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

REQUESTOR CONTACT INFORMATION

Date: 3/6/12	Effective term of request (Semester-Year): Fall 2012
Name: Leighton Oride	Title: Admissions Officer & Registrar
Campus: Kauai Community College	Office/Department:
Phone: (808) 245-8226	Email: loride@hawaii.edu

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

Institution: Kauai CC (KAU)	College: Instructional	Department:

☑ New program code   ☐ Change/replace existing program code:

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

Degree: Automotive Mechanics Technology	Certificate: CC Certificate of Completion

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

Existing Major: Code   Description   Existing Concentration: Code   Description

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

New Code [4 char/space limit]:   DRTS   Description [30 char/space limit]: Drive Train Specialist

If a similar major/concentration code exists in Banner, please list the code: CO-AMT-DRTS

Is this major/concentration code being used the same way at other UH campuses? Yes

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	☐	☑	_____

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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: Automotive Mechanics Technology

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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]:

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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):

Total credits for each CC, CA, and AAS will increase. The Drive Train Specialist CO changed to a CC with the extra credits.

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
- ☑ 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 _(signature)_		Date _3/6/12_

Registrar (If different from Requestor)		
Leighton Oride	_(signature)_	_3/8/12_
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)		
Rebecca Thompson	_(signature)_	_3/8/12_
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:		
James Dire	_(signature)_	_3/12/12_
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 **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:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

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1. Type of Program Action: ☐ New   ☒ Change   ☐ Cancel

PRESENT	(CO) Drive Train Specialist	(CC) Undercar Specialist	(CC) Engine Specialist	(CC) Electronics/ Computer Control Specialist	(CA) AMT Certificate	(AAS) AMT Degree	PROPOSED	(CC) Drive Train Specialist	(CC) Undercar Specialist	(CC) Engine Specialist	(CC) Electronics/ Computer Control Specialist	(CA) AMT Certificate	(AAS) AMT Degree
Semester 1							**Semester 1**						
AMT 20	2	2	2		2	2	AMT 20	2	2	2		2	2
AMT 40E	2	2	2	2	2	2	AMT 40E	4	4	4	4	4	4
AMT 53		3			3	3	AMT 53		3			3	3
AMT 55		4			4	4	AMT 55		4			4	4
MATH 50						3	MATH 50						3
PHYS 50						3	PHYS 50						3
Semester 2							**Semester 2**						
AMT 30B			5		5	5	AMT 30			6		6	6
AMT 40F			2	2	2	2							
AMT 40G				2	2	2	AMT 40G				3	3	3
AMT 46	4				4	4	AMT 46	4				4	4
ETRO 18				3		3	ETRO 18					3	3
Semester 3							**Semester 3**						
AMT 40B			3		3	3	AMT 40B				3	3	3
AMT 40D			3		3	3	AMT 40D				3	3	3
AMT 41			2		2	2	AMT 41				2	2	2
AMT 50					4	4	AMT 50					4	4
Cultural Environment: See list below						3	Cultural Environment: Core Options (Fall 2012)						3
Social Environment: See list below						3	Social Environment: Core Options (Fall 2012)						3
Semester 4							**Semester 4**						
AMT 40H				5	5	5	AMT 40H				5	5	5
AMT 43					4	4	AMT 43					4	4
AMT 60					4	4	AMT 60					4	4
Communication: See list below						3	Communication: Core Options (Fall 2012)						3
TOTAL	8	11	11	22	49	67	**TOTAL**	10	13	12	23	51	69

OPTIONS FOR PRESENT PROGRAMS:
Cultural Environment: ANTH 200; ART; BOT 105; EALL 272; ENG; FR; FSER 119; HAW; HWST; HIST; HOST 101; JOUR; JPNS; LING 102; MUS; PHIL; REL; SPAN; SP; THEA 101

Social Environment: ANTH 200; BOT 105; BUS 120; ECON; ED 105, ED 131, ED 140, ED 245; HOST 125; HPER 195; MGT 122; PHIL 101; POLS 110; PSY; SOC; SSCI

Communication: BUS 130; ENG 21, ENG 22, ENG 100, ENG 106; SP 20, SP 151, SP 231

2. Program Type:

☒ Associate in Applied Science (AAS)
☐ Associate in Arts (AA)
☐ Associate in Science (AS)
☒ Certificate of Achievement (CA)

☒ Certificate of Completion (CC)
☐ Certificate of Competence (CO)
☐ Academic Subject Certificate (ASC)

3. **Program Title:**

    Automotive Technology (AMT)

4. **Program Description:**

    The Automotive Technology program is a competency-based program designed following standards specified by the National Automotive Education Foundation (NATEF). The competencies the student is expected to achieve in the program are based on the task described by NATEF. A student who successfully completes the program will receive training in all of the eight areas described by NATEF: Automotive Transmission and Transaxle; Brakes; Electrical/Electronic Systems; Engine Performance; Engine Repair; Heating and Air Conditioning; Manual Drive Train and Axles; and Suspension and Steering.

    The goals of the program are to prepare the student with the skills and competencies necessary for a successful career as an automotive technician, to instill in the student the work habits and attitude necessary to work in a highly competitive field, and to provide the student with the basic skills necessary to become a lifelong learner in order to keep abreast of the latest technological changes in the automobile.

    Admissions Requirements: Applicants will be admitted into the Automotive Technology program on a "first applied, first qualified" basis. Students not meeting prerequisites may take non-AMT designated courses required in the program and begin the cycle of automotive (AMT) courses once prerequisites are met. First-semester courses require placement into ENG 21 and MATH 50. Student must maintain a valid driver's license throughout the course of study.

5. **Program Student Learning Outcomes:**

    1. Be technically proficient in entry-level skills for employment in the automotive service field or related areas.
    2. Understand the theory behind automotive procedures and use critical thinking when performing service, maintenance, diagnostics, and repair of all major automotive systems.
    3. Understand and comply with personal and environmental safety practices in accordance with applicable safety and environmental regulations.
    4. Identify and use appropriate tools, testing and measuring equipment required to accomplish each task established by National Automotive Technician Education Foundation (NATEF).
    5. Locate references, training information and manufacturer's procedures from industry resources using the appropriate technology and will be able to perform tasks in accordance with their research.
    6. Perform all diagnostic and repair tasks in accordance with manufacturer's recommended procedures as published.
    7. Communicate effectively both orally and in writing.

6. **Proposed Date of First Offering:** Fall 2012

7. **Is this program offered at another UH campus?** ☒ Yes ☐ No
    If **Yes,** specify campus. If **No,** why is this program offered at KCC:

    Hawai'i CC, Honolulu CC, Leeward CC, and UH Maui College

8. **Reason for this Program Action:**

    The Automotive Mechanics Technology Program will change to Automotive Technology. Removing "Mechanics" from the program's name will be consistent with the rest of the automotive programs within the UH system.

    AMT 40G has increased in the contact hours based on the recommendation of the AMT Advisory Committee.

    The contact hours and credits for AMT 30B and AMT 40G have been increased to align courses for articulation. The course number and title changed from AMT 30B Engines I to AMT 30 Engines and the credits from 5 to 6. The course title for AMT 40G Electrical/Electronics III changed to Electrical/Electronics II and the credits from 2 to 3.

    AMT 40E was restructured by adding content, contact hours, and credits from AMT 40F to allow for additional time in AMT 30 and AMT 40G in the second semester.

    Total credits for each CC, CA, and AAS will increase. The Drive Train Specialist CO changed to a CC with the extra credits.

Proposed by:

Requested by:

Approved by:

Linda Fuller _____ 2/15/12
Originator   Date

Glenn Aguiar _____ 2-16-12
Department/Division Chairperson   Date

Wade Fowler _____ 8/17/12
Curriculum Committee Chairperson   Date

James R. Ono _____ 2/29/12
Vice Chancellor for Academic Affairs   Date

Helen O. One _____ 3/1/12
Chancellor   Date

From: Leighton Oride [loride@hawaii.edu]
Sent: Thursday, October 20, 2011 8:01 AM
To: 'ret@hawaii.edu'; 'tanakawa@hawaii.edu'; 'rconti@hawaii.edu'; 'dire@hawaii.edu'; 'arnette@hawaii.edu'; 'kathlen@hawaii.edu'
Subject: Change to Program Title: Automotive Mechanics Technology ---> Automotive Technology

From: Anita Huang [mailto:anitahua@hawaii.edu]
Sent: Wednesday, October 19, 2011 4:54 PM
To: Leighton Oride
Cc: mtome@hawaii.edu
Subject: Re: Change to Program Title: Automotive Mechanics Technology ---> Automotive Technology

Hi Leighton,

It appears the omission of "Mechanics" in the college catalogs at Honolulu, Leeward and Maui was independent of the information in Banner. It sounds as if your campus would be comfortable with having the description of the program in your college catalog slightly different from the description for the major/subject in Banner as well. If you want the program to be called "Automotive Technology" in your college catalog, that is something that you need to adjust outside of Banner and directly in your college catalog.

Otherwise, if you would like the major/subject descriptions in Banner to be consistent with the description in your catalog, new codes would need to be created.

Thanks,
Anita

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On Wed, Oct 19, 2011 at 4:22 PM, Leighton Oride <loride@hawaii.edu> wrote:

<Automotive Mechanics Technology will be changed to Automotive Technology. Removing "Mechanics" from the program's name will have the program's name consistent with the rest of the automotive programs within the UH system. >

This is the subject I called you on.
I subsequently spoke to the proposer Gordon Talbo.
The request is to change only the college catalog title.
The major code remains the same at AMT.

It sounds unusual, but it has already been done by three of the four campuses referenced by the proposer (I looked up their 2011-2012 college catalogs):

Hawaii CC:	Automotive Mechanics Technology
Honolulu CC:	Automotive Technology
Leeward CC:	Automotive Technology
UH Maui:	Automotive Technology

I checked the major codes (SOACURR) for these four campuses for term Fall 2012.

All remain as AMT "Automotive Mechanics Technology".

UNIVERSITY of HAWAIʻI

KAUAʻI
COMMUNITY COLLEGE

March 12, 2012

TO: Anita Huang
      Institutional Analyst, IRAO

FR: Leighton Oride
      Admissions Officer & Registrar

RE: UH Code Request Form: Automotive Mechanics Technology
      UH Code Request Form: Facilities Engineering Technology

With reference page 4, Vice Chancellor James Dire conveyed to me this afternoon that he consulted via telephone with Vice President Suzette Robinson.

Should you have any questions, please feel free to contact me via email at loride@hawaii.edu.

Thanks.