Mānoa, students will complete the upper level major courses to earn a BS degree in two years, which would enable them to progress towards national certification as Medical Technologists (current certification title is Medical Laboratory Scientists).

RECOMMENDED EFFECTIVE DATE:

We request that the stop-out be removed immediately so that students can be admitted in **fall of 2010**. A request to approve the curriculum restructuring has been submitted (dated April 14, 2010). Appropriate UHM-1 and UHM-2 forms are submitted.

PURPOSE:

Removal of the stop-out allows resumption of students to be admitted to the Medical Technology baccalaureate program. The State of Hawaii has a critical shortage of trained technologists who function in the healthcare sector that continues to grow.

With the stop-out removed, we will be able to admit students through the new structure. The new structure is based on a career-pathway model, allowing students who completed the associate degree program at a Community College (e.g., Medical Lab Technician program at KCC) to matriculate to Mānoa to begin the baccalaureate curriculum. The baccalaureate degree is required by the national certification agency for graduates to become Medical Technologists (Medical Laboratory Scientists).

651 Ilalo Street
Medical Education Building
Honolulu, Hawai'i 96813

An Equal Opportunity/Affirmative Action Institution

The State of Hawaii also requires the bachelor's degree and national certification for license to practice in clinical labs.

With the current stop-out condition, we are unable to graduate qualified Medical Technologists after 2011. Immediate removal of the stop-out allows the program to resume admitting students from **fall of 2010**. The newly admitted students would complete the degree by 2012. Thus, immediate removal of the stop-out minimizes the period of generating too few or no new Medical Technologists for the State. To alleviate the statewide critical workforce shortage in this area, it is important that there is minimal delay in producing qualified lab professionals from our program, the only accredited program in Hawaii.

BACKGROUND:

In fall of 2009, the John A. Burns School of Medicine began a temporary stop-out of admissions to the Medical Technology program in order to manage the fiscal challenges that the School shared with other Mānoa units. During this stop-out, the program was to restructure so that it could resume admission of students and offer the curriculum in more effective ways.

Faculty members of the Department of Medical Technology drafted a career-pathway structure that collaborates closely with the KCC MLT program. The new structure meets the baccalaureate standards and the national accreditation standards to train qualified medical lab professionals. Funding to support an additional temporary position to facilitate the transition of students from Community College to UH-Mānoa has been obtained and is contingent upon the immediate release of the enrollment stop-out.


The new curriculum at Mānoa would accept students with associate degrees in MLT, such as those who graduate from the KCC MLT program, who already have the basic knowledge and skills in the clinical laboratory. The admission criteria follow the existing Articulation Agreement between the Mānoa and KCC-MLT programs closely.

The upper division requirements are similar to those we currently require, but with updates that are essential for medical technologists of today. The Mānoa General Education requirements that are currently implemented will be followed.

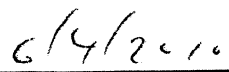
ACTION RECOMMENDED:

We request that you approve the immediate removal of the stop-out of new admissions into the baccalaureate degree program of the Department of Medical Technology at the John A. Burns School of Medicine (JABSOM) so that new students would be admitted beginning fall of 2010.

APPROVED / DISAPPROVED:



Virginia S. Hinshaw, Ph.D.
Chancellor, University of Hawaii at Mānoa



Date

c: Linda Johnsrud, PhD, Vice President for Academic Planning and Policy, UHM