

UNIVERSITY OF HAWAII
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: MKT Marketing <small>Code Description</small>	Existing Concentration: RETF Retail Foundations <small>Code Description</small>	
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> 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? <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: AAS-MKT

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]:	

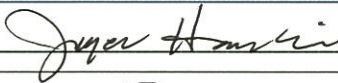
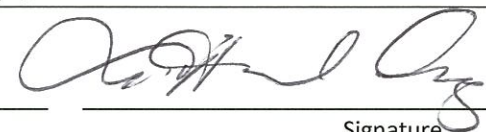


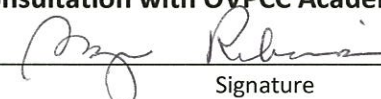
5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

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
<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 checked="" 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 type="checkbox"/> Other: _____

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CAMPUS VERIFICATION		
Requestor Signature _____		Date _____
Date _____	Date _____	Date _____
Registrar (If different from Requestor) Dorinna Manuel-Cortez		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		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:		
		8/26/14
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:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

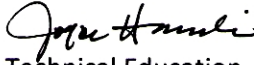


UNIVERSITY of HAWAII
HAWAII
COMMUNITY COLLEGE

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

1. Program Title: Marketing Program - Cert of Competence Retail Foundations

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: Create new Certificate, Certificate or Degree Affected, Certificate of Competence, Certificate of Completion, Certificate of Achievement, Degree: AA, AS, AAS, Academic Subject Certificate

Handwritten note: 2015/10 5-8-2014

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

0 credits to 9 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 Retail Foundations through the bundling of MGT 124, MKT 130, 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 Retail 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)

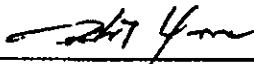
- Proposer, Records (+ Attachments), Counseling, Financial Aid (for courses), WH (if proposed)

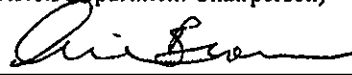
- Curriculum Chair, Faculty Senate, Writing Intensive Chair

Adopted: June 1, 2006

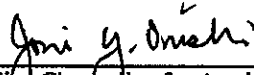
Handwritten initials and dates: 4-22-14, 5-3-25-20

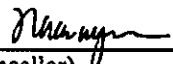
Proposed By: Donala Kawa'auhau  Date: 9/9/13

Requested By:  Date: 5/30/12
(Division/Department Chairperson)

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

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

 Date: 4/30/14
(Vice Chancellor for Academic Affairs)

 Date: 1/1/14
(Chancellor)



Princess Soares <pfrederi@hawaii.edu>

Program Code Request: CO-MKT-RETF

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

Mon, Sep 22, 2014 at 1:56 PM

Hi Princess,
See my comments in red below.

Thank you,
Joyce

On Fri, Sep 5, 2014 at 3:21 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

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. **0.75 yrs.**
- **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

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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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Hilo, HI 96720
[808-934-2522](tel:808-934-2522)

