☑ Chancellor approval
☑ VPAA
☑ Curriculum
☑ Gainful Employment

☑ PL = 1.0
☑ SD = N

☑ Confirm concentration FI

New Program

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

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: katyho@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE

Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: Honolulu CC (HON)	College: TR, *Transportation & Trades*	Department: CARP, Carpentry ~~Technology~~

☑ New program code ☐ Change/replace existing program code: ~~CARP-CA-FI (Finishing)~~ *CA-CARP-FI*

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

Degree:	Certificate: Certificate of Achievement

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

Existing Major: *CARP* *Carpentry Technology* Existing Concentration: ___
            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]: *FI* Description [30 char/space limit]: *Finishing*

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.)

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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	☐	☐	_____
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: AS-CARP

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]:

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: _____

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

CAMPUS VERIFICATION

Requestor Signature _[signature]_   Date _11/13/14_

Registrar (If different from Requestor)

Josephine Stenberg

[signature]   _11/14/14_

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)

Jannine Oyama

[signature]   _11/24/2014_

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:

Suzette Robinson   _[signature]_

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: _2-17-2015_
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

CRF 325   Rev. 07-2011

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: Delete	Proposed: CA Concrete Form Construction	Proposed: CA Framing	Proposed: CA Finishing				

SIGNATURES

Proposal: _Dean Crowell_ 12/5/13   _B. Phin_____ 12-3-13   _K. H____ 12/6/13
Initiator / Date   Division Chair / Date   Program Dean / Date

Approval: _____ M. Cur_ 12/6/2013   _____ 12/20/13
Division Curriculum Committee Chair / Date   Committee on Programs & Curricula Chair / Date

_____ JAN 15 2014
Vice Chancellor of Academic Affairs / Date   Chancellor / Date