

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

REQUESTOR CONTACT INFORMATION	
Date: 01-27-12	Effective term of request (Semester-Year): Fall-2012
Name: Kalena Silva	Title: Director
Campus: UH Hilo	Office/Department: College of Hawaiian Language
Phone: 808-974-7342	Email: kalena_s@leoki.uhh.hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Hilo (HIL)	College: Hawaiian Language	Department:
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: GR-ILCR		
Level: <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: GCER Graduate Certificate	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: ILCR Indig Lang and Cult Revital	Existing Concentration:	
<small>Code</small>	<small>Description</small>	<small>Code</small> <small>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 only 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 checked="" type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input checked="" 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:

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]:

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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):

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 checked="" type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR<input type="checkbox"/> Memo from UH President<input checked="" 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 type="checkbox"/> Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u>Kalena Silva</u>	Date <u>2/6/12</u>	
Registrar (If different from Requestor) <u>Cathy A. Travis</u> Print name	<u>Cathy A. Travis</u> Signature	<u>3/13/12</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>Jeff Scatfield</u> Print name	<u>[Signature]</u> Signature	<u>03/14/2012</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:		
_____ 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]:

**MINUTES OF REGULAR MEETING OF THE
UNIVERSITY OF HAWAI'I BOARD OF REGENTS**

October 22, 2004

I. CALL TO ORDER

The monthly meeting of the Board of Regents was called to order by Chairperson Patricia Y. Lee on Friday, October 22, 2004 at 9:22 a.m., in the cafeteria of Hawai'i Community College.

Attendance

Present were Regents Andres Albano, Jr., Byron W. Bender, Ramón S. de la Peña, James J. C. Haynes II, John K. Kai, Trent K. Kakuda, Kitty Lagareta, Alvin A. Tanaka, and Myron A. Yamasato; Interim President David McClain; Executive Administrator and Secretary of the Board David Iha; and Executive Assistant Carl H. Makino. Regent Jane B. Tatibouet was excused.

Also present were Mr. Walter Kirimitsu, University General Counsel; Mr. Sam Callejo, Chief of Staff; Dr. James Gaines, Interim Vice President for Research; Dr. Linda Johnsrud, Interim Associate Vice President for Planning and Policy and Acting Chancellor, University of Hawai'i at West O'ahu; Ms. Carolyn Tanaka, Associate Vice President for External Affairs and University Relations; Ms. Peggy Cha, Chancellor, Kaua'i Community College; Dr. Peter Englert, Chancellor, University of Hawai'i at Mānoa; Mr. Rockne Freitas, Chancellor, Hawai'i Community College; Dr. Angela Meixell, Chancellor, Windward Community College; Dr. John Morton, Chancellor, Kapi'olani Community College; Mr. Ramsey Pedersen, Honolulu Community College; Dr. Clyde Sakamoto, Chancellor, Maui Community College; Dr. Mark Silliman, Chancellor, Leeward Community College; Dr. Rose Tseng, Chancellor, University of Hawai'i at Hilo; Mr. J. N. Musto, Executive Director, University of Hawai'i Professional Assembly; Mr. Walter Niemczura, APT Representative, Hawai'i Government Employees Association; and others.

II. APPROVAL OF MINUTES

Upon motion by Regent Lagareta and second by Regent Kakuda, the Board approved the minutes of the September 10, 2004 monthly meeting and the October 1, 2004 and September 2, 2004 special meetings, as circulated.

Emeritus Regent Ted Hong was presented a plaque and Regents' medal in recognition and appreciation of his service to the University of Hawai'i.

III. RECOMMENDATION FOR ACTION AND GENERAL INFORMATION

Agreement Between the University of Hawai'i at Mānoa and Blackwell's North America, Inc. dba Blackwell's Book Services

Regent Haynes moved to approve the recommended agreement by and between the University of Hawai'i at Mānoa (UH-Mānoa) and Blackwell's Book Services for services as described herein and as presented in Agenda Item A-1 of the Board of Regents' agenda dated October 22, 2004. Regent de la Peña seconded the motion which was unanimously carried.

Courtside Seating for Men's Basketball Games

Regent Haynes moved to approve the recommended rates of \$2,000 - \$8,000 for courtside seating at the Stan Sheriff Arena for UH-Mānoa men's basketball games as presented in Agenda Item A-2 of the Board of Regents' agenda dated October 22, 2004. Regent de la Peña seconded the motion which was unanimously carried.

Proposed Revision to the Lease Agreement with Kenneth A. Bansemer and Patricia A. Bansemer in Kealakekua in Support of the University of Hawai'i Center, West Hawai'i

Regent Haynes moved to authorize the administration to enter into the proposed revision to the Bansemer lease agreement for space in Kealakekua in support of the University of Hawai'i Center, West Hawai'i as presented in Agenda Item A-3 of the Board of Regents' agenda dated October 22, 2004. Regent Kai seconded the motion which was unanimously carried.

Creation of a College of Pharmacy at the University of Hawai'i at Hilo

Regent Bender moved to approve, as an exception to its policy on graduate programs, the establishment of a College of Pharmacy at the University of Hawai'i at Hilo, in concept, and authorize the recruitment of a Dean for the College with the understanding that when a candidate for the deanship is brought to the Board for approval, the President will also provide an update on the financial feasibility of this program. In addition, the organization of the proposed College, position approvals, academic program, and implementation details shall require Board approval in accordance with policy. Regent Haynes seconded the motion which was unanimously carried.

Establishment of a Doctorate in Hawaiian and Indigenous Language and Culture Revitalization; the Certificate in Indigenous Language and Culture Revitalization; and the Master of Arts in Indigenous Language and Culture Education

Regent Bender moved to approve the Ph.D. in Hawaiian and Indigenous Language and Culture Revitalization and feeder programs at the University of Hawai'i at Hilo in concept. The Board's approval of the program is to be contingent upon the development by the Hilo and Mānoa administration of a system that ensures cooperation of the program between UH-Hilo and appropriate academic units at UH-Mānoa; that there be review of the proposal by the Graduate Division and Graduate Council of UH-Mānoa which shall continue to have systemwide responsibility for the evaluation of doctoral programs; and that the President will notify the Board when

these requirements have been met and the Board's approval of the program will become effective at that time. Regent Kakuda seconded the motion which was unanimously carried.

Community Colleges' Accreditation Progress Reports

Regent Haynes moved to approve for submission to the Accrediting Commission for Community and Junior Colleges (ACCJC) the progress reports as summarized in Agenda Item A-6 of the Board of Regents' agenda dated October 22, 2004. Regent Kai seconded the motion which was unanimously carried.

Legislative Proposals, 2005 Legislature

Regent Albano moved to approve the proposed legislative bills for submission to the Governor and inclusion in the executive Administration's legislative package, as presented in Agenda Item A-7 of the Board of Regents' agenda dated October 22, 2004. Regent Kai seconded the motion which was unanimously carried.

Capital Improvements Program and Repairs and Maintenance Project Contracts for Fiscal Year 2004-2005

Regent Haynes moved to authorize the administration to execute the consultant and construction contracts for CIP and R&M projects as presented in Agenda Item A-8 of the Board of Regents' agenda dated October 22, 2004. Regent de la Peña seconded the motion which was unanimously carried.

IV. GIFTS, GRANTS AND CONTRACTS

Interim Vice President Gaines reported that during the period July 16, 2004 through September 15, 2004, the University of Hawai'i system received a total of \$73,842,986 in gifts, grants and contracts. The University of Hawai'i at Hilo received a total of \$2,973,268 during the same period.

Regent Haynes moved to accept with thanks the gifts and grants and ratify the actions of the administration in executing the contracts as presented in Attachment #1 of the Board of Regents' agenda dated October 22, 2004. Regent de la Peña seconded the motion which was unanimously carried.

V. APPOINTMENTS, CHANGES IN APPOINTMENTS, LEAVES OF ABSENCE, PROMOTION, TENURE, WAIVER OF MINIMUM QUALIFICATIONS, EMERITUS TITLES, SHORTENING OF PROBATIONARY PERIOD, SALARY ADJUSTMENTS, POSITION ACTIONS, CLASSIFICATION, PRICING

Acting President McClain recommended the appointments, changes in appointments, leaves of absence, promotion, tenure, waiver of minimum qualifications, emeritus titles, shortening of probationary period, salary adjustments, position actions, classification, and pricing as follows.



April Scazzola <komenaka@hawaii.edu>

RE: grad certificate in HL

1 message

Daniel Brown <dbrown@hawaii.edu>

Fri, Mar 9, 2012 at 2:22 PM

To: ken <krmorris@hawaii.edu>, "Kenith L. Simmons" <simmons@hawaii.edu>, "komenaka@hawaii.edu" <komenaka@hawaii.edu>

Cc: Pila Wilson <pila_w@leoki.uhh.hawaii.edu>, "Scott_s@leoki.uhh.hawaii.edu"

<Scott_s@leoki.uhh.hawaii.edu>, Cathy Zenz <zenz@hawaii.edu>, Jade Chong <chongjk@hawaii.edu>

I approve the classification change in the program from post-baccalaureate certificate to graduate certificate.

Dan

Daniel E. Brown

Interim Vice Chancellor for Research

University of Hawaii at Hilo

200 W. Kawili Street

Hilo, HI 96720-4091

From: ken [mailto:krmorris@hawaii.edu]

Sent: Friday, March 09, 2012 2:05 PM

To: Daniel Brown

Cc: Pila Wilson; Scott_s@leoki.uhh.hawaii.edu; Cathy Zenz; Jade Chong

Subject: grad certificate in HL

Aloha Dan,

This is to let you know that the GC voted unanimously yesterday (3/8/12) to recommend changing the classification of the certificate in Hawaiian language from post-baccalaureate to graduate. The agreement with Pila (who was kindly in attendance) and the College is that adjustments that may result from the policy proposal the GC will prepare will be adopted by the program (this is focused on establishing a uniform policy for the ratio/number of graduate course in the program as we discussed). So for our part we support your adopting this change.

thanks much,

ken

P.S. Jade, can you please note in our minutes that we informed our VCR of the recommendation and include the policy discussion on our next agenda, thanks ken

Ken Morris, Ph.D.

Professor of Pharmaceutical Science

College of Pharmacy

University of Hawai'i at Hilo

34 Rainbow Drive,

Hilo, Hawai'i, 96720

Phone - [\(808\) 933-7695](tel:(808)933-7695)

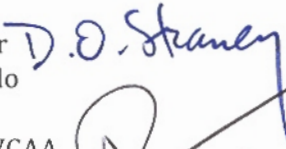
UNIVERSITY OF HAWAII AT HILO


Office of the Vice Chancellor for Academic Affairs

15 March 2012

MEMORANDUM

TO: Linda Johnsrud, Vice President
Academic Policy and Planning, University of Hawaii System

VIA: Donald Straney, Chancellor 
University of Hawai'i at Hilo

FROM: Kenith Simmons, Interim VCAA 
University of Hawai'i at Hilo For K. Simmons

SUBJECT: Code Request: Graduate Code for Graduate Certificate in Indigenous
Language and Culture Revitalization

We request the correct Banner code for the graduate certificate in Indigenous Language and Culture Revitalization. The certificate as approved by the BOR as a graduate-level certificate by the BOR on October 22, 2004 (see attached minutes), but it was mistakenly assigned the post-baccalaureate certificate code.

Graduate Certificate in Indigenous Language and Culture Revitalization
Corrected Code: GCER

The program has one student in the certificate program and is scheduled to complete in Spring 2012. We would like the proper code to be assigned before the end of the semester.

Thank you for your assistance in notifying the appropriate University offices so that this program will be reflected properly in the University's operational and reporting systems.

Cc: Kalena Silva, Director, Ka Haka Ula `O Ke`elikōlani
Cathy Zenz, Registrar
Luoluo Hong, Vice Chancellor for Student Affairs
Pearl Imada Iboshi, Director, UH System Institutional Research Office
Joanne Itano, Director, Academic Planning and Policy