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

REQUESTOR CONTACT INFORMATION

Date: 8/12/14	Effective term of request (Semester-Year): Fall 2012
Name: Debie Amby	Title: Banner/Curriculum Specialist
Campus: UH Maui College	Office/Department: Academic Affairs
Phone: 808-984-3378	Email: debie@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE

Banner forms: SMAPRLE, SOACURR, STVMAJR

Institution: UH Maui College (MAU)   ☑ College: Instructional (IN)   Department: Liberal Arts (LBRT)

☑ New program code   ☐ Change/replace existing program code:

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

Degree: Certificate: ASC Academic Subject Certificate   ▼

If requesting an existing Major code and/or Concentration code in Banner:

Existing Major: MOP   Marine Option Program   Existing Concentration:
                    Code   Description   Code   Description

If requesting a new ☐ Major code or ☐ Concentration code that does not exist in Banner:

New Code [4 char/space limit]:   Description [30 char/space limit]:

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.)

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UNIVERSITY OF HAWAI'I

CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

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	☐	☐	_____
Recruitment	☐	☐	_____
Admissions	☐	☐	_____
General Student	☐	☐	_____
Academic History	☐	☐	_____

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: Liberal Arts

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]:

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):

At the Fall 2011 statewide MOP Coordinators meeting, it was decided that the community colleges would pursue the option of instituting a MOP certificate as an Academic Subject Certificate at each community college.

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: _____

CAMPUS VERIFICATION

Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)

Kolohone Miller
_____
Print name

_____
Signature

8-13-14
_____
Date

Email/memo in lieu of Financial Aid Officer's signature may be attached

Suzette Robinson

9/8/14

Send completed form and supporting documentation to:
Institutional Research and Analysis Office (IRAO)

1633 Bachman Place

Sinclair Annex 2, Room 4

Honolulu, HI 96822

Email: iro-mail@lists.hawaii.edu

Fax: 808-956-9870

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	
Program code [12]:	Date form/docs received:
CIP code [6]:	Program Description [30]:
	CIP description [30]:

UNIVERSITY of HAWAI'I·
MAUI COLLEGE

TO: Joanne Itano
Interim Executive Vice President of Academic Affairs

Pearl Iboshi, Director
UH Institutional Research and Analysis Office

FROM: Clyde M. Sakamoto, Chancellor   *8-1-2014*
UH Maui College

SUBJECT: Banner Program Codes – Certificates (CC, CO, ASC)

This memo is to verify that the Certificates of Completion (CC), Certificates of Competence (CO), and Academic Subject Certificates (ASC) listed below with their respective concentrations were approved by the appropriate campus curricula committees and then approved by the Chancellor. The majors, concentrations, and effective terms are noted in the table below.

Program	Certificate	Concentration	Effective Term
Agriculture & Natural Resources	Cert. of Competence (CO) (Existing program code: CO-AG)	GIS in Ecosystem Management	Spring 2010
Business Technology (BTEC)	Cert. of Completion (CO) (Existing program code: CO-BTEC)	Virtual Office Assistant	Fall 2014
Human Services (HSER)	Cert. of Competence (CO) (Existing program code: CO-HSER)	Health Navigator	Fall 2013
Human Services (HSER)	Cert. of Competence (CO) (Existing program code: CO-HSER)	Issues in Aging	Fall 2013
Nursing Career Ladder (NURS)	Cert. of Completion (CC)	Health Navigator/ Community Health Worker	Fall 2013
Nursing Career Ladder (NURS)	Cert. of Competence (CO)	Health Navigator/ Community Health Worker	Fall 2014
Nursing Career Ladder (NURS)	Cert. of Completion (CC)	Pharmacy Technician	Spring 2012
Nursing Career Ladder (NURS)	Cert. of Competence (CO)	Pharmacy Technician	Fall 2014
Nursing Career Ladder (NURS)	Cert. of Completion (CC)	Therapeutic Activity Aide II	Spring 2011
Nursing Career Ladder (NURS)	Cert. of Competence (CO)	Therapeutic Activity Aide II	Fall 2014
Liberal Arts	Academic Subject Cert. (ASC)	Hawaiian Music	Spring 2013
Liberal Arts	Academic Subject Cert. (ASC)	Marine Option Program	Fall 2012

If you have any questions or concerns, please contact myself or the UH Maui College Vice Chancellor for Academic Affairs John McKee.

CCSSE

2002-2003
MetLife Foundation
Best-Practice College
Award Recipient

2008 Community College
FUTURES
Assembly

2008
Bellwether
Award
Recipient

2009
President's Higher
Education
Community Service
Honor Roll

310 W. Ka'ahumanu Avenue
Kahului, HI 96732-1617
Telephone: 808 984-3213
Fax. 808 244-0481
Website: www.maui.hawaii.edu
An Equal Opportunity/Affirmative
Action Institution

Revised: July 15, 2014

July 10, 2014

MEMORANDUM

TO: John Morton
           Vice President for Community Colleges

SUBJECT: Out-of-State Travel

I will be out-of-state from the evening of Thursday, July 10, 2014 through Saturday, August 2, 2014. I will be attending the 2014 Environmental System Research Institute (ESRI) in San Diego, California from July 12-18, 2014. I will be on personal leave on July 11 and July 19-August 2, 2014.

During my absence, the following individuals will act on my behalf and have full coordinated signing authority including all extramurally-funded programs under my P.I. authority.

July 11-July 17, 2014	John McKee, Vice Chancellor of Academic Affairs Brian Moto, Special Assistant to the Chancellor
July 18-21, 2014	Cathy Bio, Vice Chancellor of Student Affairs Brian Moto, Special Assistant to the Chancellor
July 22-27, 2014	Cathy Bio, Vice Chancellor of Student Affairs
July 28-Augutst 8, 2014	John McKee, Vice Chancellor of Academic Affairs Brian Moto, Special Assistant to the Chancellor

Clyde M. Sakamoto
Chancellor

c: President David Lassner
    Council of CC Chancellors
    UHMC Administrative Team
    UHMC Human Resources Office
    UHMC Business Office
    UH Foundation Maui Office

CCSSE

2002-2003
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Best-Practice College
Award Recipient

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Assembly

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Award Recipient

2009
President's
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310 W Ka'ahumanu Avenue
Kahului, HI 96732-1617
Telephone: 808 984-3655
Fax: 808 984-3546
Website: www.maui.hawaii.edu

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Action Institution

Curriculum Proposal Cover Sheet – Program/Degree/Certificate
Routing procedure -- official signatures are on the CAR Signature Page

Program name: Marine Option Program   Proposal type: ☐ addition   ☒

modification Credential type: Click "choose" for list of credential: ASC

Credential name: Academic Subject Certificate in Marine Option Program

Author(s): Ann Coopersmith   ext: 312 email: coopersm@hawaii.edu

Consulted with: Donna Brown, John Pye, UH-Systemwide MOP Coordiantors

Date of Activity

__2 Oct 2011__   CAR form, CAR signature page, and program map completed by Author; CAR signature page

          signed.

__14 Oct 11__   CAR and program map checked by Curriculum Representative; signature page signed.

__8 Oct 11__   CAR and program map discussed by Department; signature page signed by Department Chair.

_____ ✓ Original cover sheet, CAR, signature page, and program map delivered to Curriculum Chair by deadline.

_____ ✓ Electronic copy of the above documents emailed as attachments to Curriculum Chair by deadline.
          *NOTE: When modifying an existing credential, the program map (i.e., copy of current catalog map with
          hand-written changes) is not emailed.*

__11-29-11__ ✓ Passed by Curriculum Committee; signature page signed by Curriculum Chair; Senate Chair notified.

__12-2-2011__   Approved by Academic Senate; signature page signed by Academic Senate Chair.

_____ Forwarded to and received by Chief Academic Officer.

_____ Reviewed by Chief Academic Officer; signature page signed.

_____ Forwarded to and received by Chancellor.

_____ Approved by Chancellor; signature page signed.

_____ UH President/Board, as appropriate, notified/requested approval for program, degree/certificate, program
          name change, or other curriculum action.

_____ Original signed cover sheet, CAR, signature page, and program map returned to Curriculum Chair.

Distribution, Posting, and Follow-up

_____ Copy of CAR and program map forwarded for Banner input.

_____ Copy of approved proposal sent to Author for files.

_____ CAR and approval date published on Curriculum Committee website.

_____ Notice of final approval emailed to college.

_____ Catalog input completed.

_____ Signed original cover sheet, CAR, signature page, and program map filed in Chief Academic Officer's
          master curriculum binder.

_____ Copy of the above documents filed in Chief Academic Officer master curriculum cabinet.

_____ Other:

Curriculum proposal number __2011.18__

University of Hawaii Maui College
Curriculum Action Request (CAR) Form
Program/Degree/Certificate

For Banner use:
Req: _____ *Rcv:*
___ *Alpha* ___
___ *Program/name* ___
___ *Program Code* ___
___ *Concentration* ___
___ *Major Code* ___

1. Author(s): Ann Coopersmith

2. Department: STEM   Program: MOP *marine Option Program*

3. Date submitted to Curriculum Committee: 2 Oct 2011

4. Program proposal
   ☒ New program *(attach program proposal and program map)*   ☐ Change of name to existing program

   Existing program   *Title:* marine Option Program Certificate
   Proposed program   *Title:* Academic Subject Certificate in Marine Option Program

5. Credential (degree or certificate) proposal
   ☒ New credential added to existing program   ☐ Modification to existing credential

   Type of credential
   Degree: ☐ AA ☐ AS ☐ AAS   Certificate: ☐ CA ☐ CC ☐ CO ☐ ACS
   ☒ Other, specify: ASC, Academic Subject Certificate

   Existing credential: *Title:* Marine Option Program Certificate   *Credits:* 12
   Proposed credential: *Title:* Academic Subject Certificate in Marine Option Program Certificate *Credits:* 12

   If modification, describe change:
   ☒ Change in credential name
   ☐ Change in course requirement(s); specify:
   ☐ Change in prerequisite(s) for credential; specify:
   ☐ Other; specify:

   ☒ Program map must be attached. *(For modifications, write changes on copy of current catalog map.)*

6. Reason for this curriculum action:
   Many UH-System Community College students have completed the requirements for the Marine Option Program (MOP) Certificate but have not had it added to their transcripts. There has been confusion throughout the UH system about the designation of this certificate because there is no clear category in Banner where it fits for the community colleges. At the Fall 2011 MOP Coordinators meeting, it was decided that the community colleges would persue the option of designating the MOP Certificate as an Academic Subject Certificate. The only modification to the UHMC MOP Certificate would be deletion of Oceanography (OCN) 64 because it is the only course below the 100-level. This would allow this certificate to fit under the AA in Liberal Arts Program.

   NOTE: The proposal was approved by the STEM Department on 14 October 2011 and was presented to the UHMC Curriculum Committee on 25 October 2011. The Curriculum Committee recommeded that this proposal be presented for approval to the Liberal Arts faculty because the new certificate would be listed under the AA in Liberal Arts degree.

7. Proposed term of first offering: __Fall__ semester of __2012__ year.

8. Special fees required: ☒ no ☐ yes, explain:

9. Special resources (personnel, supplies, etc.) required: ☒ no ☐ yes, explain:

10. Special scheduling considerations: ☒ no ☐ yes, explain:

11. Which program SLOs does this certificate support? (*list all that apply and explain, if necessary.*)
    ☐ Program SLO 1: Increased understanding and appreciation of marine and freshwater systems by undergraduates in any major in at all UH campuses Explain: UH-Systemwide PLO
    ☐ Program SLO 2: Enhanced employability and opportunities for advanced study as a result of knowledge, skills, and contacts acquired through experiential education and networking. Explain: UH-Systemwide PLO

AA ☐ Program SLO 3:   Explain: Students should attain awareness and knowledge of ecosystems and environmental issues.

12. Current UHMC Catalog needs revision on page(s): Catalog 2011-2012, pages 19, 57

13. Additional Information: Refer to CCCM# 6004, Page 4 for definition of the Academic Subject Certificate, which is attached.

7. Academic Subject Certificate (A.S.C.): A college credential for students who have successfully completed a specific sequence of <u>credit</u> courses from the A.A. curriculum. The sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours. The issuance of the Academic Subject Certificate requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

8. Certificate of Competence (CoC): A college credential for students who have successfully completed designated short-term <u>credit</u> or <u>non-credit</u> courses which provide them with job upgrading or entry-level skills. The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. Credit course sequences shall be at least 4 but less than 10 credit hours. In a credit course sequence the student must earn a GPA of 2.0 or better for all courses required in the certificate.

9. Certificate of Professional Development (C.P.D.): A college credential for students who have successfully completed designated short-term <u>credit</u> or <u>non-credit</u> courses which provide them with industry specific job upgrading or entry-level skills. The issuance of a Certificate of Professional Development requires that the students' work has been evaluated and stated competencies have been met. Credit course sequences shall be less than 4 credit hours.

10. Certificate of Participation (C.P.): A document issued to students who have participated in non-credit courses or activities which do not meet the requirements for other certificates or degrees. This certificate does not reflect academic performance and no performance evaluation is implied by its issuance.

D. AUTHORIZATION:

1. The Associate in Arts, Associate in Science, Associate in Applied Science, Associate in Technical Studies, and the Certificate of Achievement require approval by the Board of Regents.

2. The Certificate of Completion and the Academic Subject Certificate require approval by the Chancellor. However, a program whose sole credential is a Certificate of Completion requires Board of Regents' approval if it meets the definition of a new program as described in CCCM #6000 and CCCM #6001.

3. The Certificate of Competence and the Certificate of Professional Development require approval by the Provost and certify that the student's performance has been evaluated. This approval may not be delegated.

4. The Certificate of Participation is approved by the Provost, but does not certify that the student's performance has been evaluated. This approval may be delegated to a Dean/Director if appropriate.

Transfer and Articulation Agreements

The College has agreements with other institutions enabling students to meet admission requirements and/or to transfer credits. Agreements exist with a variety of colleges both within and outside the UH system. The College continually seeks to provide transfer opportunities with two- and four-year institutions. As these opportunities are constantly changing and expanding, it is important that students interested in transferring meet with a counselor before starting on a course of study leading to a transfer program.

Sea Grant

The UH Sea Grant Program at UH Maui College is part of a nationwide network of the NOAA national Sea Grant College Program, U.S. Department of Commerce. It promotes the improved management, understanding, and wise use of marine resources of Hawai'i and the Pacific region. Research provides scientific data to scientists, resource managers, policy makers, legislators, and the public in Hawai'i and the Western Pacific.

The UH Hawaiian Internship Program (HIP) offers Native Hawaiian undergraduates summer environmental internships. It also works with the UH Marine Option Program (MOP) develop environmental internship possibilities in Hawai'i for UH-HIP and MOP students.

The Sea Grant Extension Service supports the information and training needs of marine and coastal resource users and managers in aquaculture, coastal recreation and tourism, regional coastal resources, coastal hazards, and capacity holding and training.
⚘ For more information, call 984-3337 or visit: www.soest.hawaii.edu/seagrant

Marine Option Program (MOP)

The Marine Option Program is a University of Hawai'i systemwide program with participation by students at all campuses. This is an experiential program offering students opportunities to learn about the marine environment and work with marine scientists in many different areas of interest. UH Maui College students enrolled in MOP may earn certificates in a number of different ways based on the track that is chosen. Each certificate attests to students' knowledge and/or experience gained in the field, and each offers unique opportunities for students desiring to gain employment or further their studies in the marine sciences.
⚘ For more information, call the Marine Option Program at 984-3203.

Requirements for Certificate of Competence - Marine Naturalist I: 9 credits
Oceanography 101 Introduction to the Marine Option Program(1)
Oceanography 191v Field Experience in Marine Naturalist Program(1)
Oceanography 201 Science of the Sea(3)
Zoology 200 Marine Biology(4)

Requirements for Certificate of Competence - Marine Naturalist II: 9 credits
Biology 200 Coral Reefs(4)
Oceanography 64 Marinelife Identification(3)
Two credits from any of the following:
  Oceanography 190v Selected Topics(1-3)
  Oceanography 191v Field Experience in Marine Naturalist Program(1-3)
  Oceanography 193v Cooperative Education(1-3)
  Oceanography 201L Science of the Sea Lab(1)
  Oceanography 293v Marine Research & Internships(1-3)

Requirements for Marine Option Program (MOP) Certificate: 12 credits
*Oceanography 101 Introduction to the Marine Option Program(1)
*Marine survey course, either:
  Oceanography 201 Science of the Sea(3), or Zoology 200 Marine Biology(4)
*Research project or internship, with at least two credits from the following:
  Oceanography 191v Field Experience in Marine Naturalist Program(1-3)
  Oceanography 193v Cooperative Education(1-3)
  Oceanography 293v Marine Research & Internships(1-3)
Additional credits from the following:
  Biology 105 Hawaiian Field Biology(4)
  Biology 200 Coral Reefs(4)
  Botany 105 Hawaiian Ethnobotany(3)
  Marine Science 264 QUEST (Quantitative Underwater Eco Survey Techniques)**
  Marine Science 364 Advanced QUEST**
  Oceanography 64 Marinelife Identification(3)
  Oceanography 190v Topic(1-3)
  Oceanography 290v Advanced Topic
  Oceanography 201 Science of the Sea(3)
  Oceanography 201L Science of the Sea Lab(1)
  Oceanography 140 Open Water SCUBA Certification(2)
  Zoology 200 Marine Biology(4)
  Approved marine-related courses from other campuses

*Required for MOP Certificate.
**Offered at UH Hilo during the second two weeks in May.

Catalog addition after page 19

Academic Subject Certificate in Marine Option Program (MOP)
The Marine Option Program is a University of Hawai'i systemwide program with participation by students at all campuses. This is an experiential program offering students opportunities to learn about the marine environment and work with marine scientists in many different areas of interest.UH Maui College students enrolled in MOP may earn certificates in a number of different ways based on the track that is chosen.Each certificate attests to students' knowledge and/or experience gained in the field, and each offers unique opportunities for students desiring to gain employment or further their studies in the marine sciences.
For more information, call the Marine Option Program at 984-3203.

Requirements for Academic Subject Certificate in Marine Option Program (MOP): 12 credits
Oceanography 101 Introduction to the Marine Option Program(1)
Marine survey course, either:
    Oceanography 201 Science of the Sea(3) or
    Zoology 200 Marine Biology(4)
Research project or internship, with at least two credits from the following:
    Oceanography 191v Field Experience in Marine Naturalist Program(1-3)
    Oceanography 193v Cooperative Education(1-3)
    Oceanography 293v Marine Research & Internships(1-3)
Additional credits from the following, if not taken for marine survey course:
    Biology 105 Hawaiian Field Biology(4)
    Biology 200 Coral Reefs(4)
    Botany 105 Hawaiian Ethnobotany(3)
    Marine Science 264 QUEST (Quantitative Underwater Ecological Survey Techniques)*
    Marine Science 364 Advanced QUEST* (3)
    Oceanography 190v Topic(1-3) (3)
    Oceanography 290v Advanced Topic
    Oceanography 201 Science of the Sea(3)
    Oceanography 201L Science of the Sea Lab(1)
    Oceanography 140 Open Water SCUBA Certification(2)
    Oceanography 270 Communicating Ocean Science(3)
    Zoology 200 Marine Biology(4)
    Approved marine-related courses from other campuses

Offered at UH Hilo during the second two weeks in May.

Catalog changes on page 57

Marine Option Program (MOP)
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Requirements for Certificate of Competence - Marine Naturalist I: 9 credits
Oceanography 101 Introduction to the Marine Option Program(1)
Oceanography 191v Field Experience in Marine Naturalist Program(1)
Oceanography 201 Science of the Sea(3)
Zoology 200 Marine Biology(4)

Requirements for Certificate of Competence - Marine Naturalist II: 9 credits
Biology 200 Coral Reefs(4)
Oceanography 64 Marinelife Identification(3)
Two credits from any of the following:
Oceanography 190v Selected Topics(1-3)
Oceanography 191v Field Experience in Marine Naturalist Program(1-3)
Oceanography 193v Cooperative Education(1-3)
Oceanography 201L Science of the Sea Lab(1)
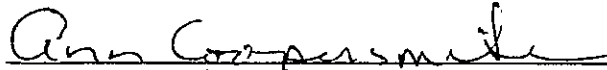Oceanography 293v Marine Research & Internships(1-3)
Requirements for Certificate of Competence - Marine Naturalist III: 3 credits
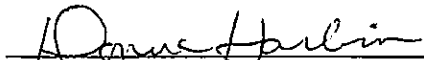Oceanography 270 Communicating Ocean Science(3)
Requirements for Academic Subject Certificate in Marine Option Program (MOP): 12 credits
*Oceanography 101 Introduction to the Marine Option Program(1)
*Marine survey course, either:
Oceanography 201 Science of the Sea(3), or Zoology 200 Marine Biology(4)
*Research project or internship, with at least two credits from the following:
Oceanography 191v Field Experience in Marine Naturalist Program(1-3)
Oceanography 193v Cooperative Education(1-3)
Oceanography 293v Marine Research & Internships(1-3)
Additional credits from the following:
Biology 105 Hawaiian Field Biology(4)
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Marine Science 364 Advanced QUEST** (3)
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Approved marine-related courses from other campuses
*Required for Academic Subject Certificate in Marine Option Program
**Offered at UH Hilo during the second two weeks in May

University of Hawaii Maui College
Curriculum Action Request (CAR) Signature Page

_____   2 Oct 2011
Proposed by: Author or Program Coordinator   Date

_____   Oct 14, 2011
Checked by: Academic Subject Area Representative to Curriculum Committee   Date

_____   10/14/11
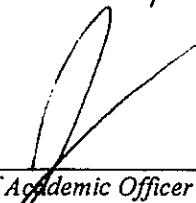Requested by Department: Department Chair   Date

_____   1-27-12
Recommended by: Curriculum Chair   Date

_____   1-27-12
Approved by Academic Senate: Academic Senate Chair   Date

_____   2-3 12
Endorsed by: Chief Academic Officer   Date

_____   2/10/12
Approved by: Chancellor   Date