

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 01/12/2014	Effective term of request (Semester-Year): Fall 2013
Name: Russell Uyeno	Title: Interim VCAA
Campus: Honolulu Community College	Office/Department: Administration
Phone: 845-9158	Email: ruyeno@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRIE, SOACURR, STVMAJR	
Institution: Honolulu CC (HON)	College: University College	Department:	
<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: Associate of Science in Natural Sciences		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:		Existing Concentration:	
Code	Description	Code	Description
If requesting a new <input checked="" type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]: <del>ASNS</del>		Description [30 char/space limit]: <del>AS in Natural Sciences</del>	
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 checked="" type="checkbox"/> Yes <input 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 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:

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

<b>5. NEW MINOR (Minor codes are listed on the Major code table)</b>		<b>Banner form: STVMAJR</b>
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):  
~~The ASNS degree program was approved as a multi-campus proposal by the Board of Regents but each campus is submitting its own Code Request Form.~~

**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 *see attached. pls*
- 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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<b>CAMPUS VERIFICATION</b>		
Requestor Signature		Date <u>2/4/14</u>
<b>Registrar</b> (If different from Requestor) Katy Ho		<u>2/4/14</u>
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
<b>Financial Aid Officer</b> (Financial Aid Officer consultation required for all new program codes) Jannine Oyama		<u>04/02/2014</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>		
Suzette Robinson		<u>4/3/14</u>
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.**

<b>FOR INTERNAL USE ONLY</b>	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

*Western Association  
of Schools and Colleges*

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March 24, 2014

Dr. Erika Lacro  
Chancellor  
Honolulu Community College  
874 Dillingham Blvd.,  
Honolulu, HI 96817-4598

Dear Chancellor Lacro:

Honolulu Community College staff has brought to the attention of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) that the College will be offering an Associate of Arts degree in Hawaiian Studies, and an Associate of Science degree in Natural Sciences. The evidence provided demonstrates that the curriculum is not new and is already being offered by the College. The degrees have been approved by the Board of Regents.

College staff further reports that each degree maintains the same requirements as the Associate of Arts in Liberal Arts, with the additional requirements in field-specific and elective courses to align with baccalaureate degrees at the four-year colleges.

Based on the information provided by Honolulu Community College staff, these degrees will not require a substantive change review by the Commission.

Thank you for the communication to the ACCJC and please let us know if there are any changes in the information provided. It remains the College's responsibility to inform the Commission of any program change. Professional self-regulation is the most effective means of assuring educational quality, integrity and institutional effectiveness.

Sincerely,

Susan B. Clifford, Ed.D.  
Vice President

Cc: Dr. Marcia Roberts-Deutsch, Dean, University College, and  
Accreditation Liaison Officer  
Ms. Martina Fernandez-Rosario, U. S. Department of Education

Approval of the final construction stage will support a much-needed construction center, which is less than 2,000 square feet, and will provide an open, covered lanai area that will accommodate educational programs and community meetings; a small workshop area; locked storage; and restrooms.

Hawai'inuiākea recently applied for accreditation by the World Indigenous Nations Higher Education Consortium, and was awarded the top 10 year accreditation. In that report, the site team wrote that, "Ka Papa Lo'i 'O Kānewai is a powerful yet humble articulation of applied Hawaiian knowledge systems and its staff and students are living examples of the mission of the University of Hawai'i at Mānoa and Hawai'inuiākea."

Regent Baxa moved and Vice Chair Carlson seconded the item.

After a discussion about the location of the Kānewai Center, Regent Kudo asked if the architecture of the proposed project is consistent with the design of the current Hawai'inuiākea structures. Dean Benham answered affirmatively, adding that the building was designed by doctorate students at the UH Mānoa School of Architecture. Regent Kudo asked about the sustainability of the building. Dean Benham said that the building is too small to be LEED certified, but it is very green.

With a motion on the floor, the Regents unanimously approved UH Mānoa's request for the Immediate Building and Final Phase Construction for Ka Papa Lo'i Kānewai Cultural Resource Center.

### **Community Colleges**

#### **Approval of Associate in Science (AS) Degree in Natural Science as a Provisional Program**

Vice President for Community Colleges, John Morton, said that five years ago when the University made one of its strategic priorities to increase the number of STEM graduates, many of the graduates from the four-year campuses were transferring from the Community Colleges. The traditional transfer degree, the Associate in Arts (AA) degree, was too general to keep students focused in the sciences. Kapi'olani, Leeward, and Maui College already offer the Associate in Science (AS) degree. The request is for Hawai'i, Honolulu, Kaua'i and Windward Community Colleges. The same structure is used for all seven Community Colleges. Having a common curriculum allows the Community Colleges to supplement what happens on the campuses with distance delivered programs from other campuses.

The proposed degrees are not going to generate costs or revenues. It is a restructuring of the degree requirements within the Associate in Arts degree, using the courses that are already being delivered. The number of students that are being targeted is relatively small – about 15 to 20 students, but it would be a significant increase in the number of STEM Bachelor degrees coming out of the small campuses.

Regent Gee moved for approval. He said that the program was designed to help students transfer, but what happens to the students who are not interested in

transferring. VP Morton said that the degree requirements for the AA do not have as much science and math courses as the AS. An AA student can still transfer, but will have to make up the classes when they transfer. The AS helps to focus the student with the transfer criteria.

Regent Holzman asked about the mechanisms in place to ensure the continuity of articulation. VP Morton said that there are several mechanisms in place. For instance, UH Mānoa sees the value of having pre-engineering programs at the Community Colleges, and UH Hilo wants these students. Having a shared vision that STEM is important is the beginning. Then it is about communication and understanding. The Chief Academic Officers are constantly meeting around these issues of transfer and articulation.

Regent Holzman asked if there will be a periodic review of the courses that the students will be taking for assurances of transferability. VP Morton said that they do those reviews all the time to make sure that the students are protected.

Regent Shigemoto seconded the motion.

Regent Matayoshi applauded the Community Colleges' efforts to standardize the STEM curriculum and to use distance learning to achieve economies of scale. She asked whether the courses are as rigorous as what UH Mānoa would offer. VP Morton said that the Community Colleges work closely with the four-year campuses. The key measure is that the transfers do earn their Bachelor degrees. They would not if they were not adequately prepared.

Regent Matayoshi brought up her standing request that the Committee on Academic Affairs vet proposals before they come to the full Board.

With a motion on the floor, Hawai'i, Honolulu, Kaua'i and Windward Community Colleges' request for the approval of Associate in Science (AS) Degree in Natural Science as a Provisional Program was ~~unanimously approved~~.

### **Hawai'i Community College**

#### **Approval of Conversion of Provisional Program to Established Status for the Certificate of Achievement (CA) and Associate in Sciences (AS) Degree in Fire Science Program**

Hawai'i Community College Chancellor, Noreen Yamane, said that up until 2005, Honolulu Community College offered the only Fire Science program within the University. In 2005, Hawai'i Community College began the development of the program by offering courses. Those courses were fully funded for two years by extramural funds awarded by the U.S. Dept. of Labor's Rural Development program. The program became funded by the college in the Fall of 2007, and was supplemented by Perkins funding. The Board of Regents provisionally approved both a Certificate of Achievement (CA) and an Associate of Science (AS) degree in Fire Science in March 2009.