

- Chancellor approval
- VPAA
- Curriculum
- Gainful Employment

ASD = N

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

New program; new concentration

REQUESTOR CONTACT INFORMATION

| | |
|-------------------------|--|
| Date: November 13, 2014 | Effective term of request (Semester-Year): Fall 2014 |
| Name: Katy Ho | Title: VCAA |
| Campus: Honolulu CC | Office/Department: Academic Affairs |
| Phone: 845-9158 | Email: kathyho@hawaii.edu |

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

| | | |
|--------------------------------|--|------------------------------------|
| Institution: Honolulu CC (HON) | College: TR, <i>Transportation & Trade</i> | Department: CARP, <i>Carpentry</i> |
|--------------------------------|--|------------------------------------|

New program code Change/replace existing program code: ~~CARP-CA-CF (Concrete Form)~~ *CA-CARP-CF*

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

Degree: _____ Certificate: *Certificate of Achievement, CA*

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

| | | | |
|--|---|-------------------------------|----------------------------|
| Existing Major: <i>CARP</i> <small>Code</small> | <i>Carpentry Technology</i> <small>Description</small> | Existing Concentration: _____ | _____ |
| | | <small>Code</small> | <small>Description</small> |

If requesting a new Major code or Concentration code that does not exist in Banner:

New Code [4 char/space limit]: *CF* Description [30 char/space limit]: *Concrete Form*

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.)

emailed 2/11/15 more info

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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: AS-CARP

| 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):

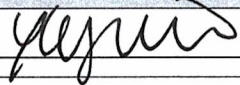

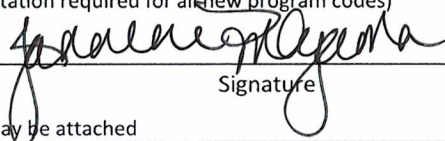
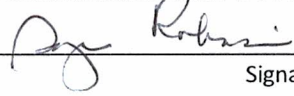
The college approved three CAs in CARP in Fall 2014, but Banner Academic Codes were not requested at that time. The college is also working to get approval for Financial Aid.

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 via curriculum action proposal
- 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 <u></u> | Date <u>11/13/14</u> | |
| Registrar (If different from Requestor) Josephine Stenberg _____ Print name | <u></u> Signature | <u>11/14/14</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) Jannine Oyama _____ Print name | <u></u> Signature | <u>11/24/2014</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: | | |
| <u>Suzette Robinson</u> Print name | <u></u> 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: <u>2/17/15</u> |
| Program code [12]: | Program Description [30]: |
| CIP code [6]: | CIP description [30]: |

University of Hawai'i Honolulu Community College
CURRICULUM ACTION PROPOSAL

Modify Multiple Courses, Programs & Degrees –
 Prerequisites, Co-requisites, Prerequisites or Co-requisites,
 Recommended Prep, Major Restrictions, Special Approval

| | | |
|--|-------------------------------|----------------------------------|
| Course Alpha & No.: CARP Program (List multiple courses below) | Proposer: Dean Crowell | Effective Term: Fall 2014 |
|--|-------------------------------|----------------------------------|

PROPOSAL SUMMARY (Include reasons for modifying courses.):

The existing CARP (4 semester) CA will be deleted.

(3) New CAs will be created to meet individual students' educational goals as well as to prepare for the expected upswing in construction. In large construction projects, carpenters are hired and deployed according to the niche skills they have. Having specific CAs that align with these niche skills will add to their employability. Additionally, CARP faculty are reporting having more students taking certain courses and not completing the existing 4 semester CA or AAS as they have met their educational goals and attained the skills they sought.

The (3) new CAs will be a repackaging of existing courses by semesters - no additional resources will be required.

Concrete Form CA: 1st and 2nd semester courses.

Framing CA: 1st and 3rd semester courses.

Finishing CA: 1st and 4th semester courses.

| COURSES, PROGRAMS, & DEGREES AFFECTED: | | | | | | | |
|--|-------------------------------|-------------------------|---------------------------|--|--|--|--|
| Existing: CA | Proposed: CA Concrete Form | Proposed: CA Framing | Proposed: CA Finishing | | | | |
| Proposed: Delete | Construction | | | | | | |

SIGNATURES

| | | | |
|-----------|--|---|---|
| Proposal: | 12/15/13 <small>Initiator / Date</small> | 12-9-13 <small>Division Chair / Date</small> | 12/6/13 <small>Program Dean / Date</small> |
| Approval: | 12/6/2013 <small>Division Curriculum Committee Chair / Date</small> | 12/20/13 <small>Committee of Programs & Curricula Chair / Date</small> | |
| | JAN 15 2014 <small>Vice Chancellor of Academic Affairs / Date</small> | JAN 15 2014 <small>Chancellor / Date</small> | |