

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

REQUESTOR CONTACT INFORMATION	
Date: June 14, 2012	Effective term of request (Semester-Year): Fall 2012
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: Management Program
<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: CA Certificate of Achievement	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: MGT Management	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]: RETM Description [30 char/space limit]: Retail 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]:	

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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 new banner code for the Certificate of Achievement in Retail Management. The AAS in Management is financial aid eligible, but the new CA in Retail Management has not yet been submitted to USDOE for approval but will soon be.

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 <u><i>R. Uehara</i></u>		Date <u>June 14, 2012</u>
Registrar (If different from Requestor) <u>Warren Mau</u>	<u><i>Warren Mau</i></u>	<u>June 14, 2012</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) <u>Aileen Lum-Akana</u>	<u><i>Aileen Lum-Akana</i></u>	<u>June 14, 2012</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:		
<u>Suzette Robinson</u>	<u><i>Suzette Robinson</i></u>	<u>June 14, 2012</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]:




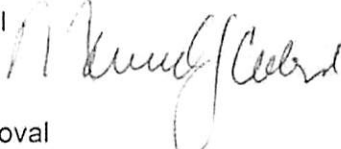
UNIVERSITY of HAWAII*
LEEWARD
COMMUNITY COLLEGE

April 13, 2012

MEMORANDUM

TO: Linda Johnsrud
Office of the Executive Vice President for Academic Affairs/Provost

VIA: Michael Pecsok 
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral 
Chancellor

SUBJECT: Curriculum Approval

I have approved the new Certificate of Achievement in Retail Management on 4/12/12 effective Fall 2012. The approval can be found at: <http://curriculumcentral.its.hawaii.edu:8080/central/core.cas.jsp>

- c Division Chairs
- James Goodman
- Ron Umehira
- Della Anderson
- Nancy Buchanan
- Alicia Brown
- Candy Hochstein
- Michael Lane
- Pearl Imada-Iboshi

Leeward Community College

Degree:	Certificate of Achievement
Division:	Business Technology
Title:	Retail Management
Description:	The Retail Management Certificate of Achievement will help to prepare current and future retail employees for the challenges faced in the dynamic and fast-paced retail industry. It will also provide students with the insight needed to be successful as a retail manager.
Effective Date:	Fall 2012

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.)

The program meets the following goals of Leeward Community College's Strategic Plan (2008 - 2015):

Educational Capital

2.4 Increase the number of students who successfully progress and graduate, or transfer to baccalaureate institutions, while maintaining the percentage of transfers who achieve a first year GPA of 2.0 or higher at the transfer institution.

Globally Competitive Workforce

To address critical workforce shortages and prepare students for effective engagement and leadership in a global environment.

4.1 Increase the number of degrees awarded, and/or transfers to UH baccalaureate programs that lead to occupations where there is a demonstrated state of Hawaii shortage of qualified workers, or where the average annual wage is at or above the U.S. average (2006=\$38,651).

4.2 Contribute to meeting the State's incumbent worker education goal by increasing enrollment of 25-49 years old in credit programs by 3% per year.

The program meets the following goals of Leeward Community College's mission statement (2011-2012 College Catalog):

Access

To broaden access to postsecondary education in Hawaii, regionally, and internationally by providing open-door opportunities for students to enter quality educational programs within their own communities.

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.

Personal Development

To provide opportunities for personal enrichment, occupational upgrading, and career mobility through credit and non-credit courses and activities.

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.)

Upon completion of the Certificate of Achievement the student will be able to:

1. Apply basic math and computer skills to solve general business operations issues.
2. Communicate effectively with internal and external customers in a workplace setting.

3. Analyze retail management situations to determine the most appropriate basic management, accounting, and marketing strategies to apply to ensure the business functions productively.
4. Apply strategies to train, motivate, and supervise employees and associates to attain the goals of a retail business.

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.)

ENG 100	Composition I	
or ENG 209	Business Writing	3
BUSN 188	Business Calculations	3
BUS 101	Business Computer Systems	3
SP 151	Personal and Public Speech	
or SP 251	Principles of Effective Public Speaking	3
MGT 122	Human Relations in Business	3
MGT 124	Human Resources Management	3
MKT 130	Principles of Retailing	3
MGT 120	Principles of Management	3
ACC 124	College Accounting	
or ACC 201	Financial Accounting	3
MKT 120	Marketing in a Global Economy	3

Total Credits 30

The certificate will provide students with a "stepping-stone" approach toward their degree. By doing so students motivation to complete the program will increase as they are rewarded as they move towards attainment of the Supervisory Management Degree.

Also, the Western Association of Food Chains (WAFC), a non-profit association dedicated to the support of education programs for the food industry, has endorsed completion of this certificate for their program and will be providing scholarships and its own Retail Management certificate for those students who are employed by member organizations who complete this certificate.

Overall, this certificate, which is a combination of the Certificate of Completion - Business Essentials, the Certificate of Competence - Management Foundations, and the Certificate of Competence - Retail Foundations, will provide a cohesive and transferable program for students. The student learning objectives (SLOs) are defined by the WAFC. WAFC has determined that the SLOs of the courses offered by Leeward Community College meet its

requirements.

This certificate is comprised of the following existing/approved certificates: Certificate of Competence - Retail Foundations; Certificate of Competence - Management Foundations; and the Certificate of Completion - Business Essentials.

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.)

Current management students and employees at Hawaii retail organizations. It would also be an option for students who may be undecided as a major.

The certificate caters to the needs not only of grocers specifically, but also to other related members of the Hawaii Food Industry Association (HFIA). The HFIA has approximately 150 member companies. Safeway itself, which is both a member of the HFIA and the Western Association of Food Chains (WAFC), has approximately 1900 employees statewide (1300 are based on Oahu). Safeway is the strongest proponent of the certificates which we offer. It provides 100% reimbursement to all of its employees who complete the program. Foodland, also a member of the HFIA and WAFC, has recently made efforts to have more of its employees enroll into the program.

Again, this certificate is not really a "new" certificate. All of the courses offered within it is already being done through 2 certificates of competences and a certificate of completion. This would be used as another "stepping stone" towards attaining the AS in Management.

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.)

The program can be done with the use of existing resources. No new classes need to be offered. All courses within the program are presently offered by the Business Division.

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 availability of this certificate will provide an additional incentive for management students to take these courses and complete their degree. The high level of student interest in the certificate is likely to increase enrollment in many of the courses included in the certificate. Thus, this program should improve the fill rate and the efficiency of these courses.

Because the courses are presently being offered by the Business Division, no new resources would be needed. With the increase in enrollment generated by this program, program efficiency 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.)

Program effectiveness will be demonstrated through completion of Leeward CC certificate programs improved student retention rates; Western Association of Food Chains (WAFC) certificates, and through student and employer feedback.

As of September 01, 2011, there have been 508 certificates awarded by the Western Association of Food Chains (WAFC) throughout the seven participating western states.

In the past three years, the number of certificates issued by the management program were 21, 94, and 133 in 2008, 2009, and 2010 respectively.

Campus: LEE
Updated By: HIGAROSS
Updated Date: 02/23/2012 1:04 PM