

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION			
Date: 6/25/14	Effective term of request (Semester-Year): Spring 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			
Institution: UH Maui College (MAU)	College: Instructional (IN)	Banner forms: SMA, PUE, SOAGURR, STVMAJR	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:		Department: Nursing (NURS)	
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:	Certificate: CC Certificate of Completion		
Degree:	<input type="checkbox"/> If requesting an existing Major code and/or Concentration code in Banner: Existing Major: Code Description Existing Concentration: Code Description		
<input type="checkbox"/> If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner: New Code (4 char/space limit): PTEC Description (30 char/space limit): Pharmacy Technician			
If a similar major/concentration code exists in Banner, please list the code: n/a			
Is this major/concentration code being used the same way at other UH campuses? n/a			
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 (Please consult your Financial Aid Officer on Program Participation Agreement Impact)			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, students may select the code as their only program of study.)			

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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:

	Yes	No	Ending Term (Semester-Year)
Banner Module	<input type="checkbox"/>	<input type="checkbox"/>	_____
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: Nursing Career Ladder

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

Banner forms: STVGAMP, STVGOLLE, 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):
 The Pharmacy Technician Certificate of Completion was not requested in a timely manner and there are students who are still waiting to be awarded for previous terms.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <p><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</p> <p><input type="checkbox"/> Memo from UH President</p> <p><input checked="" type="checkbox"/> Memo from Chancellor</p> <p><input checked="" type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</p> <p><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</p> <p><input type="checkbox"/> Other: _____</p>

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VERIFICATION

Requestor Signature Debbie Ambrey Date 7/31/14

Registrar (if different from Requestor)

Stephen Kamada Signature Stephen Kamada Date 7/31/14

Email/memo in lieu of Registrar's signature may be attached

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

Kathryn Miller Signature [Signature] Date 8/11/14

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

For Community Colleges, verification of consultation with OYPCC Academic Affairs:

Suzelle Robinson Print name [Signature] Signature [Signature] Date 8/6/14

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



TO: Joanne Iitano
Interim Executive Vice President of Academic Affairs

Pearl Ibooshi, Director
UH Institutional Research and Analysis Office

FROM: Clyde M. Sakamoto, Chancellor
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)	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.

2002-2003
NetLife Foundation
Best-Practice College
Award Recipient



2008
Bellwether
Award
Recipient



2009
President's Higher
Education
Community Service
Honor Roll

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

Curriculum proposal number 301039

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

Program name: PHARMACY TECHNICIAN
Proposal type: addition

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

Credential name: PHRM TECH

Author(s): Nancy Johnson

ext: 205email: nancyjohn@hawaii.edu

Consulted with: Steve Farmer

Date of Activity

4/4/2011 CAR form, CAR signature page, and program map completed by Author; CAR signature page signed.

CAR and program map checked by Curriculum Representative; signature page signed.

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.

Passed by Curriculum Committee; signature page signed by Curriculum Chair; Senate Chair notified.

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: _____

Revised 9/8/07

Cover Sheet - Program

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

For Banner use:
Req: Alpha
Program/Name
Program Code
Concentration
Major Code

1. Author(s): Nancy Johnson

2. Department: AH

Program: Nursing

3. Date submitted to Curriculum Committee: 4/4/2011

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

Existing program Title: _____
Proposed program Title: _____

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

Existing credential: Title: _____
Proposed credential: Title: Pharmacy Technician

Credits: _____
Credits: _____

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:
Need for new health career option, community need

7. Proposed term of first offering: Spring semester of 2012 year.

8. Special fees required: no yes, explain:

9. Special resources (personnel, supplies, etc.) required: no yes, explain: Lecturer costs

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: Explain:
Program SLO 2: Explain:
Program SLO 3: Explain:

12. Current UHMC Catalog needs revision on page(s): 31

13. Additional Information:

Pharmacy Technician

Certificate of Completion (CC) Program to prepare individuals as Pharmacy Technicians. Includes preparation for National Certification Exam as a Pharmacy Technician. Grade C or better is required in all courses for the certificate.

Requirements for Certificate of Completion (CC): 22 credits

First Semester (Fall)		Second Semester (Spring)	
Credits		Credits	
BIO 100 Human Biology	3	PHRM 103 Introduction to Pharmacology	1
HLTH 125 Survey of Medical Technology	1	PHRM 104 Pharmacological Treatment of Disease	1
BUSN 150 Introduction to Business Computing, or		PHRM 105 Administration of Medications	1
ICS 101 Digital Tools for the Information World	3	PHRM 106 Introduction to Pharmacy Technology	3
MATH 18 Essential Math for Algebra	3	PHRM 151 Work Practicum	3
ENG 22 Introduction to Composition	3		
	<u>13</u>		<u>9</u>

Approved by: Chancellor

8/3/11

Endorsed by: Chief Academic Officer

7-15-11

Approved by Academic Senate/ Academic Senate Chair

5-10-11

Recommended by: Curriculum Chair

~~Signature~~
5/11

Requested by Department: Department Chair

4/4/11

Checked by: Academic Subject Area Representative to Curriculum Committee

4-12-11

Proposed by: Author or Program Coordinator

4/4/11



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
Brian Moto, Special Assistant to the Chancellor
- July 28-August 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
- 2002-2003 MetLife Foundation
- Best-Practice College Award Recipient



2008 Bellwether Award Recipient



2009 President's Higher Education Community Service Honor Roll

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