University of Hawai'i
Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: __Louise Pagotto__

Title: __Vice-Chancellor for Academic Affairs__

Phone Number: __734-9517__

Email Address: __pagotto@hawaii.edu__

Campus/Office/Department/Address: __Instructional Services Office, 4303 Diamond Head Road, Honolulu, HI 96816__

Action Requested:
- ☒ NEW Program Code (new major/concentration, etc.)
- ☐ NEW Subject Code
- ☐ Change of existing code
  Type (subject, program, etc):

Old: _____
New: _____
X☐ OTHER: de-activate CO-DBA prgm code

II. CODE REQUEST

Academic program code preferences for consideration:

☒ **NEW Program Code**   Effective Term (semester/year): ~~200910~~ 201010

Major: __CC-DBA__   Major Description: __Database Administration__   Is this major financial aid eligible? ☒YES ☐NO

Is the major code being used the same way at other UH campuses? ☐YES ☐NO Comment: _____

Does the same or similar major code exist in Banner? ☒YES ☐NO If YES, please list code: __CO-DBA__

Concentration (if applicable): _____ Concentration Description: _____

Is the concentration code being used the same way at other UH campuses? ☐YES ☐NO

Does the same or similar concentration code exist in Banner? ☐YES ☐NO If YES, please list code: _____

Attach concentration to program code? ☐YES ☐NO

Level: ☒Undergraduate ☐Graduate ☐First-Professional ☐Other: _____

Degree/Certificate: __Certificate of Completion, Database Administration__

College: __Kapi'olani Community College__ BE   Department: __Business Education__ BUS

If requesting a program name change, will current students be grandfathered in under the old program name? ☐YES ☐NO

If requesting a program name change, will the old code be available for:

Recruitment?	☐YES	☐NO	List the end term of old code:	_____
Admissions?	☐YES	☐NO	List the end term of old code:	_____
General Student?	☐YES	☐NO	List the end term of old code:	_____
Academic History?	☐YES	☐NO	List the end term of old code:	_____

☐ **NEW Subject Alpha/Code**   Effective Term (semester/year): _____

Code: _____   Description: _____

College: _____   Department: _____

Does the same or similar subject code exist in Banner? ☐YES ☐NO If YES, please list code: _____

Is the subject code being used the same way at other UH campuses? ☐YES ☐NO

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University of Hawai'i
Code Request Form

☐ **OTHER:** Cert. of competence in DBA has been deleted and a CC in DBA has been added. Students enrolled prior to Fall 2009 may complete the CO in DBA and/or take one more course and receive the CC in DBA. Because students will be grandfathered in under previous program, please disable old program code (CO-DBA) in the recruitment and admissions modules, effective fall 2009.

Please briefly describe your request and explain why you are requesting the codes:

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

☐ BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
☒ Memo from campus Chancellor
☐ Signed memo from UH President
☐ None required according to the Guide to Academic Program Actions and Approval

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Louise Pagotto, Vice-Chancellor for Academic Affairs

Name of Requestor (print or type)	Signature	Date

Send completed form with supporting documentation to:
Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) ● 1633 Bachman Place ● Sinclair Annex 2, Room 4 ● Honolulu, HI 96822
Fax: 808-956-9870   Phone: 808-956-7532

For Internal Use Only:
Appropriate Documentation Received: ☐YES   ☐NO
Approval Status: NOTES:
Major code: ☐YES   ☐NO
Concentr. code: ☐YES   ☐NO
Program code: ☐YES   ☐NO
Subject code: ☐YES   ☐NO

Entered into SMAPRLE/SOACURR:
Entered into STVMAJR: Code processing completion date:
Entered into STVSUBJ: Copies sent to:

Subject	RE: Kapiolani Code Request: CC-HDS and CC-DBA
From	Melissa Tome <mtome@hawaii.edu>
Date	Saturday, January 9, 2010 3:09 pm
To	'Lynn T Inoshita' <inoshita@hawaii.edu> , "'S. Pope'" <spope@hawaii.edu>
Cc	pagotto@hawaii.edu , cshaw@hawaii.edu

I've created the two new codes and disabled the old ones in admissions and recr effective 201010.

Melissa

From: Lynn T Inoshita [mailto:inoshita@hawaii.edu]
Sent: Monday, January 04, 2010 12:48 PM
To: S. Pope; mtome@hawaii.edu
Cc: pagotto@hawaii.edu; cshaw@hawaii.edu
Subject: Re: Kapiolani Code Request: CC-HDS and CC-DBA

Thanks Susan.

Melissa: I checked the FA eligible box in stvmajr for the HDS and DBA major codes. Please create new program codes and disable the old codes, effective fall 2009. Thanks!

Lynn

----- Original Message -----
From: "S. Pope" <spope@hawaii.edu>
Date: Monday, January 4, 2010 9:45 am
Subject: Re: Kapiolani Code Request: CC-HDS and CC-DBA
To: Lynn T Inoshita <inoshita@hawaii.edu>
Cc: pagotto@hawaii.edu, mtome@hawaii.edu, cshaw@hawaii.edu

> Mahalo for the merge. Changes in red are accurate. Hope the papercopies, sent via campus mail, have arrived.
>
> On Sun, Jan 3, 2010 at 4:02 PM, Lynn T Inoshita <inoshita@hawaii.edu> wrote:
> Susan,
>
> I received your second code request via fax to de-activate the old CO-HDS and CO-DBA program codes. Like the CC-PROG request, I merged the information on your initial request to simplify things. Please see the changes in red on the first two pages of the attachments.
>
> Since students will be allowed to finish up the cert of competence if they choose to, we'll leave the code active in the degree module. We'll end the code in the admissions, recruitment modules in fall 2009. When the last person graduates, please let us know so we can disable the old code in the degree module.
>
> Please let me know if the changes in read are OK and we'll proceed with the codes. Thanks.
>
> Lynn
> ----- Original Message -----
> From: "S. Pope" <spope@hawaii.edu>
> Date: Thursday, December 17, 2009 5:34 pm
> Subject: Re: Questions on CC-PROG, CC-HDS, CC-DBA

> To: Lynn T Inoshita <inoshita@hawaii.edu>
> Cc: pagotto@hawaii.edu, mtome@hawaii.edu, cshaw@hawaii.edu
>
> > Hi,
> >
> > Thank you for your patience while I contacted the department chairperson. Three new Certificates of Completion (Programming, Database Administration, and Help desk Services) have been added. Students enrolled at KapCC previous to fall 2009 may complete the Certificate of Competence and/or take one more course to receive the Certificate of Completion. Students enrolling at KapCC from fall 2009 onwards will be able to work towards the Certificates of Completion.
> >
> > Code requests will be sent in separate email. Mahalo and best wishes at your new location in 2010!
> >
> > On Wed, Dec 16, 2009 at 1:35 PM, Lynn T Inoshita <inoshita@hawaii.edu> wrote:
> > Susan,
> >
> > The February 13, 2009 memo that accompanied the code request forms you faxed me indicate that 5 certificates are being deleted, effective fall 2009. Are students being allowed to finish up their certificates? Please be sure to send me the code request forms to end the program codes for these 5 certificates.
> >
> > For the 3 new certs PROG, HDS, and DBA, are students who are pursuing the old COs in these areas are planning to switch over to the new certs? If so, does that mean that re-coding will be done? Or will some students be grandfathered in under the old CO program? Please clarify. Thanks.
> >
> > Lynn
> >
>
>

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
DBA	Database Administration	110802 ▼	☑	☐	☐	☐	☑	☐	
	SEVIS Equivalent:	110802						Activity Date:	03-JAN-2010

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
			☐	☐	☐	☐	☐	☐	
	SEVIS Equivalent:							Activity Date:	

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
			☐	☐	☐	☐	☐	☐	
	SEVIS Equivalent:							Activity Date:	

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
			☐	☐	☐	☐	☐	☐	
	SEVIS Equivalent:							Activity Date:	

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
			☐	☐	☐	☐	☐	☐	
	SEVIS Equivalent:							Activity Date:	

KAPI'OLANI COMMUNITY COLLEGE
University of Hawai'i
PROGRAM ACTION REQUEST (Form: 2/02/02)
(Attach an Action Request Memorandum Stating the Justification for This Request;
Submit One Request for Each Proposal)

1a. Type of Program Action **Addition**

1c. If new program, attach a program proposal for the Board of Regents, attach a copy of the "permission to plan" documents.

2. Program Type CERTIFICATE OF COMPLETION

3.   Program Name and Program Description:
Certificate of Completion in Database Administration (12 SEMESTER CREDITS)
The Certificate of Completion in Database Administration is a competency-based program designed for the novice or professional Information Technology worker who has little to no experience in Database Administration. This certificate is appropriate for upgrading the Database Administration skills of industry members or for a focus for Information Technology AS students.

Program Competencies - Upon successful completion of the Certificate of Completion in Database Administration, the student should be able to:

- Use a relational database: query, report, data input.
- Administer or manage a relational database for a small to medium size company.
- Document administrative work performed.

Program Learning Outcomes - Upon successful completion of the Certificate of Completion in Database Administration, the student should be able to:

- Develop Information Technology software systems for business through analysis, critical design, testing and implementation.
- Practice within the professional/ethical/legal parameters of the database administration industry.
- Use emerging technologies to improve quality of business solutions and increase productivity.
- Demonstrate problem solving skills and strategies in relation to database administration.

4. Effective Term (semester/year):   _Fall___ / ____2009_____

5.   Revise pages _Programs 16-17_ in the _2008-9_ version of the KCC General Catalog.:

6.   Is this program offered at another UH Campus? (please choose one, omit other) NO.

If YES, specify campus, and program name. If NO, why is this program offered at KCC:
        KCC has the resources necessary to deliver this program while other campuses do not (e.g. trained faculty, database license0

7. Justification See Memo.

Requested by: _Steven A. Singer_ _____ _Business Education_____   _October 29, 2008_____
        (Name)   (Department)   (Date)
        Rose Mae Harrington _____   _September 24, 2008____
        (Department Chairperson)   (Date of Department Vote)
                                                                _10/29/08_
Approved by: _____
        (Curriculum Chairperson)   (Date)
                                                                _12/1/08_
        (Faculty Senate Chairperson)   (Date)
                                                                _11/3/09_
        (Dean of Curriculum Management)   (Date)
        _____
        (Chancellor)   (Date)

KAPI'OLANI COMMUNITY COLLEGE
University of Hawai'i
PROGRAM ACTION REQUEST (Form: 2/22/02)
(Attach on Action Request Memorandum Stating the Justification for This Request;
Submit One Request for Each Proposal)

1a. Type of Program Action: <mark>Deletion</mark>

2. Program Type CERTIFICATE OF COMPETENCE

3. Program Name and Program Description:
<mark>DATABASE ADMINISTRATION (9 SEMESTER CREDITS)</mark>
The Certificate of Competence in Database Administration is a competency based program designed for the novice or professional Information Technology worker who has little to no experience in Database Administration. This certificate is appropriate for upgrading the Database Administration skills of industry members or for a focus for Information Technology AS students.

4. Effective Term (semester/year): __<mark>Fall_ /___2009_</mark>

5. Revise pages _Programs 16-17_ in the _2008-9_ version of the KCC General Catalog.

6. Is this program offered at another UH Campus? (please choose one, omit other) NO.
If YES, specify campus, and program name. If NO, why is this program offered at KCC:
This certificate provides a valuable exit point for students in the AS program as well as professionals currently in industry.

7. Justification:
This certificate is to be "upgraded" to a Certificate of Completion. It is to be deleted only if/when the new Certificate of Completion in Database Administration is approved.

Requested by: Steven A. Singer _____ Business Education   October 21, 2008
              (Name)   (Department)   (Date)
              Rose Mae Harrington _____   September 24, 2008
              (Department Chairperson)   (Date of Department Vote)
Approved by: _____   10/29/08
              (Curriculum Chairperson)   (Date)
              _____   12/1/08
              (Faculty Senate Chairperson)   (Date)
              _____   1/3/09
              (Dean of Curriculum Management)   (Date)
              _____   2/20/09
              (Chancellor)   (Date)

University of Hawai'i
Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Louise Pagotto

Title: Vice-Chancellor for Academic Affairs

Phone Number: 734-9517

Email Address: pagotto@hawaii.edu

Campus/Office/Department/Address: Kapi'olani Community College, Curriculum Management,

4303 Diamond Head Road, Honolulu, HI 96816

Action Requested:
- ☐ NEW Program Code (new major/concentration, etc.)
- ☐ NEW Subject Code
- ☐ Change of existing code
  Type (subject, program, etc):

Old: _____

New: _____

☒ OTHER: certificate has been deleted

II. CODE REQUEST

Academic program code preferences for consideration:

☐ **NEW Program Code** Effective Term (semester/year): Fall 2009 (201010)

Major: DBA Major Description: Database Administration Is this major financial aid eligible? ☐YES ☒NO

Is the major code being used the same way at other UH campuses? ☐YES ☒NO Comment: _____

Does the same or similar major code exist in Banner? ☐YES ☒NO If YES, please list code: _____

Concentration (if applicable): _____ Concentration Description: _____

Is the concentration code being used the same way at other UH campuses? ☐YES ☐NO

Does the same or similar concentration code exist in Banner? ☐YES ☐NO If YES, please list code: _____

Attach concentration to program code? ☐YES ☐NO

Level: ☒Undergraduate ☐Graduate ☐First-Professional ☐Other: _____

Degree/Certificate: Certificate of Competence in Database Administration

College: Kapi'olani C.C. (BE) Department: Business Education

If requesting a program name change, will current students be grandfathered in under the old program name? ☐YES ☐NO

If requesting a program name change, will the old code be available for:

Recruitment?	☐YES	☐NO	List the end term of old code: _____
Admissions?	☐YES	☐NO	List the end term of old code: _____
General Student?	☐YES	☐NO	List the end term of old code: _____
Academic History?	☐YES	☐NO	List the end term of old code: _____

☐ **NEW Subject Alpha/Code** Effective Term (semester/year): _____

Code: _____ Description: _____

College: _____ Department: _____

Does the same or similar subject code exist in Banner? ☐YES ☐NO If YES, please list code: _____

Is the subject code being used the same way at other UH campuses? ☐YES ☐NO

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Code Request Form

☒ **OTHER:** Certificate of Competence has been deleted.

Please briefly describe your request and explain why you are requesting the codes:

New Certificate of Completion in DataBase Administration has been added. Students enrolled previous to fall 2009 may complete the Certificate of Competence and/or take one more course and receive the Certificate of Completion.

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

☐ BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
☒ Memo from campus Chancellor submitted spring 2009
☐ Signed memo from UH President
☐ None required according to the Guide to Academic Program Actions and Approval

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Louise Pagotto

Name of Requestor (print or type)　　　　　　　Signature　　　　　　　　　　　　Date

Send completed form with supporting documentation to:
Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822
Fax: 808-956-9870　　　　　　　Phone: 808-956-7532

For Internal Use Only:
Appropriate Documentation Received:　　☐YES　　☐NO
Approval Status:　　　　　　　　　　　　　　　　　NOTES:
Major code:　　☐YES　　☐NO
Concentr. code　☐YES　　☐NO
Program code　☐YES　　☐NO
Subject code:　☐YES　　☐NO

Entered into SMAPRLE/SOACURR:
Entered into STVMAJR:　　　　　　　　　　　　　　Code processing completion date:
Entered into STVSUBJ:　　　　　　　　　　　　　　Copies sent to:

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