

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION	
Requestor Signature <u>Caroly</u>	Date <u>11/14/2011</u>
Registrar (if different from Requestor)	
Print name _____	Signature _____
Email/memo in lieu of Registrar's signature may be attached _____	Date _____
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) Print name <u>Jannine Oyama</u> Signature <u>[Signature]</u> Date <u>11/16/2011</u> Email/memo in lieu of Financial Aid Officer's signature may be attached _____	
For Community Colleges, verification of consultation with CVPCC Academic Affairs: Print name <u>Peter S. Quigley</u> Signature _____ Date <u>DEC 13 2011</u> 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
 Sinclair Annex 2, Room 4
 Honolulu, HI 96822
 Email: iro-mail@lists.hawaii.edu
 Fax: 808-956-9870
 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	
Program code [12]:	Date form/docs received:
Program code [30]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

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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):

HonCC requests the creation of a CC-APTR code, which falls under the existing BOR-approved AAS-APTR degree program. A copy of the approved Curriculum Action Proposal is attached to support this request.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <p> <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: _____ </p>

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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 Applied Trades

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]:

CURRICULUM ACTION PROPOSAL
Modify Multiple Courses, Programs & Degrees:
 Prerequisites, Co-requisites, Prerequisites or Co-requisites,
 Recommended Prep, Major Restrictions, Special Approval

Course Alpha & No.: APTR CC (List multiple courses below)	Proposer: Kenneth A. Johnson	Effective Term: Fall 2011
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PROPOSAL SUMMARY (Include reasons for modifying courses.):

This proposal involves creation of the Honolulu Community College Applied Trades Certificate of Completion, and is being initiated at the request of the Department of the Navy, Human Resources Service Center Pacific. The objective to provide an opportunity for student employment in a variety of areas that are not specifically covered by the Honolulu Community College curriculum. There is a need for new employees that do not hold an Associate Degree, but would benefit from an introduction to basic computer skills, an introduction to occupational safety, and specific work experience through the Cooperative Education Program. Students who complete the Certificate of Completion outlined below would meet the requirements for entry level employment under the Student Career Experience Program (SCEP). With this certificate in place, the Department of the Navy can hire our students while they are in school, provide them with a minimum of 640 hours of meaningful work experience, and then convert them to career-conditional, permanent employment once they have completed all the required courses.

- A. Recommended placement in Math 50 and English 21/51
 - B. OESM 101 – Introduction to Occupational Safety and Health (3)
 - C. ICS 100 – Computing Literacy and Applications (3)
 - D. ~~APTR~~ 193V - Cooperative Education (4)
- APTR**

COURSES, PROGRAMS, & DEGREES AFFECTED:

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SIGNATURES

Proposal: <u><i>Kenneth A. Johnson</i></u> ^{11/4/10} Initiator / Date	<u><i>Kenneth A. Johnson</i></u> ¹²⁻³⁻¹⁰ Division Chair / Date	<u><i>Michael Bannos</i></u> ^{12/15/10} Program Dean / Date
Approval: <u><i>Mark Crowell</i></u> ^{12/3/10} Division Curriculum Committee Chair / Date	<u><i>Marie Roberts Daulton</i></u> ^{1/21/11} Committee on Programs & Curricula Chair / Date	<u><i>Michael Johnson</i></u> ^{2/4/11} Chancellor / Date

FEB - 3 2011

CURRICULUM ACTION PROPOSAL

Modify Multiple Courses, Programs & Degrees:

Prerequisites, Co-requisites, Prerequisites or Co-requisites,
Recommended Prep, Major Restrictions, Special Approval

INSTRUCTIONS: Complete all applicable fields. Continue overflow text under "Additional Information".

Course Alpha & No.: APTR CC	Effective Term: Click To Select	
IMPACT ON COHORTS	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Does this proposal affect Programs and/or Courses? (If "Yes" continue below.)	
	<input type="checkbox"/> YES <input type="checkbox"/> NO Were the affected Programs/Departments consulted and notified of the proposed changes?	
	This Proposal affects Program Requirements: <input type="checkbox"/> The number of Credits for these Programs: _____ * <input type="checkbox"/> Prerequisite for these Programs: _____ * <input type="checkbox"/> Requirement for these Programs: _____ * <input type="checkbox"/> Elective for these Programs: _____ <input type="checkbox"/> Other * Attach Program Modification Forms	This Proposal affects other Courses: <input type="checkbox"/> Prerequisite for these Courses: _____ <input type="checkbox"/> Prerequisite or Co-requisite for these Courses: _____ <input type="checkbox"/> Co-requisite for these Courses: _____ <input type="checkbox"/> Recommended Prep for these Courses: _____ <input type="checkbox"/> Cross-list for these Courses: _____ <input type="checkbox"/> Other
	Describe changes marked above, and enter specifics in the table below:	
Additional Information:		

COURSES, PROGRAMS, DEGREES, etc.	EXISTING CATALOG DESCRIPTION <small>(http://www2.honolulu.hawaii.edu/?q=node/12)</small> Prerequisite: Prerequisite or Co-requisite: Co-requisite: Recommended Preparation: Major Restriction: Special Approval:	PROPOSED CATALOG DESCRIPTION Prerequisite: Prerequisite or Co-requisite: Co-requisite: Recommended Preparation: Major Restriction: Special Approval:

2010-11 HCC COMMITTEE ON PROGRAMS AND CURRICULA (CPC) DATE: _____

COURSE: APTR CC NEW: MODIFICATION: _____ DELETION: _____

PLEASE READ THE ATTACHED CURRICULUM PROPOSAL AND DCC REPORT. THEN SELECT YOUR PRELIMINARY RECOMMENDATION CATEGORY.

IF YOU SELECT "PRO WITH RESERVATIONS" OR "CON", PLEASE BE SURE TO CITE THE RESERVATIONS OR REASONS FOR REJECTION IN THE COMMENT SECTION.

PRELIMINARY (NON-BINDING RECOMMENDATION)

Name	PRO	PRO w/ RES.	CON	Comments
Voting Members:				
Richard Rhode (Tech I)	RR			
Sally Dunan (Tech II)	RD			
Kara Kam-Kalani (UC)	KK	Hypp		I agree. should use "new" proposal form. Will this affect course enrollment capacity since the will
Erica Balbag-Gerard (St. Svc.)	EG			
Femar Lee (Acad. Support)	FL			
Bert Shimabukuro (Tech I DC)	BS			
Sam Rhoads (Tech II DC)		?		It doesn't look like "modifications"
Eric Shaffer (UC DC)				to me
Marcia Roberts-Deutsch (WI)		✓		isn't this a <u>new proposal</u> ?
Kerry Tanimoto (UC DC)	KT			completing BESM plan for a peer in the class?
(ASUH-HCC)				
Jennifer Higa-King (Gen Ed.)	JHK			
Non-voting Members:				
Mike Barros (Tech I Dean)	MB			
Russell Uyeno (Tech II Dean)				
Ralph Kam (UC Dean)		R		
Steven Shigemoto (MIR)				
Danny Aiu (Tech I DCC)				
Stella Akamine (Tech II DCC) <i>Cynthia Agnew</i>	SA			
* (UC DCC)				
Erika Lacro (VCAA)				
Scot Parry (Artic/Matric)	SP			
Ross Egloria (Assessment Sp.)				

* Kara Kam-Kalani also serves as UC-DCC Chair/representative to the CPC for 2010-2011

C. Smiths DE

* Why list SLOs & ICS too? What if they were to change in the future, would that mean this would have to be changed too?

COURSE: APTR CC NEW: MODIFICATION: DELETION:

Please read the attached curriculum proposal. Then make your preliminary recommendation. If you have reservations or are against the proposal, please add your comments for the committee to discuss. After discussion, we will vote on the recommendations to forward to the Committee on Programs and Curricula (CPC).

PROPOSAL SUMMARY:

PRELIMINARY (non-binding) RECOMMENDATION

<u>NAME</u>	<u>FOR</u>	<u>FOR W/ RES</u>	<u>AGNST</u>	<u>COMMENTS</u>
Members:				
Crowell, Dean	<u>DKC</u>	_____	_____	_____
Grove, Chulee	<u>CG.</u>	_____	_____	<u>PLEASE SEE COMMENTS ON OESH 101</u>
Jennings, Michael	<u>MJ</u>	_____	_____	_____
Madden, Doug	<u>MM</u>	_____	_____	<u>WILL WAIT FOR COMMITTEE DISCUSSION</u>
Niino, James	<u>JN</u>	_____	_____	<u>APTO 192W → APTR 193V</u>
Student Services:				
Miho, Shanon	<u>SM</u>	_____	_____	_____
Div Chair:				
Shimabukuro, Bert	<u>SB</u>	_____	_____	_____
Dean:				
Barros, Mike	<u>MB</u>	_____	_____	_____