

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: Social Sciences
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-HS HL		
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: CC ^{CO} Certificate of Completion <i>Competence</i> ^{sh}	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: AJ	Administration of Justice	Existing Concentration:
Code	Description	Code Description
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]: HS HL Description [30 char/space limit]: Homeland Security		
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		
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 type="checkbox"/> Yes <input checked="" 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.)		

see email attached.

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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

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]:

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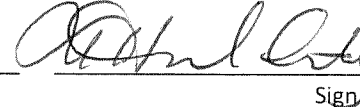
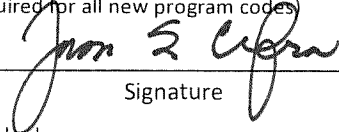

4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

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-Cortez</u> Print name	<u></u> Signature	<u>8/25/2013</u> 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>Jason S. Cifra</u> Vice Chancellor for Student Affairs Print name	<u></u> Signature	<u>9.24.2013</u> 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>Suzette Robinson</u> Print name	<u></u> Signature	<u>10/22/13</u> 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
 Sinclair Annex 2, Room 4
 Honolulu, HI 96822
 Email: 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	Date form/docs received: <u>10/02/13-PS</u>
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



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):

- Course Deletion
- Course Addition
- Increase in Credits
- Decrease in Credits
- Change in Program Requirement
- Change in Program Prerequisites
- Other: Add Certificate of Completion _____
- Certificate or Degree Affected
 - Certificate of Competence
 - Certificate of Completion
 - Certificate of Achievement
 - Degree: AA AS AAS
 - Academic Subject Certificate

2014/10
5-14-2013
DWC

2012 DEC 13 PM 4: 06
HAWAII

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

0 credits to 13 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 13 Credit - Certificate of Completion in Homeland Security.

Program Description: The 13- credit Certificate of Completion in Homeland Security (CC-HS) provides workforce development education and training to in-service professionals and students interested in careers in Homeland Security and the Transportation Security Administration (TSA). See Attachment A - Proposed Curriculum for CC-HS

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

TSA is currently moving to require their in-service professionals, and new TSA applicants to complete college level courses in Homeland Security. UH-Maui College and UH-Honolulu Community College's Administration of Justice (AJ) Programs are currently offering new coursework in Homeland Security. Hawaii Community College's AJ Program seeks add a new program by establishing a Certificate of Completion in Homeland Security to respond to the workforce development needs of in-service professionals and students seeking careers in the Homeland Security industry.

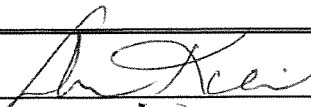
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SIGNATURE PAGE


Adopted: June 1, 2006

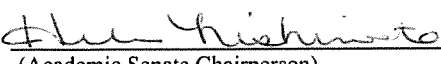
- Div/Dept Chair
- Div/Dept Secretary
- Financial Aid (for programs)
- Proposer
- Records (+ Attachments)
- Counseling
- Financial Aid (for courses)
- WH (if proposed)
- Curriculum Chair
- Faculty Senate
- Writing Intensive Chair

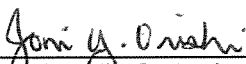
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Proposed By: Donnalyn Kalei  Date: 9/28/12

Requested By:  Date: 9/28/12
(Division/Department Chairperson)

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

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

 Date: 5/3/13
(Vice Chancellor for Academic Affairs)

 Date: 1/1
(Chancellor)

MAR 9 2013

ATTACHMENT A

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

PROPOSED

CERTIFICATE OF COMPLETION IN HOMELAND SECURITY

PROGRAM CURRICULUM

Program Requirements (Overall [13 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 180	Introduction to Homeland Security	3
* AJ 181	Intelligence Analysis and Security Management	3
* AJ 182	Transportation and Border Security	3
TOTAL		13

First Semester		Credits
AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics for Public Services	1
AJ 180	Introduction to Homeland Security	3
Subtotal		7
Second Semester		
* AJ 181	Intelligence Analysis and Security Management	3
* AJ 182	Transportation and Border Security	3
Subtotal		6
TOTAL		13

* 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- Homeland Security (CC-HS) - 13 Credits.

Course	Course Name	CC - HS 13 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, **AJ 181, 182 (NEW COURSES) 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 180 – 3 AJ 181 – 3 AJ 182 - 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

2. Natural Environment Elective [1 COURSE REQUIRED – 3 cr.] 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	---	3
3. Social Environment Elective [1 COURSE REQUIRED – 3 cr.] 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)	---	3
General Electives - [4 COURSES, 12 CREDITS REQUIRED] Any course numbered 100 or above 1) _____ 2) _____ 3) _____ 4) _____	---	3 3 3 3

Total Credits:

13

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 13 required credits of program specified AJ courses for CC in HS
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 "



UNIVERSITY
of HAWAII®
SYSTEM

Linda K. Johnsrud
Executive Vice President for
Academic Affairs/Provost

October 15, 2012

TO: Diane Nakashima
Catalog Coordinator
UH Mānoa

FROM: Janyce Miyashiro *Janyce Miyashiro*
Secretary to Linda K. Johnsrud

SUBJECT: Annual UHM Catalog Update

In reference to the University of Hawai'i Mānoa catalog (bio page), p. 005, our office will no longer review and update the UH Mānoa Campus bio. This should be the function of the UH Mānoa Institutional Research Department.

Thank you for your attention to this matter.

c: Pearl Imada Iboshi



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