

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

| REQUESTOR CONTACT INFORMATION | |
|-----------------------------------|--|
| Date: May 4, 2012 | Effective term of request (Semester-Year): Fall 2010 |
| Name: Ron Umehira | Title: Dean of Career & Technical Education |
| Campus: Leeward Community College | Office/Department: Office of the Vice Chancellor of Academic Affairs |
| Phone: 808-455-0321 | Email: umehira@hawaii.edu |

| 1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE | | Banner forms: SMAPRLE, SOACURR, STVMAJR |
|---|---|--|
| Institution: Leeward CC (LEE) | 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: ASC Academic Subject Certificate | |
| If requesting an existing Major code and/or Concentration code in Banner: | | |
| Existing Major: | Existing Concentration: | |
| <small>Code</small> | <small>Description</small> | <small>Code</small> <small>Description</small> |
| If requesting a new <input checked="" type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner: | | |
| New Code [4 char/space limit]: | Description [30 char/space limit]: Travel Industry Management | |
| If a similar major/concentration code exists in Banner, please list the code: | | |
| 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 type="checkbox"/> Yes <input checked="" 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:

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE

Banner forms: STVCAMP, STV_COLL, 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]: |

UNIVERSITY OF HAWAI'I
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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):
Request to create a banner code for the Academic Subject Certificate in Travel Industry Management of 24 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: _____

UNIVERSITY OF HAWAI'I
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| CAMPUS VERIFICATION | | |
|--|------------------|-------------------------|
| Requestor Signature | | Date <u>May 4, 2012</u> |
| Registrar (If different from Requestor) | Warren Mau | <u>May 4, 2012</u> |
| | | |
| | Print name | Signature |
| Email/memo in lieu of Registrar's signature may be attached | | |
| Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) | Aileen Lum-Akana | <u>May 4, 2012</u> |
| | | |
| | Print name | Signature |
| Email/memo in lieu of Financial Aid Officer's signature may be attached | | |
| For Community Colleges, verification of consultation with OVPCC Academic Affairs: | | |
| | Peter Quigley | <u>May 4, 2012</u> |
| | | |
| | Print name | Signature |
| 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]: |




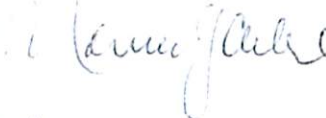
UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

June 21, 2010

MEMORANDUM

TO: Linda Johnsrud
Vice President for Academic Planning & Policy

VIA: Michael Pecsok 
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral 
Chancellor

SUBJECT: Curriculum Approval

I have approved the new Academic Subject Certificate in Travel Industry Management on 6/15/10. This certificate is effective Fall 2010. The certificate approval can be found at:
<http://emedia.leeward.hawaii.edu/central/index.asp>.

c Division Chairs
James Goodman
Ron Umehira
Nancy Buchanan
Kathy Hill
Candy Hochstein
Ann Berner
Sandra Furuto

Leeward Community College

| | |
|------------------------|--|
| Degree: | Academic Subject Certificate |
| Division: | Business Technology |
| Title: | TIM |
| Description: | The Academic Subject Certificate in Travel Industry Management is designed to provide a strong foundation for students who plan to earn a bachelor's degree in Travel Industry Management. |
| Effective Date: | Fall 2010 |

- 1. Are the program outcomes appropriate functions of the college and University? (Relationship to University and campus mission and development plans, evidence of continuing need for the program, projections of career opportunities for graduates, etc.)**

Yes, the program objectives are appropriate for the college.

The mission of Leeward Community College includes: [2009-2010 Catalog]

Learning and Teaching

To specialize in the effective teaching of remedial/developmental education, general education, and other introductory liberal arts, pre-professional, and selected baccalaureate courses and programs, with the goal of seamless system articulation and transfer, where appropriate. To structure our programs in such a way that they reflect not only academic rigor but also student development, learning outcomes and student goals. The College is committed to the achievement of student learning.

Work Force Development

To provide the trained workforce needed in the State, the Asia-Pacific region, and internationally by offering occupational, technical, and professional courses and programs which prepare students for immediate and future employment and career advancement.

- 2. What are the outcomes of the program? (outcomes should be stated in terms of meeting student, community or State needs. Also includes Program Learning Outcomes.)**

To give students a solid foundation for success in transferring to bachelor's degree programs in travel industry management. The Academic Subject Certificate in TIM also provides work place business knowledge and skills that may aid students in finding entry-level jobs.

Students will be able to communicate orally, and in writing, at levels that would make them succeed in baccalaureate degree travel industry management programs.

Students will be able to use basic computer application skills to create documents and produce information to assist with problem solving within the travel industry.

Students will be able to use logical and analytical problem solving skills to succeed in baccalaureate-level travel industry management programs.

- 3. How is the program organized to meet its outcomes? (Description of curriculum organization, requirements, admission policies, advising and counseling, and other aspects of the program, with reference to its outcomes.)**

These courses already exist and are taught at Leeward CC as part of the certificates and degrees in the Business Technology Program. It would use the same admission and counseling resources as other programs.

Requirements

Course Credits

| | | |
|-----------------|---|-------------------|
| ENG 100 | Composition (or equivalent) | 3 |
| MATH 203 | Calculus for Business and Social Sciences | 3 |
| SP 151 | Personal and Public Speech | 3 |
| | or SP 251 Principles of Effective Public Speaking | |
| ECON 130 | Principles of Microeconomics | 3 |
| TIM 101 | Introduction to Travel Industry Management | 3 |
| BUS 101 | Business Computer Systems | 3 |
| | or ICS 101 Digital Tools for the Information World | |
| ACC 201 | Financial Accounting | 3 |
| ACC 202 | Managerial Accounting | 3 |
| Total | | 24 credits |

4. **Who will enroll in the program? (Special target groups, if any; number of majors expected by year for first five years; expected service to non-majors; evidence of student interest.)**

The Academic Subject Certificate in Travel Industry Management targets students earning their AA degree who may have an interest in travel industry management. Of the 400 students earning their AA degree each year, we hope to see about 5% or 20 students per year pursue the Academic Subject Certificate in Travel Industry Management.

There is a need for qualified business technology employees according to data from:

HS Senior Exit Survey 2004 (Source: Hawai'i DOE, Senior Exit Survey) of the intended majors of high school seniors in the Leeward Community.

Students:

Liberal Arts students who are planning to enter the workforce upon graduation and continuing on with their education.

5. **What resources are required for program implementation and first five-year cycle operation? (Number, source, and cost of faculty; library requirements; support personnel; estimated cost of supplies, equipment and CIP; facilities to be utilized; total funds required for program implementation and operation; expected source of funds, including sources of reallocated funds.)**

No additional resources needed. Courses in the program are already in existence.

6. **How efficient will the program be? (Compare anticipated cost per SSH, cost per major, SSH/faculty, average class size or other quantitative measures with other programs in the college and similar programs on other UH campuses.)**

The Academic Subject Certificate in Travel Industry Management will provide an additional incentive for students to complete their AA degree and gain job skills at the same time.

- *For the 90% of AA students who do not transfer to four-year universities, this program will expand their employment opportunities.*
- *Since the required courses for this program are the same courses required for the certificate and associate degree programs in Management, it is anticipated that enrollments in these courses will increase*

7. How will effectiveness of the program be demonstrated? (Projected number of graduates yearly; placement of graduates; special accreditation; student satisfaction; career and employer satisfaction, etc.)

Of the 400 students earning their AA degree each year, we hope to see about 5% or 20 students pursue the Academic Subject Certificate in Travel Industry Management.

- *Effectiveness of the program will be demonstrated through the completion of AA degree with Academic Subject Certificate in Travel Industry Management graduates, increases in student retention, and through student and employer feedback.*
- *Annual program reviews and assessments will reveal the effectiveness of the program and its effect on enrollments and completion rates.*

Campus: LEE
Updated By: MPECSOK
Updated Date: 06/15/2010