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

REQUESTOR CONTACT INFORMATION	
Date: October 16, 2014	Effective term of request (Semester-Year): Fall 2014
Name: Stuart Lau	Title: University Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE

Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: UH Manoa (MAN) ▾ College: 50 *Graduate Division* *New* Department: LTEC

☐ New program code   ☑ Change/replace existing program code: EDTC-MED

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

Degree: MED *Master of Education*   Certificate:

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]: LTEC   Description [30 char/space limit]: Learning Design and Technology

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?

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.)

New Dept
New Major

CRF 325

✦ WAIT FOR APPROVAL TO ENABLE ONLINE APP ✦

Rev. 07-2011

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	☐	☑	201530
Recruitment	☐	☑	201530
Admissions	☐	☑	201530
General Student	☑	☐	201610
Academic History	☑	☐	201610

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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:

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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]: LTEC	Department description [30 char/space limit]: Learning Design and Technology

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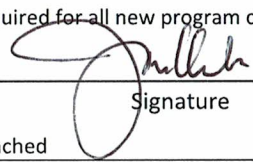
4. NEW COURSE SUBJECT CODE (Subject Alpha)	Banner form: STVSUBJ
College:	Department:
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:

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 change name has been approved. SFACPLR rules: Length: 2.5, Measured in: Years, Credential Level: 05 (Masters Degree), Special Program: N (not Applicable)

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
- [x] 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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UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION		
Requestor Signature _[signature]_	Date ~~10/26/2014~~ 10/16/14	

Registrar (If different from Requestor)

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)

Jodie Kuba	_[signature]_	10/27/14
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:

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: 10/28/14
Program code [12]: LTEC-MED	Program Description [30]: Learning Design & Tech-MED
CIP code [6]: 130501	CIP description [30]: Educational Tech

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UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

UNIVERSITY
of **HAWAI'I**
MĀNOA

April 23, 2014

MEMORANDUM

TO: David Lassner
      Interim President

VIA: Tom Apple
       Chancellor

VIA: Reed Dasenbrock
       Vice Chancellor for Academic Affairs

FROM: Donald B. Young
       Dean, College of Education

SUBJECT: REQUEST TO AMEND THE DEGREE TITLES OF EDUCATIONAL
          TECHNOLOGY MED AND PHD TO "MED IN LEARNING DESIGN AND
          TECHNOLOGY" AND "PHD IN LEARNING DESIGN AND TECHNOLOGY"

SPECIFIC ACTION REQUESTED:
     It is requested that the President amend the title of both graduate degrees in the
Department of Educational Technology to the "**Master of Education in Learning Design and
Technology**" and the "**PhD in Learning Design and Technology**" at the University of Hawai'i
at Mānoa. This request parallels a separate action memo requesting the same change of name
for the department as a whole.

RECOMMENDED EFFECTIVE DATE:
     To be effective upon approval

ADDITIONAL COST:
     There will be no additional cost for this action.

PURPOSE:
     The requested amendment will provide degree names.

BACKGROUND INFORMATION:
     Pursuant to Board of Regents Policy 5-1. h(1), Instructional Programs, Naming of
Programs, the President has the authority to approve changes in the functional names of

academic programs and credentials that involve no significant change in program requirements. This request makes no other changes than the names of the graduate degrees in the Department of Educational Technology.

The Department currently has two degree programs, a Master of Education in Educational Technology and a PhD in Educational Technology. The former has been in existence under various names for almost 50 years while the Board of Regents approved the PhD in March 2014 as a new title for an existing specialization. This proposed name change for the degrees is being forwarded along with a similar request to rename the department as a whole to the Department of Learning Design and Technology.

Several reasons are prompting this change request:

1. During our annual fall faculty retreat, we spend time benchmarking our program against other leading programs in our field. One part of this exercise in fall 2013 involved looking at department and associated degree names at other major institutions. We found only two departments that use the same name as ours, educational technology, among approximately thirty with leading programs; one of the two is also in the process of renaming. Several top programs have been recently renamed to reflect shifts in a field that has undergone rapid change as a result of online learning, social communications, and ubiquitous network-linked mobile devices in educational contexts.

    There is no standard name. Stanford and Pennsylvania State use the name we are proposing; Purdue and San Diego State use the similar "Learning Design and Technologies." More than half the programs include "design" in the name, reflecting the importance of design that has emerged in many disciplines in recent years. Learning has become more prevalent than the previous instructional design, recognizing the many ways learning may occur beyond direct teaching. A few departments have gone to the learning sciences model, but in most cases these are multi-disciplinary departments, which is not appropriate for us. We have chosen to follow the Stanford version as best reflecting our current specializations.

2. In the process of seeking other departments with our current name (educational technology), we learned that at some institutions this is the title for the information technology services unit. In fact, we discovered that our front office regularly gets calls for UH ITS, which our secretary and students reroute to the correct office; they have politely handled this over multiple years without complaint or comment to the faculty. A name change will eliminate the confusion.

3. During our meeting with the Board of Regents Academic Affairs Sub-committee on March 5, 2014, related to the approval of the new PhD in Educational Technology, Regent Chuck Gee asked why we didn't have a more up-to-date name for the degree such as the "Learning Design and Technology" used by Stanford. We assured him that this name change was planned. While the new name had not been included in the proposal, which had been written three years earlier, the change of name would be

forthcoming. The PhD proposal did not include any changes from the current program except separating it administratively from the larger college-wide PhD in Education so as not to tie two different changes together and complicate the proposal. That proposal was passed by the full BOR at the March 2014 meeting. By changing the name now, we hope to have the new degree issued from the start with the updated name.

We have reviewed the name change for our degrees since our fall retreat among the ETEC faculty, who supported it unanimously. We discussed it with our graduate students who were highly supportive. We also had positive reviews for the change by the College of Education Dean's Council, the college curriculum committee, and the COE Senate.

To accurately reflect the nature and field of the degree program, we request that the MEd in Educational Technology degree title be amended to *MEd in Learning Design and Technology*; and that the PhD in Educational Technology be amended to *PhD in Learning Design and Technology*.

ACTION RECOMMENDED:
It is recommended that the President amend the title MEd in Educational Technology to *MEd in Learning Design and Technology*; and that the PhD in Educational Technology be amended to the *PhD in Learning Design and Technology*, effective upon approval.

APPROVED / DISAPPROVED:

_____   MAY 2 7 2014
David Lassner, Interim President   Date

c: Joanne Itano, Interim Executive Vice President for Academic Affairs and Provost
        Krystyna Aune, Dean, Graduate Education
        Stuart Lau, Registrar
        Curtis Ho, Chair, Department of Educational Technology

c: Curtis Ho (Educ Tech), Stuart Lau (Registrar), Lisa Imai (Banner),
Diane Nakashima (Catalog), Joanne Itano (EVPAA/Provost),
Krystyna Aune (Grad Educ)

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College of Education
Office of the Dean

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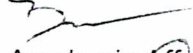
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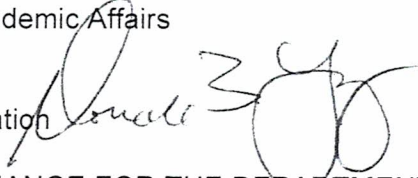
UNIVERSITY
of HAWAI'I
MĀNOA

April 23, 2014

MEMORANDUM

TO: Tom Apple
           Chancellor

VIA: Reed Dasenbrock
           Vice Chancellor for Academic Affairs

FROM: Donald B. Young
           Dean, College of Education

SUBJECT: PROPOSED NAME CHANGE FOR THE DEPARTMENT OF EDUCATIONAL
           TECHNOLOGY (ETEC) TO THE DEPARTMENT OF LEARNING DESIGN AND
           TECHNOLOGY (LTEC), COLLEGE OF EDUCATION, UNIVERSITY OF HAWAI'I
           AT MĀNOA

SPECIFIC ACTION REQUESTED:
        It is requested that the Chancellor approve a name change from the Department of
Educational Technology to the **Department of Learning Design and Technology**, College of
Education, University of Hawai'i at Mānoa, effective fall 2014.

RECOMMENDED EFFECTIVE DATE:
        Fall 2014

ADDITIONAL COST:
        There is minimal administrative cost, such as business cards. Changes to the Catalog
and Banner can be made as other updates are processed.

PURPOSE:
        The requested change will update the department name to reflect contemporary
changes in the field of educational technology, as digital technologies have advanced and
match names now in use at other prestigious institutions.

BACKGROUND INFORMATION:
        Pursuant to the Board of Regents Policy 5-1 (g.) "Naming of Programs:" Naming of
Programs: (1) Programs are given a name at the time they are approved by the Board.
Thereafter, the President may approve changes in the functional names of academic programs

and credentials as may become necessary to remain current with the terminology and focus of their fields and involve no significant change in the program requirements.

Since this is a department name change and not an academic program name change, the Chancellor has the authority to approve the action.

The Department of Educational Technology will celebrate its 50th anniversary in two years, making it one of the oldest in the field in the US. Initially it was named the Department of Educational Communications. The name changed to its present form in 1988, and today the Department of Educational Technology includes master's and doctoral programs along with educational technology courses for undergraduates and a graduate certificate in online learning.

This name change for the department is being forwarded along with a similar request to rename the two graduate degree programs, the MEd and PhD in Educational Technology, under a separate memorandum.

Several reasons are prompting this change request:

1. During our annual fall faculty retreat, we spend time benchmarking our program against other leading programs in our field. One part of this exercise in fall 2013 involved looking at department and associated degree names at other major institutions. We found only two departments that use the same name as ours, educational technology, among approximately forty with leading programs in the U.S.; one of the two is also in the process of renaming. Several top programs have been recently renamed to reflect shifts in a field that has undergone rapid change as a result of online learning, social communications, and ubiquitous network-linked mobile devices in educational contexts.

   There is no standard name. Stanford and Pennsylvania State use the name we are proposing; Purdue and San Diego State use the similar "Learning Design and Technologies." More than half the programs include "design" in the name, reflecting the importance of design that has emerged in many disciplines in recent years. Learning has become more prevalent than the previous instructional design, recognizing the many ways learning may occur beyond direct teaching. Some have gone to the learning sciences model, but in most cases these are multi-disciplinary departments, which is not appropriate for us. We have chosen to follow the Stanford version as best reflecting our current specializations.

2. In the process of seeking other departments with our current name (educational technology), we learned that at some institutions this is the title for the information technology services unit. In fact, we discovered that our front office regularly gets calls for UH ITS, which our secretary and students reroute to the correct office; they have politely handled this over multiple years without complaint or comment to the faculty. A name change will eliminate the confusion.

3. During our meeting with the Board of Regents Academic Affairs Sub-committee on March 5, 2014, related to the approval of the new PhD in Educational Technology,

Regent Chuck Gee asked why we didn't have a more up-to-date name for the degree such as the "Learning Design and Technology" used by Stanford. We were able to assure him that this name change was planned. While the new name had not been included in the proposal, which had been written three years earlier, the change of name would be forthcoming. That proposal for the new PhD was passed by the full BOR at the March 2014 meeting. By changing the name now, we hope to have the new degree issued from the start with the updated name.

We have reviewed the name change since our fall retreat among the ETEC faculty, who supported it unanimously. We discussed it with our graduate students who were highly supportive. Given the interest by the Regents sub-committee at this time, we also had positive reviews for the change by the COE Dean's Council, the college curriculum committee, and the COE Senate in April 2014.

To accurately reflect the nature and field of the academic program, we request that the Department of Educational Technology name be amended to the *Department of Learning Design and Technology*.

ACTION RECOMMENDED:

It is recommended that the Chancellor approve a name change for the Department of Educational Technology to the **Department of Learning Design and Technology**, College of Education, University of Hawai'i at Mānoa, effective fall 2014.

APPROVED / DISAPPROVED:

_____   __5/22/14_____
Tom Apple, Chancellor   Date

c: Joanne Itano, Interim Executive Vice President for Academic Affairs and Provost
         Krystyna Aune, Dean, Graduate Education
         Curtis Ho, Chair, Department of Educational Technology

UNIVERSITY
of HAWAI'I
SYSTEM

Princess Soares <pfrederi@hawaii.edu>

Additional Information Needed: Replace EDTC-MED w/ LTEC-MED and New Program LTEC-PHD

Stuart Lau <stuartl@hawaii.edu>   Thu, Oct 30, 2014 at 1:40 PM
To: Princess Soares <pfrederi@hawaii.edu>
Cc: Stuart Lau <stuartl@hawaii.edu>

For item 2, modules may be inactivated effective Fall 2015 (201610).

Thanks,
Stuart

On Tue, Oct 28, 2014 at 10:18 AM, Princess Soares <pfrederi@hawaii.edu> wrote:
Aloha Stuart,

The program code request to replace EDTC-MED with LTEC-MED has been received. Additional information is needed to process the request:

1. Department listed on the form, LTEC, does not exist. Is a new department to be created or is ETEC the correct department?

2. Not required, but recommended. Banner recommends that future ending terms be provided so that code is not forgotten to turn off all Banner modules. Do you have a term that general student and academic history can be turned off?

Mahalo,
Princess

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Princess Soares
Institutional Research Analyst
Institutional Research and Analysis
University of Hawai'i System
Sinclair Annex 1, Room 1
1633 Bachman Place
Honolulu, HI 96822
Phone: 808-956-5464
Fax: 808-956-9870

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Stuart Lau
University Registrar
Office of the Registrar
University of Hawaii at Manoa
Ph: 808 956-8010
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