

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 5/28/14	Effective term of request (Semester-Year): Fall 2014
Name: Kailana Soto	Title: Assistant Registrar
Campus: Kauai Community College	Office/Department:
Phone: (808) 245-8224	Email: kailana@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Kauai CC (KAU)	College: Instructional	Department:
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: CO Certificate of Competence	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: BTEC Business Technology	Existing Concentration:	
<small>Code</small>	<small>Description</small>	<small>Code</small> <small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: VOA Description [30 char/space limit]: Virtual Office Assistant		
If a similar major/concentration code exists in Banner, please list the code: BTEC-OFFA		
Is this major/concentration code being used the same way at other UH campuses? No		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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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: Business Technology

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):

see attached.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <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 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 checked="" type="checkbox"/> Other: <u>Program Action Request Approval</u>

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CAMPUS VERIFICATION		
Requestor Signature	<i>James R. Dine</i>	Date <u>6/4/14</u>
Registrar (If different from Requestor)		
Kailana Soto	<i>Kailana A. Soto</i>	<u>6/4/14</u>
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)		
Jeffrey Anderson	<i>Jeffrey Anderson</i>	<u>6/4/14</u>
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	<i>Suzette Robinson</i>	<u>6/23/14</u>
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]:

Effective Fall
Date Approved
Replaces

2014
~~2/14~~
~~11/12~~

APPENDIX B
Kaua'i Community College
University of Hawai'i
Program Action Request

1. Type of Program Action: New Modification Deletion

PRESENT	CC Business Technology (Office Assistant)	CC Business Technology	CA Business Technology	AAS Business Technology	PROPOSED	CO Medical Office Receptionist	CO Business Technology (Office Assistant)	CO Virtual Assistant	CO Business Technology	CA Business Technology	AAS Business Technology
BUSN 89			1	1							
BUSN 121	3				BUSN 106	3					
BUSN 123		3	3	3	BUSN 121		3				
BUSN 124		3	3	3	BUSN 123	3		3	3	3	3
BUSN 125		3	3	3							
BUSN 130	3	3	3	3							
					BUSN 150	3		3	3	3	3
					BUSN 151			3	3	3	3
					BUSN 158			3	3	3	3
					BUSN 159			3			3
BUSN 160	1	1	1	1	BUSN 160	1	1		1	1	1
BUSN 161B	1	1	1	1	BUSN 161B	1	1		1	1	1
					BUSN 164		3	3	3	3	3
BUSN 166	1	1	1	1	BUSN 166		1		1	1	1
BUSN 170		3	3	3	BUSN 170	3			3	3	3
					BUSN 179						3
BUSN 180/BUSN 181			4	4							
BUSN 189 or MATH 103			3	3	BUSN 189 or MATH 103 or higher				3	3	3
BUSN 193V				3	BUSN 193V	2		2			3
ACC 124 or ACC 201				3	ACC 124 or ACC 201			3			3
BUS 175 or BUS 175	3	3									
BUS 175 (Written Communication)			3	3	BUS 175		3		3	3	3
ECOM 100		3	3	3	ECOM 100				3	3	3
Cultural Environment Any 100-level or higher course in the Core Options				3	Cultural Environment Core Options						3
Elective: Any 100 level or higher course				7	Electives: Any 100-level or higher course For MOR: HLTH 140 (3)	3					5
Natural Environment Any 100-level or higher course in the Core Options				3	Natural Environment Any 100-level or higher 3-credit DB or DP science course with a 1-credit DY course. For MOR: BIOL 100/100L or SCI 121/121L.	4					4
Oral Communication BUS 130 or SP 151				3	Oral Communication BUS 130; SP 151						3
Social Environment BUS 120 or ECON 130			3	3	Social Environment BUS 120 or ECON 130					3	3
Written Communication Any 100-level or higher course in the Core Options				3	Written Communication Core Options						3
	12	18	35	60		23	12	23	21	33	60

A.A.S. DEGREE, Updated Spring 2013		
Category	Cr	Course Options
Cultural Environment	3	ANTH 200, ANTH 220; BOT 105; CULN 130; HOST 101, SP 185; any Humanities course; or any DA, DH, or DL designation, including languages
Written Communication	3	BUS 175; ENG 100, ENG 104 or higher; JOUR 205; LING 102; any WI course; or any FW designation

2. Program Type:

- Associate in Applied Science (AAS)
- Associate in Arts (AA)
- Associate in Arts-Concentration
- Associate in Science (AS)
- Associate in Science Natural Sciences-Concentration (ASNS)

- Certificate of Achievement (CA)
- Certificate of Competence (CO)
- Academic Subject Certificate (ASC)

3. Program Title: Business Technology (BTEC)

4. Program Description (for catalog):

The Business Technology program focuses on skills, attitudes, and knowledge needed to prepare students for employment in government and industry positions such as administrative assistants, information processors, receptionists, clerks, or secretaries. Courses include both business and general offerings to broaden students' background and to enhance employment and promotion possibilities.

Program Admission Requirements: None.

Graduation Requirements:

A GPA of 2.0 or higher for all courses applicable toward the degree or certificate is required to meet graduation requirements. A grade of "C" or higher in all Business Technology program courses is required for graduation.

5. Program Student Learning Outcomes:

1. Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
2. Use research and decision making skills to make informed choices consistent with personal and organizational goals.
3. Apply appropriate strategies to secure employment, retain a job, and advance in a career.
4. Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
5. Work as a responsible member of a team to meet an organization's objectives.
6. Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.

6. Proposed Date of First Offering: Fall 2014

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

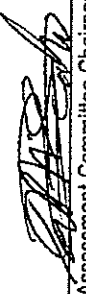
Hawaii Community College, Leeward Community College, UH Maui College

8. Reason for this Program Action:

The reasons for this program action are to:

- a. Reflect the changes made to the BTEC PCC agreement.
- b. Add a Medical Office Receptionist (MOR) Certificate of Competence to the BTEC PAR; MOR was previously under the Health Education Division (HED).
- c. Add a Virtual Office Assistant (VOA) Certificate of Competence to the BTEC PAR; the VOA is a new certificate that is being developed under an approved 2013-2014 Perkins Grant in partnership with BTEC colleagues from Leeward Community College, Hawaii Community College, Kauai Community College, and UH Maui College.
- d. Better align the transferability of courses with other UH Community Colleges and UH West O'ahu.


PSLOs Approved by:


Assessment Committee Chairperson
Date 2/19/14

Proposed by:

Cheryl Ferguson
Originator
Date 2/19/14

Requested by:


Department/Division Chairperson
Date 2/19/14

Approved by:

Larionie Popolon
Curriculum Committee Chairperson
Date 2/19/14


Vice Chancellor for Academic Affairs
Date 2/19/14

Allen A. [unclear]
Chancellor
Date 2/25/14



UNIVERSITY OF HAWAII
KAUAI
COMMUNITY COLLEGE

TO: Curriculum Committee
FROM: Char Ono, HED Division Chair *CO*
DATE: December 3, 2013
RE: Medical Office Receptionist (MOR) Program

The Medical Office Receptionist (MOR) certificate program has been a joint effort between Business Education Division (BED) and Health Education Division (HED) with BED being the lead. Interestingly, it has been housed under the HED. We would like to transfer the MOR program to the BED division.

Should you have any questions, please contact me at x310 or 307 or by email onooc@hawaii.edu.

Thank you.



UNIVERSITY of HAWAII
KAUAI
COMMUNITY COLLEGE

Office of the Chancellor

July 20, 2007

MEMORANDUM

TO: Dr. Linda Johnsrud
Vice President for Academic Planning and Policy, Univ. of Hawaii'i

SUBJECT: Certificate of Competence in Medical Office Receptionist

This is to inform you that I approved a Certificate of Competence (CO) in Medical Office Receptionist to conform to CCCM #6004. This CO has been part of the Health Education Division and was first offered in Spring 2000. This CO is offered based on community need and may not be offered every year.

No Banner code was requested at that time, but we are now requesting that a code be entered into Banner to enable tracking of program outcomes.

Peggy T. Cha
Chancellor

asl

c: Charlene Ono, Director of Nursing
John Isobe, Director of OCET
Leighton Oride, Registrar
Charles Ramsey, Dean of Instruction

