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 I OTHER: de-activate CO-PROG prgm code

II. CODE REQUEST

Academic program code preferences for consideration:

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

Major: __CC-PROG__   Major Description: __Programming__   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-PROG

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, Programming__

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 PROG has been deleted and a CC in PROG has been added. Students enrolled prior to Fall 2009 may complete the CO in PROG and/or take one more course and receive the CC in PROG. Because students will be grandfathered in under previous program, please disable old program code (CO-PROG) 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   Louise Pagotto 12/5/5
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: Code processing completion date:
Entered into STVMAJR: Copies sent to:
Entered into STVSUBJ:

Subject	RE: Kapiolani Code Request: CC-PROG
From	Melissa Tome <mtome@hawaii.edu>
Date	Saturday, January 9, 2010 2:52 pm
To	'Lynn T Inoshita' <inoshita@hawaii.edu> , "'S. Pope'" <spope@hawaii.edu>
Cc	pagotto@hawaii.edu , cshaw@hawaii.edu

I've created the CC-PROG code and disabled the CO-PROG in Recr and Adm effective 201010.

Melissa

From: Lynn T Inoshita [mailto:inoshita@hawaii.edu]
Sent: Monday, January 04, 2010 10:53 AM
To: S. Pope
Cc: pagotto@hawaii.edu; mtome@hawaii.edu; cshaw@hawaii.edu
Subject: Re: Kapiolani Code Request: CC-PROG

Thanks Susan.

Melissa, please create new program code CC-PROG, effective fall 2009 and disable the old program code CO-PROG, effective fall 2009. Thanks!

Lynn

----- Original Message -----
From: "S. Pope" <spope@hawaii.edu>
Date: Monday, January 4, 2010 9:36 am
Subject: Re: Kapiolani Code Request: CC-PROG
To: Lynn T Inoshita <inoshita@hawaii.edu>
Cc: pagotto@hawaii.edu, mtome@hawaii.edu, cshaw@hawaii.edu

>
> Happy New Year and mahalo for the merge. Changes in red are accurate.

> On Sun, Jan 3, 2010 at 3:47 PM, Lynn T Inoshita <inoshita@hawaii.edu> wrote:
> Thanks for the clarification Susan. I received your second code request (fax) to de-activate the old CO-PROG program code. I merged the information on your initial request to simplify the request. See the changes in red on the first 2 pages of the attachment.
>
> 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 red 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
>>
>
>

University of Hawaii
KAPIOLANI COMMUNITY COLLEGE
Instructional Services Office

MEMORANDUM

February 13, 2009

TO: Leon Richards
           Chancellor

FROM: Louise Pagotto
           Interim Vice Chancellor

SUBJECT: Program Action Request – Effective Fall 2009

Enclosed are the following curricular documents for your review:

PROGRAM ACTION REQUEST	PROGRAM
Deletion	Certificate of Completion in Front-End Graphical User Interface Development with Database Connectivity (12 semester credits)
Deletion	Certificate of Competence in Help Desk Services (9 semester credits)
Deletion	Certificate of Competence in Programming (9 semester credits)
Deletion	Certificate of Competence in Small Business Networking & PC Maintenance, Support & Installation (9 semester credits)
Deletion	Certificate of Competence in Database Administration (9 semester credits)
Addition	Certificate of Completion in Database Administration (12 semester credits)
Addition	Certificate of Completion in Help Desk Services (12 semester credits
Addition	Certificate of Completion in Programming (12 semester credits)

Approved / Not Approved

_____ 2/20/09
Leon Richards, Chancellor   Date

LP:jy

Attachments

c: Specialist Susan Pope

KAPI'OLANI COMMUNITY COLLEGE
University of Hawai'i
PROGRAM ACTION REQUEST (Form: 2/22/02)
(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:
<mark>Certificate of Completion in Programming</mark> (12 SEMESTER CREDITS)

The Certificate of Completion in Programming is a competency-based program designed for the novice or professional Information Technology worker who has little to no experience in programming. This certificate is appropriate for upgrading the programming skills of industry members or for a focus for Information Technology AS students.

Students learn the logic, syntax, and design of contemporary, object oriented programming.

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

- Logically think through Business Information Technology programming needs.
- Create a user interface in Visual Basic. Net to allow users to access business data.
- Write code to connect a front end user interface with a backend database using Visual Basic.Net.
- Document programs written.

Program Learning Outcomes - Upon successful completion of the Certificate of Completion in Programming, 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 software production industry.
- Use emerging technologies to improve quality of business solutions and increase productivity.
- Demonstrate problem solving skills and strategies in relation to software program design.

4. Effective Term (semester/year): _Fall___ / __2009_____

5.   Revise pages _Programs 18__ 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's IT program has always been strong in programming and database development, while other campuses focus on hardware or general business applications.

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)
Approved by: ___Jue Wakabayashi_____   10/29/08
    (Curriculum Chairperson)   (Date)
    _____   12/1/08
    (Faculty Senate Chairperson)   (Date)
    _____   1/3/07
    (Dean of Curriculum Management)   (Date)
    _____
    (Chancellor)   (Date)

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

1a. Type of Program Action: **Deletion**

2. Program Type: **CERTIFICATE OF COMPETENCE**

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

4. Effective Term (semester/year): __Fall__ / ___2009_

5. Revise pages _Programs 18_ in the_2008-9__ version of the KCC General Catalog.:

6. Is this program offered at another UH Campus? 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 Programming 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)
　　　　_____ 3/20/09
　　　　(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: __program has been deleted__

II. CODE REQUEST
Academic program code preferences for consideration:

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

Major: __PGM__   Major Description: __Programming__   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 Programming__

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

University of Hawai'i
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 Programming 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

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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: _____   Code processing completion date: _____
Entered into STVMAJR: _____   Copies sent to: _____
Entered into STVSUBJ:

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University of Hawai'i
KAPI'OLANI COMMUNITY COLLEGE
Instructional Services Office

MEMORANDUM

February 13, 2009

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           Chancellor

FROM: Louise Pagotto
           Interim Vice Chancellor

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Addition	Certificate of Completion in Database Administration (12 semester credits)
Addition	Certificate of Completion in Help Desk Services (12 semester credits
Addition	Certificate of Completion in Programming (12 semester credits)

Approved / Not Approved

_____
Leon Richards, Chancellor   Date

LP:jy

Attachments

c: Specialist Susan Pope