

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: June 22, 2012	Effective term of request (Semester-Year): Fall 2011
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: Digital Media 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: CO Certificate of Competence	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: DMED Digital Media	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]:	Description [30 char/space limit]: Digital Photography	
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 banner code for the Certificate of Competence in Digital Photography of 9 credits. The CO in Digital Photography is not yet financial aid eligible as it has not been submitted to USDOE for approval but will soon be.

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 checked="" type="checkbox"/> Memo from Chancellor <input checked="" 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 type="checkbox"/> Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u><i>Paul Umehia</i></u>		Date <u>June 22, 2012</u>
Registrar (If different from Requestor) Warren Mau	<u><i>Warren Mau</i></u>	<u>June 22, 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) Aileen Lum-Akana	<u><i>Aileen Lum-Akana</i></u>	<u>June 22, 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:		
Suzette Robinson		<u>June 22, 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


Office of the Chancellor

April 27, 2011

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 following new certificates on 4/26/11. These certificates are effective Fall 2011.
The approvals can be found at: <http://curriculumcentral.its.hawaii.edu:8080/central/core.cas.jsp>

Certificate of Competence (CCP) – Digital Photography
Certificate of Competence (CCP) – Basic Logic and Programming Level 2

c Division Chairs
James Goodman
Ron Umehira
Nancy Buchanan
Kathy Hill
Candy Hochstein
Michael Lane
Pearl Imada-Iboshi

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View Program

[view another program](#) | [printer friendly](#)

View Program

Degree:	Certificate of Competence
Division:	Arts and Humanities
Title:	Digital Photography
Description:	The Certificate of Competence in Digital Photography provides students with both the technical and visual communication skills required for a variety of careers related to photography and imaging. The program combines an understanding of how digital cameras work with the concepts of digital capture, lighting, exposure evaluation, file formatting, image manipulation and composition.
Effective Date:	Fall 2011

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- 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 objectives are in line with the campus and the University of Hawaii's mission of work force development as stated in the 2010 - 2011 Leeward Community College Catalog. The program helps to provide the trained workforce needed in the State, the Asia-Pacific region, and internationally by offering occupational, technical, and professional courses that prepare students for immediate and future employment and career advancement.

According to the Bureau of Labor Statistics, U.S. Department of Labor. Occupational Outlook Handbook, 2010-11 Edition there is a projected growth rate of 7% to 13% in Photographers job openings between 2008 and 2018. <http://online.onetcenter.org/link/summary/27-4021.00>

- 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.)**

The program provides students with opportunities to pursue entry-level positions in Digital Photography and related occupations that will emerge in Hawaii.

Upon completion of the certificate, the student will be able to:

1. Produce and process attention-grabbing photos with current electronic photographic tools.
2. Identify complex problems and review related information to develop and evaluate options and implement solutions.
3. Demonstrate proficiency in the use of Digital Photography hardware and software.

- 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.)**

The program is comprised of three courses.

1. ART 107D Introduction to Digital Photography
2. ART 112 Digital Art
3. ART 207D Intermediate Photography

These classes already exist and are taught at Leeward CC on a regular basis. They also form a part of the DMED program requirements. This certificate will use the same admission, advising, and counseling resources as other programs.

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 students who enroll in this program are DMED majors pursuing the Associate in Science Degree as well as Liberal Arts students. In addition this program provides individuals working in industry an opportunity to return and enhance their skills and complete a certificate program.

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 delivered with the use of existing resources. All courses within the program are presently offered by the Arts & Humanities 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 Digital Photography students to take these courses and complete their degree. Student interest in the certificate is likely to increase enrollment in the courses included in the certificate. Thus, this program should improve the fill-rate and the efficiency of these courses.

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.)**

Effectiveness will be demonstrated through completion of DMED certificate programs, improved student retention rates, certificates issued, and student and employer feedback.

Campus: LEE
Updated By: GANNE
Updated Date: 03/08/2011