

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: June 26, 2014	Effective term of request (Semester-Year): Fall 2014
Name: Joyce Hamasaki	Title: Interim Dean Career and Technical Education
Campus: Hawaii Community College	Office/Department:
Phone: 808-934-2522	Email: joycei@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Hawaii CC (HAW)	College:	Department: Business Education and Technology
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:		
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: CO Certificate of Competence	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: BTEC Business Technology	Existing Concentration: VOA, Virtual Office Assistant	
<small>Code</small>	<small>Description</small>	<small>Code</small> <small>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]: VOA- Description [30 char/space limit]: Virtual Office Assistant		
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? LeeCC, KauaiCC, Maui College		
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: BTEC Business Technology

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):


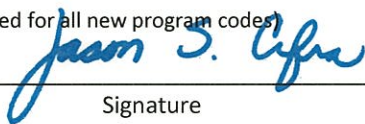
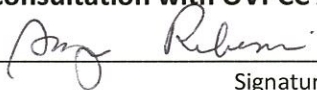
A new code is requested to identify this new certificate to the college.

SUPPORTING DOCUMENTATION

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- Board of Regents meeting minutes and supporting documents provided to the BOR
- Memo from UH President
- Memo from Chancellor
- Curriculum (required for requests for new programs/majors/minors/certificates)
- Gainful Employment Program notification to the US Department of Education
- Other: _____

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CAMPUS VERIFICATION		
Requestor Signature _____	<i>Jace Hamri</i>	Date <u>8-20-14</u>
Registrar (If different from Requestor) Dorinna Manuel-Cortez _____	 Signature	<u>7/30/2014</u> Date
Print name		
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) Jason Cifra _____	 Signature	<u>JUL 9 2014</u> Date
Print name		
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<i>Suzette Robinson</i> _____	 Signature	<u>8/26/14</u> Date
Print name		
Email/memo in lieu of signature may be attached		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAIO)
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:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

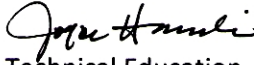


UNIVERSITY of HAWAII
HAWAII
COMMUNITY COLLEGE

September 17, 2014

TO: Joanne Itano
Executive Vice President for Academic Affairs

VIA: Joni Onishi
Hawaii'i CC Vice Chancellor for Academic Affairs

FROM: Joyce Hamasaki 
Dean for Career & Technical Education

RE: New Certificates

The following new certificates have recently been created under the existing programs at Hawaii'i Community College:

Certificate of Achievement (CA) - Architect, Engineering and CAD Technologies Program (AEC)

Certificate of Competence (CO) in Retail Foundations - Marketing Program (MKT)

Certificate of Competence (CO) in Business Essentials - Marketing Program (MKT)

Certificate of Competence (CO) in Entrepreneurship - Marketing Program (MKT)

Certificate of Competence (CO) in Business Foundations - Marketing Program (MKT)

Certificate of Competence (CO) in Virtual Office Assistant - Business Technology Program (BTEC)

cc: Princess Soares, Institutional Research Analyst
Pearl Iboshi, Director for Institutional Research and Analysis Office
Dorinna Manuel-Cortez, Hawaii'i CC Registrar
Sherrie Ann Straslicka-Walker, Hawaii'i CC Academic Support Ed Specialist



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

2013 NOV 32 PM 1: 18

1. Program Title: Business Technology

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: New: Virtual Office Assistant CO
- Certificate or Degree Affected
 - Certificate of Competence
 - Certificate of Completion
 - Certificate of Achievement
 - Degree: AA AS AAS
 - Academic Subject Certificate

201510
6-9-2014
MWC

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): Systemwide Agreement
LeewardCC, KauaiCC, Maui College

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

Proposing a new Virtual Office Assistant Certificate of Competence under the BTEC program.
Description: Virtual Office Assistant is a program for individuals who are interested in becoming Virtual Assistants (VAs). A virtual assistant is an entrepreneur who works from his or her home-office offering administrative and business support services to companies and/or professionals over the Internet. (See attached program requirements.)

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

Hawai'i CC is creating this new certificate as a systemwide effort within the Business Technology discipline at Leeward CC, Kauai CC, UH Maui College, and Hawaii CC as a result of an approved Carl D. Perkins Vocational and Technical Grant (AY 2013-2014). Further, by creating this new certificate it would create employment opportunity for our students regardless of where they reside, even in the most remote locations of the Hawaiian island chain.

Access: To broaden access to postsecondary education in Hawai'i, regionally, and internationally by providing open-door opportunities for students to enter quality educational programs within their own communities.

Work Force Development: To provide the trained workforce needed in the State, the Asia-Pacific region, and internationally by offering occupational, technical, and professional courses and programs, which prepare students for immediate and future employment and career advancement.

6-9-2014 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

Approved: June 1, 2006
4/9/14
3-18-2

Proposed By: A. Chung *A. Chung* Date: 9,27,13

Requested By: *Scott Gorman* Date: SEP 30 2013
(Division/Department Chairperson)

Approved By: *Aimee Brown* Date: 10/21/13
(Curriculum Review Committee Chairperson)

Herb Bushimoto Date: 11/22/13
(Academic Senate Chairperson)

Joni Y. Onishi Date: 5,14,14
(Vice Chancellor for Academic Affairs)

Noreen Yamane Date: MAY 15 2014
(Chancellor) **Noreen Yamane**
Chancellor



Princess Soares <pfrederi@hawaii.edu>

Program Code Request: CO-BTEC-VOA

Joyce Hamasaki <joycei@hawaii.edu>
To: Princess Soares <pfrederi@hawaii.edu>

Mon, Sep 22, 2014 at 2:48 PM

Princess,
See below in red.
Joyce

On Fri, Sep 5, 2014 at 2:21 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Joyce,

The following information or supporting documents are needed:

- Memo to EVPAA
- College? Missing from form. FYI, the AAS-BTEC is assigned to the BE, Business Education, college. **Yes, correct.**
- Program Length (in academic years; decimals are acceptable so no rounding to whole number is necessary.) The length of the program should match what is published by the campus in any online and/or written publication. **2 yr.**
- Special Program designation - **see attached file for definitions - (refer to the attached for "definitions")**
 - A - Selective Admission Associate Program
 - B - Bachelor's Degree Completion Program
 - **N - Not Applicable**
 - P - Preparatory Coursework Graduate Professional Program
 - T - Non-credential Teacher Certification Program
 - U - Preparatory Coursework Undergraduate Programs

Thank you!

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Princess Soares
Institutional Research Analyst
Institutional Research and Analysis
University of Hawai'i System
Sinclair Annex 1, Room 1
1633 Bachman Place
Honolulu, HI 96822
Phone: [808-956-5464](tel:808-956-5464)
Fax: [808-956-9870](tel:808-956-9870)

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Joyce Hamasaki, RN, MSN
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200 W. Kawili St.
Hilo, HI 96720
[808-934-2522](tel:808-934-2522)