

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: August 7, 2013	Effective term of request (Semester-Year): FALL 2013
Name: Guy Kimura	Title: Interim Dean of Liberal Art and Public Services
Campus: Hawaii Community College	Office/Department:
Phone: (808)934-2519	Email: gkimura@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR	
Institution: Hawaii CC (HAW)	College:	Department: Social Sciences	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code: AJ-CJAP			
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree:		Certificate: ^{CD} CC Certificate of Completion Competence <i>Alc</i>	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: <u>AJ</u> <small>Code Description</small>		Existing Concentration: <small>Code Description</small>	
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]: CJAP		Description [30 char/space limit]: Criminal Justice Addiction Pro	
If a similar major/concentration code exists in Banner, please list the code: No			
Is this major/concentration code being used the same way at other UH campuses? No but will be in the future courses being developed			
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 <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>			
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 <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>			

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

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: AJ

see email attached.

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE		Banner forms: STVCAMP, STV COLL, 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]:	

UNIVERSITY OF HAWAI'I
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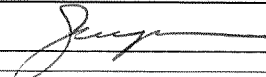
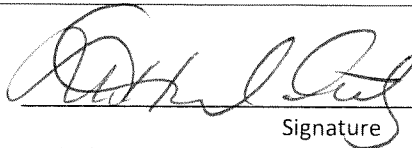
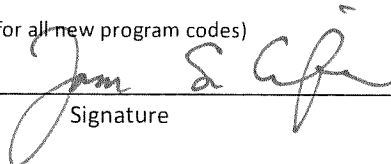

4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
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):
See supporting document: Proposal to Modify a Program

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input type="checkbox"/> Memo from Chancellor <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 checked="" type="checkbox"/> Other: <u>Proposal to Modify a Program</u>

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CAMPUS VERIFICATION		
Requestor Signature <u></u>	Date <u>August 21, 2013</u>	
Registrar (If different from Requestor) <u>Dorinna Manuel-Lortez</u>	<u></u>	<u>8/25/2013</u>
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) <u>VCSA Jan S Afe</u>	<u></u>	<u>8-27-2013</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u>Suzelle Robinson</u>	<u></u>	<u>10/22/13</u>
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)	
1633 Bachman Place	Email: iro-mail@lists.hawaii.edu
Sinclair Annex 2, Room 4	Fax: 808-956-9870
Honolulu, HI 96822	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	Date form/docs received: <u>10/02/13 pr 11/6/13 pr</u>
Program code [12]:	Program Description [30]:
CIP code [6]: <u>430101</u>	CIP description [30]: <u>Administration of Justice</u>



**University of Hawai'i – Hawai'i Community College
Proposal to Modify a Program**

1. Program Title: Administration of Justice

2. Type of Action (check appropriate box or boxes):

- | | |
|--|---|
| <input type="checkbox"/> Course Deletion | <input type="checkbox"/> Change in Program Requirement |
| <input type="checkbox"/> Course Addition | <input type="checkbox"/> Change in Program Prerequisites |
| <input type="checkbox"/> Increase in Credits | <input checked="" type="checkbox"/> Other: <u>Add Certificate of Completion</u> |
| <input type="checkbox"/> Decrease in Credits | <input type="checkbox"/> Certificate or Degree Affected |
| | <input type="checkbox"/> Certificate of Competence |
| | <input checked="" type="checkbox"/> Certificate of Completion |
| | <input type="checkbox"/> Certificate of Achievement |
| | <input type="checkbox"/> Degree: <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS |
| | <input type="checkbox"/> Academic Subject Certificate |

*2014/10
5-14-2013
DWC*

2012 DEC 13 PM 4:06

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HAWAIIAN COMMUNITY COLLEGE

3. This modification changes the total number of credits required from

0 credits to 23 credits no change

4. Similar modification(s) made elsewhere:

College(s): None

5. Briefly explain the modification(s) and attach a current and proposed program description containing the listing of required courses.

Add 23 Credit Certificate of Completion (CC) in Criminal Justice Addictions Professional (CJAP).

Program prerequisites: Completion of Eng 22 or ESL 15, or Placement in Eng 100.
Completion of Eng 21 or Placement in Eng 102

Courses:

AJ 101[3], AJ 131[1]*, AJ 150[3], SUBS 132[1]*, SUBS 140[3], SUB2 245[3], SUBS 268[3], SUBS 270[3], SUBS 294[3] (*=New Course)

6. What is/are the reason(s) for initiating the program modification(s)?

Criminal Justice Addictions Professional (CJAP) is an emerging field with the Administration of Justice field. The CC in CJAP will provide professional development opportunities for in-service professionals, and workforce development education to students interested counseling youth or adult offenders, diagnosed with alcohol and/or drug abuse or dependency issues. CJAP work with youth and adult offenders in community corrections or incarcerated in juvenile detention, and adult jails and prisons, respectively. In-service professionals or students that complete this CC in CJAP will be able to satisfy the Department of Health-Alcohol and Drug Abuse Division's education requirements for the Certified Criminal Justice Addictions Professionals. See Attachment B.

5-14-2013 XC: FULL SET

SIGNATURE PAGE

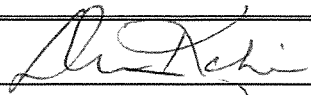
- Div/Dept Chair
- Div/Dept Secretary
- Financial Aid (for programs)

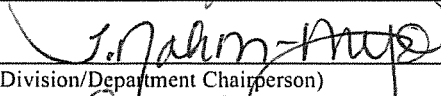
- Proposer
- Records (+ Attachments)
- Counseling
- Financial Aid (for courses)


- Curriculum Chair
- Faculty Senate
- Writing Intensive Chair

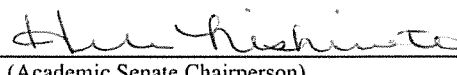
Adopted: June 1, 2006

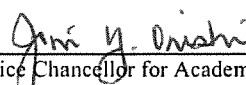
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S 4-15-2013*

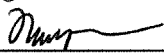
Proposed By: Donnalyne Kalei  Date: 9/28/12

Requested By: J. Palm-Myer  Date: 9/28/12
(Division/Department Chairperson)

Approved By: Ann Boem  Date: 11/30/12
(Curriculum Review Committee Chairperson)

Helen Kishimoto  Date: 12/13/12
(Academic Senate Chairperson)

Janis Y. Orsini  Date: 5/3/13
(Vice Chancellor for Academic Affairs)

Mark  Date: MAY / 9 2013
(Chancellor)

ATTACHMENT A

HAWAI'I COMMUNITY COLLEGE,
Administration of Justice (AJ) PROGRAM

PROPOSED

CERTIFICATE OF COMPLETION IN
CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL
PROGRAM CURRICULUM

Program Requirements (Overall [23 credits, cumulative GPA 2.0 required from all courses])

Course	Course Name	CC Credits
AJ 101	Introduction to Administration of Justice	3
* AJ 131	Ethics for Public Services	1
AJ 150	The Correctional Process	3
* SUBS 132	Sexually Transmitted Diseases & Confidentiality	1
SUBS 140	Individual Counseling	3
SUBS 245	Group Counseling	3
SUBS 268	Survey of Substance Abuse Problems	3
SUBS 270	12 Core Functions of Substance Abuse Counseling	3
SUBS 294	Substance Abuse Practicum I	3
TOTAL		23

First Semester		Credits
AJ 101	Introduction to Administration of Justice	3
AJ 150	The Correctional Process	3
* AJ 131	Ethics for Public Services	1
Subs 140	Individual Counseling	3
Subs 268	Survey of Substance Abuse Problems	3
Subtotal		13
Second Semester		
* SUBS 132	Sexually Transmitted Diseases & Confidentiality	1
SUBS 245	Group Counseling	3
SUBS 270	12 Core Functions of Substance Abuse Counseling	3
SUBS 294	Substance Abuse Practicum I	3
Subtotal		10
TOTAL		23

* New Courses

Program Prerequisites: Completion of Eng. 22 or ESL 15, or Placement in Eng. 100
Completion of Eng. 21 or Placement in Eng. 102

ATTACHMENT B – PROPOSED PROGRAM MODIFICATIONS

**HAWAI‘I COMMUNITY COLLEGE
Administration of Justice (AJ) Program**

AS Degree Administration of Justice - 61 Credits;

CC-Criminal Justice Addictions Professional (CJAP) - 23 Credits.

Course	Course Name	CC -CJAP 23 Credits	AS 61 Credits
AJ 101	Intro. to Administration of Justice	3	3
AJ 131	Ethics for Public Services	1	1
AJ 210	Juvenile Justice	---	3
AJ 220	Constitutional Law	---	3
AJ 221	Criminal Law	---	3
AJ 280	Current Issues in AJ	---	3
ENG 100	Expository Writing	---	3
ENG 102	College Reading Skills	---	3
SPCO 151	Intro. to Speech & Communication	---	3
MATH OR PHIL 110	Math 100 or Higher Introduction to Logic		3 (3)
AJ 103, 104, 150, 170, 180, 193V, 208, 230 233, 234, 250, 256, 285, 290B, 290C, 290D, SUBS 140, 141, 245, 248, 262, 268, 270, 275, 280, 294, 295, 131, 132, AJ AS DEGREE [6 crs given for successful completion of Police Recruit Training as required by government law enforcement agency		AJ 150 - 3 Subs 132 - 1 Subs 140 - 3 Subs 245 - 3 Subs 268 - 3 Subs 270 - 3 Subs 294- 3	12 AJ or Subs
1. Cultural Environment Elective [1 COURSE REQUIRED – 3 cr.] ART 101, 105B, 105C, 107, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 207, 209, 212, 214, 217, 225, 246, 248, 249, 257, 269C, 294, 295, 296, ASAN 120†, 121†, 122†, DNCE 153, 185, 190V, 256† (see ED 256†), 285, 290V, ED 256† (see DNCE 256†), ENG 103, 105, 204, 205† (see JOUR 205), 215, 255, 256, 257A, 257E, HAW 101, 102, 01, 202, HIST 120, 123, 151†, 152†, 153†, 154†, 241, 242, 274, 281, 282, 284, 288, HUM 100, 120, 160† (see SSCI 160), 275, HWST 100, 101, 102, 103, 104, 105, 106, 107, 119, 130, 131, 140, 141, 150, 151, 160, 161, 180, 201, 204, 206, 230, 231, 232, 233, 240, 241, 250, 251, 260, 261, 280, 281, 282, JOUR 205† (see ENG 205), JPNS 101, 102, LING 102, 121† (see ANTH 121), 235† (see ANTH 235), MUS 102, PHIL 100, 101, 102, 120, 211, 213, 255, REL 150, 151, 152, 153, SPCO 231, 233, 251†		---	3

<p>2. Natural Environment Elective [1 COURSE REQUIRED – 3 cr.]</p> <p>AG 122, 141, 175, 175L, 200, 250, ASTR 110, 281, BIOC 241, BIOL 100, 100L, 101, 101L, 141, 141L, 142, 142L, 156, 156L, 171, 171L, 172, 172L, BOT 101, 101L, 105, 105L, 130, 130L, CHEM 100, 100L, 151, 151L, 161, 161L, 162, 162L, FSHN 185, GEOG 101, 101L, 122, 170, 170L, 180, 180L, GG 101, 101L, MICR 130, 130L, OCN 201, 205, PHRM 203, PHYS 100, 100L, 105, SCI 124, 124L, ZOOL 101, 101L</p>	---	3
<p>3. Social Environment Elective [1 COURSE REQUIRED – 3 cr.]</p> <p>AG 157, 230, ANTH 121† (see LING 121), 150, 200, 235† (see LING 235), ASAN 120†, 121†, 122†, BUSN 164, ECON 120, 130, 131, ED 105, 131, FAMR 230, GEOG 102, HD 234, HSER 110, 140, 141† (see SUBS 141), 248† (see SUBS 248), 256† (see AJ/WS 256), HWST 201†, ICS 100, IS 101, POLS 110, PSY 100, 170, 214, 230, 270, 275†, SOC 100, 208, 218, 251, 265, 289, 290, SPCO 260, SSCI 111, 150, 160† (see HUM 160), 250, SUBS 141† (see HSER 141), 248† (see HSER 248), 268, WS 151, 256† (see HSER/WS 256)</p>	---	3
<p>General Electives - [4 COURSES, 12 CREDITS REQUIRED] Any course numbered 100 or above</p> <p>1) _____ 2) _____ 3) _____ 4) _____</p>	---	3 3 3 3

Total Credits:

23

61

Special Instructions

1. A minimum total of 61 credits at 100-level or higher for AS Degree in AJ
2. A minimum total of 23 required credits of program specified AJ and Subs courses for CC in CJAP
3. Must earn "C" grade or better in all required AJ & Subs courses.
4. Overall GPA of 2.0 or Higher required for AJ AS Degree.
5. A student who successfully completes 12 units of AJ courses at HawCC may receive up to 6 additional AJ units for completing basic Police Recruit Training as required by Government Law Enforcement Agencies.

†These courses are cross-listed but only count once for graduation requirements.

**"For more information on Gainful Employment on all of our programs, please go to the following link:
http://www.hawaii.hawaii.edu/financialaid/docs/gainful_employment.pdf "**

GENERAL INFORMATION & INSTRUCTIONS FOR APPLICANTS CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL

1. The credential of Certified Criminal Justice Addictions Professional (CCJP) fulfills two purposes. First, and most important, the public has a means by which to identify individuals who have met the minimum requirements as set forth in Hawaii Administrative Rules 11-177.1. Second, individuals are recognized for the time, education, and experience they have accumulated in the profession of alcohol and drug counseling with criminal justice clientele. Certification is meant to recognize a substance abuse counselor's accomplishments and competence in providing alcohol and drug counseling within the criminal justice system, and not as an entry-level credential.
2. Prerequisite: high school diploma or equivalent.
3. Criteria for Certified Criminal Justice Addictions Professional:
 - Experience: 6000 hours of supervised work experience specific to the domains of
 - Dynamics of addiction and criminal behavior;
 - Legal, ethical and professional responsibility;
 - Criminal justice system and processes;
 - Clinical evaluation: screening and assessment;
 - Treatment planning
 - Case management, monitoring and participant supervision;
 - Counseling
 - Documentation

An associate's degree in behavioral science may substitute for 1000 hours; a bachelor's degree in behavioral science or Certified Substance Abuse Counselor (CSAC) credential may substitute for 2000 hours; a master's degree in behavioral science or Certified Clinical Supervisor (CCS) credential may substitute for 4000 hours. Work experience must have been obtained within the 10 years prior to application.
 - 200 hours of supervision specific to the domains listed above with a minimum of 10 hours of supervision in each domain. An associate's degree in behavioral science may substitute for 50 hours; a bachelor's degree in behavioral science or Certified Substance Abuse Counselor (CSAC) credential may substitute for 100 hours; a master's degree or Certified Clinical Supervisor (CCS) credential may substitute for 120 hours.
 - 270 hours of education specific to the domains listed above including 6 hours in criminal justice ethics. 270 hours specific to the domains with a high school diploma; 200 hours with an associate's degree in behavioral science; 150 hours with a bachelor's degree in behavioral science or a Certified Substance Abuse Counselor (CSAC) credential; 100 hours with a master's degree in behavioral science or Certified Clinical Supervisor (CCS) credential.
 - Agree to abide by the Certified Substance Abuse Counselor (CSAC) Code of Ethics included in the General Application Packet and found in HAR 11-177.1, Subchapter 3.
 - Successful completion of the IC&RC International Written Criminal Justice Addictions Professional Examination.
4. The following information must be received by ADAD **before** an applicant is eligible to apply for the written examination:
 - A completed application for criminal justice addictions professional certification.
 - Documentation (official transcripts or copies of certificates of completion) of 270 hours, or of the reduced hours with degrees, of ADAD-approved education specific to the criminal justice domains above, including 6 hours in criminal justice ethics.
 - Documentation on the "Work Experience Verification Record" of 6,000 hours of supervised work experience in the above domains with applicable substitutes, including 200 hours of supervision specific to the domains with applicable substitutes. A minimum of 10 hours of supervision in each domain is required.
 - A signed Code of Ethics statement agreeing to abide by the Certified Substance Abuse Counselor (CSAC) Code of Ethics.

General Information

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5. All signatures must be originals. Faxed signatures will not be accepted. The originating supervisor must send the "Work Experience Verification Record" and the college or university send official transcripts. Work Experience forms or transcripts received from the applicant will not be accepted. The applicant may send copies of continuing education certificates of completion.
6. All fees must be paid by money order only to "State Director of Finance." Personal checks will not be accepted.
7. Deadlines will not be extended.
8. Fees:

General Application	\$25.00
Written Examination	\$100.00
CCJP Renewal	\$25.00
9. Submit application for renewal along with 40 hours of continuing education earned during the current two-year period of certification, including 6 hours in counselor ethics. The continuing education may be part of the 40 hours obtained to renew the CSAC, CCS, or CCDP-D.
10. Refer to Chapter 11-177.1 HAR, entitled "Certification Standards for Substance Abuse Counselors, Program Administrators, Prevention Specialists, Clinical Supervisors, Criminal Justice Addictions Professionals, and Co-Occurring Disorders Professionals-Diplomate" for more specifics regarding certification criteria. These rules can be found at <http://gen.doh.hawaii.gov/sites/har/AdmRules1/11-177-1.pdf>
11. Application materials may be found at:
<http://hawaii.gov/health/substance-abuse/prevention-treatment/adcert.htm>
12. Mail completed applications to:
Alcohol & Drug Abuse Division (ADAD)
Attn: Certification
601 Kamokila Boulevard, Room 360
Kapolei, Hawaii 96707

***NOTE: You may complete and forward your application before you have completed your supervision and/or education requirements. ADAD will establish a file and notify you whenever documents that substantiate your education and experience are received.** Once ADAD receives the application information a review of the applicant's file will be conducted and a status letter sent to the applicant. Only those applicants who have completed and documented the required education requirement and supervised experience, including the direct supervision requirement, will be eligible to register for the written examination. Although general applications are accepted at any time, the applicant is strongly advised to plan ahead and submit the general application requirements well ahead of the published deadlines to register for an upcoming examination so an eligibility determination can be made. General applications received less than 2 weeks prior to the registration deadline for an examination may not be reviewed in time to determine the applicant's eligibility for the upcoming examination. When the applicant qualifies for the written examination by virtue of documenting the education and supervised experience requirements, an examination application packet will be sent with instructions to submit the application by the established deadline for the upcoming examination cycle. If the applicant does not pass the examination, the applicant will have the opportunity to apply to re-take the examination and pay the examination fee.

If the applicant passes the written examination, a certificate of certification will be issued, signed by the Director of Health.

For questions regarding the certification process, please contact Christopher Brown in the Certification Office at 692-7518.



UNIVERSITY
of HAWAII
SYSTEM

Princess Soares <pfrederi@hawaii.edu>

program code requests

Pearl Iboshi <iboshi@hawaii.edu>
To: Princess Soares <pfrederi@hawaii.edu>

Fri, Nov 8, 2013 at 1:05 PM

From: Guy Kimura [mailto:gkimura@hawaii.edu]
Sent: Friday, November 08, 2013 1:00 PM
To: Pearl Iboshi
Subject: Re: program code requests

Hi Pearl,

Yes, it was nice to see our classmates, I had such a good time. Glad to hear that you keep in touch with Janice and Lori on Oahu.

Let's use the HL designation since HS is already taken. We already have a Hawaii Life Styles (HLS) program on campus, don't want them to get confused.

Thanks for catching the unchecked box for gainful employment for the C-JAP CO. I just missed checking the box, it is a gainful employment program.

Thanks Pearl!

guy

On Thu, Nov 7, 2013 at 1:34 PM, Pearl Iboshi <iboshi@hawaii.edu> wrote:

Hi Guy,

It was good to see you in Hilo. We had a lot of fun.

We are trying to implement your program code requests and have several questions.

Regarding the code for the CO in Homeland Security. There already is a program code "HS". Do you want to go with "HL" or "HLS"

Regarding the code for the CO in Prevention specialist, there is already a code "PS". Not sure what you want. Maybe "PVS"

Regarding your request for CJAP, is the program a gainful employment program?

Thanks.

Pearl Imada Iboshi, Ph.D.

Director

Institutional Research and Analysis

University of Hawaii System

1633 Bachman Place, Sinclair Annex 2, Room 4

Honolulu, HI 96822

Phone: (808)956-5442

Email: iboshi@hawaii.edu

Website: www.hawaii.edu/irao