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

correct page

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

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1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE   Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: Hawaii CC (HAW)	College:	Department: Business Education and Technology

☑ New program code   ☐ Change/replace existing program code:

Level: ☑ Undergraduate   ☐ Graduate   ☐ First-Professional   ☐ Post-Baccalaureate   ☐ Other:

Degree:	Certificate: CO Certificate of Competence

If requesting an existing Major code and/or Concentration code in Banner:

Existing Major: **MKT**   Marketing   Existing Concentration: **BUSF** Business Foundations
                Code   Description   Code   Description

If requesting a new ☐ Major code or ☐ 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?   ☐ Yes ☑ No
(Please consult your Financial Aid Officer on Program Participation Agreement impact)

Is this program/major/certificate financial aid eligible?   ☐ Yes ☑ 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?   ☑ Yes ☐ No
(If yes, students may select the code as their only program of study.)

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	☐	☐	_____
	Recruitment	☐	☐	_____
	Admissions	☐	☐	_____
	General Student	☐	☐	_____
	Academic History	☐	☐	_____

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: AAS-MKT

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]:

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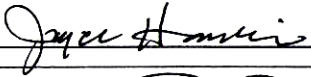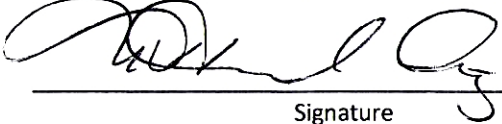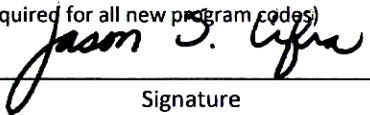| 4. NEW COURSE SUBJECT CODE (Subject Alpha)	Banner form: STVSUBJ
College:	Department:
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:

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):

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: _____

CAMPUS VERIFICATION		
Requestor Signature _Joyce Hamlin_	Date _8-20-14_	
Registrar (If different from Requestor) Dorinna Manuel-Cortez	_[signature]_	_7/30/2014_
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) Jason Cifra	_Jason J. Cifra_	JUL 9 2014
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:		
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 <u>all</u> 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]:

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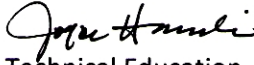
HAWAI'I
COMMUNITY COLLEGE

September 17, 2014

TO: Joanne Itano
        Executive Vice President for Academic Affairs

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

FROM: Joyce Hamasaki
        Dean for Career & Technical Education

RE: <u>New Certificates</u>

The following new certificates have recently been created under the existing programs at Hawai'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, Hawai'i CC Registrar
    Sherrie Ann Straslicka-Walker, Hawai'i CC Academic Support Ed Specialist

200 W. Kāwili St.
Hilo, Hawai'i 96720-4091
Telephone: (808) 934-2522
Fax: (808) 934-3237
www.hawcc.hawaii.edu
An Equal Opportunity/Affirmative Action Institution

University of Hawaiʻi – Hawaiʻi Community College
Proposal to Modify a Program

1. Program Title: <u>Marketing Program- Cert of Competence Business Foundations</u>

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

☐ Course Deletion	☐ Change in Program Requirement
☐ Course Addition	☐ Change in Program Prerequisites
☐ Increase in Credits	☒ Other: <u>Create new Certificate</u>
☐ Decrease in Credits	☒ Certificate or Degree Affected

        ☒ Certificate of Competence
        ☐ Certificate of Completion
        ☐ Certificate of Achievement
        ☐ Degree: ☐ AA   ☐ AS   ☐ AAS
        ☐ Academic Subject Certificate

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

   [0] credits to [6] credits   ☐ no change

4. Similar modification(s) made elsewhere:

College(s): Leeward Community College

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

   The creation of a new Certificate of Competence in Business Foundations through the bundling of MKT 151 and BUSN 164. Modeled after the Leeward Community College certificate, this certificate provides students with the opportunity to gain a certified credential while working towards their Marketing degree. See attached advising sheet for semester and credit breakdown.

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

   The development of a new Certificate of Competence in Business Foundations to provide students with an added incentive to persist until graduation.

SIGNATURE PAGE

5-13-2014 XC: FULL SET
☑ Div/Dept Chair
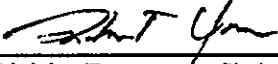☑ Div/Dept Secretary
☑ Financial Aid (for programs)

☑ Proposer
☑ Records (+ Attachments)
☑ Counseling
☐ Financial Aid (for courses)
☐ WH (if proposed)

☑ Curriculum Chair
Adopted: June 1, 2006
☑ Faculty Senate
☐ Writing Intensive Chair

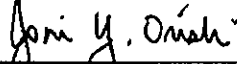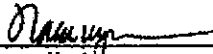Proposed By: Donala Kawa'auhau   Date: 9 / 9 / 13

Requested By: _____   Date: 9 /30/13
(Division/Department Chairperson)

                                                 1/31/14 A.S.

Approved By: _____   Date: 11 /25/13
(Curriculum Review Committee Chairperson)

_____   Date: 1 /31/14
(Academic Senate Chairperson)

Joni Y. Onishi   Date: 4/30/14
(Vice Chancellor for Academic Affairs)

_____   Date: MAY - 2 2014
(Chancellor)

UNIVERSITY
of HAWAI'I
SYSTEM

Princess Soares <pfrederi@hawaii.edu>

Program Code Request: CO-MKT-BUSF

Joyce Hamasaki <joycei@hawaii.edu>   Mon, Sep 22, 2014 at 2:18 PM
To: Princess Soares <pfrederi@hawaii.edu>

Princess,
One more in red below.
Joyce

> On Fri, Sep 5, 2014 at 2:41 PM, Princess Soares <pfrederi@hawaii.edu> wrote:
>> Sorry forgot to attach the program code request form too.
>>
>>
>> On Fri, Sep 5, 2014 at 2:40 PM, Princess Soares <pfrederi@hawaii.edu> wrote:
>>> Please indicate which page 1 is correct. Delete the unwanted page and send the file back.
>>>
>>> The following information or supporting documents are needed:
>>>
>>> - Memo to EVPAA
>>> - College? Missing from form. FYI, the AAS-MKT is assigned to the BE, Business Education, college. Yes, correct.
>>> - Department? Please confirm the department on the form - currently BTEC. FYI, the AAS-MKT is assigned to the MKT, Marketing, department. 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. 0.5 yr.
>>>
>>> [Quoted text hidden]
>>
>> [Quoted text hidden]
> [Quoted text hidden]

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Joyce Hamasaki, RN, MSN
Dean of Career & Technical Education
Hawaii Community College http://hawaii.hawaii.edu
200 W. Kawili St.
Hilo, HI 96720
808-934-2522