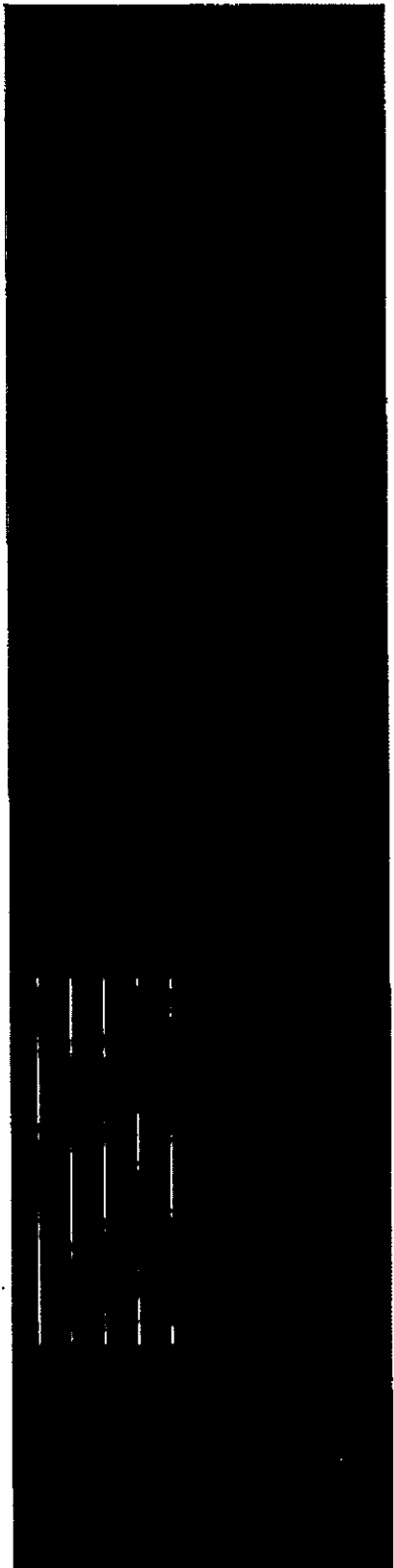


UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 6/25/14	Effective term of request (Semester-Year): Fall 2014
Name: Debbie 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) <input type="checkbox"/> College: Instructional (IN) <input type="checkbox"/>	Department: Nursing (NURS)
<input type="checkbox"/> New program code <input checked="" 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: <input type="checkbox"/> Certificate: CO Certificate of Competence <input type="checkbox"/>	Banner forms: SMAPRUE, SOAGURR, STMMAUR Existing Major: PTEC Pharmacy Technician Existing Concentration: Code Description 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): 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? <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.)

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES



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.i.hawaii.edu/gainful/employmentinfo/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, STVGOLL, 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]:

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STV/SUBJ
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: STV/MAJR
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):
 To change the **Certificate of Completion (CC)** in **Pharmacy Technician to Certificate of Competence (CO)** in **Pharmacy Technician**, to meet the UHCC Policy 5.203 that is effective for Fall 2014.

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>

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION

[Redacted area containing program codes and verification details]

Suzette Robinson

Suzette Robinson

8/2/14

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]:



TO: Joanne Itano
Interim Executive Vice President of Academic Affairs

FROM: Pearl Itooshi, Director
UH Institutional Research and Analysis Office
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
McLife Foundation
Best-Practice College
Award Recipient



2008
Bellwether
Award Recipient



2009
President's Higher
Education
Community Service
Honor Roll

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

designated medium-term credit/non-credit career-technical education courses, or the equivalent which has provided the student with skills and competencies for gainful employment beyond entry-level positions. The certificate is designed for transfer directly into a baccalaureate program or for industry professionals seeking industry/occupation-specific skills. Credit course sequences shall be at the upper-division course level and contain at least 18 and no more than 30 credit hours. The issuance of an APC requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an APC requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the APC. Certificate Approval: BOR.

8. Academic Subject Certificate (ASC): A supplemental college credential for students enrolled in an AA program or unclassified students already holding an Associate, Bachelor, or Graduate level credential and who have successfully completed a focused, specific sequence of credit courses from the AA curriculum. The sequence must fit within the structure of the AA degree, may not extend the credits required for the AA degree, and shall be at least 12 credit hours. Exceptions involve new program development and are subject to the requirements of University Systemwide E5.201. The issuance of an ASC requires that the student's work has been evaluated and stated outcomes have been met. The issuance of the ASC requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate. Students enrolled solely for the purpose of obtaining an ASC will be identified as unclassified for admission and enrollment purposes. Certificate Approval: Chancellor.

9. Certificate of Competence (CO): A college credential for students who have successfully completed a sequence of career-technical education courses within a BOR-approved CTE program that has been identified as fulfilling an employable set of skills recognized by Business and Industry. CO may be awarded for successful completion of a sequence of non-credit CTE instruction. The issuance of a CO requires that the student's work has been evaluated and stated outcomes have been met. The issuance of a CO requires that the student's work meets or exceeds competencies necessary for employment (e.g., a sequence of courses resulting in a student's competence to be employed as an automotive "brake technician" or "air conditioning technician"). Credit course sequences shall be at least four and less than 24 credit hours and may include General Education courses appropriate to industry requirements. Non-credit course sequences shall be equivalent in instructional time as described in UHCCP #5.228 Credit Hour. In a credit course sequence the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate. In non-credit course sequence, the student's work must be evaluated to be equivalent to a 2.0 GPR or better. Certificate Approval: Chancellor.

2013'63

MEMORANDUM

To: Pearl Iboshi

From: Suzette Robinson

Date: November 5, 2013

Re: Deletion of Certificate of Completion

Effective Fall 2014, please delete the Certificate of Completion as a credential offered or conferred at the University of Hawaii Community Colleges. Beginning Fall 2014, the requirements for the Certificate of Completion will be contained within the Certificate of Competence. Attached is UHCCP 5.203, Program Credentials, Degrees and Certificates, which addresses the establishment and issuance of the degrees and certificates within the University of Hawaii Community Colleges.

Also attached are the lists of Certificates of Completion from all seven colleges. Please contact the college's VCAA office if you have any questions.

Thank you for your assistance.

cc: John Morton, VPCC
Peter Quigley, AVPCC
Chancellors
Vice Chancellors for Academic Affairs
Deans and Assistant Deans
UHCC Registrars
Cheryl Chappell-Long, OVPCC

Attachments: UHCCP 5.203
College lists of Certificates of Completion



Fast-Track Curriculum Action Request (CAR) Clarification of Approved Intent

Entry:	CRSE	_____
File:	My Bkshff	_____
	CurCabnet	_____

Curriculum proposal no. 2013.63

1. Author(s): Maggie Bruck

2. Department: Curriculum

4. General type of action: course

program

Specific type of action:

- Addition:
- regular
 - experimental
 - other: specify:

- Modification:
- number/alpha
 - title
 - credits
 - description

- prerequisite
- corequisite
- program
- other-specify: Deletion of

Certificate of Completion, effective Fall 2014, per UHCC policy 5.203. The requirements for the Certificate of Completion will be contained within the Certificate of Competence. See attached list.

5. Course:

Alpha & no:

Title:

6. Existing prereq/other:

7. Adjusted prereq/other:

8. Signatures:

Date	Chief Academic Officer
Date	Curriculum Committee Chair
Date	Program Coordinator

2013.63

UH Maui College (Nov 4, 2013)

Certificates of Completion to CONVERT to Certificates of Competence						
Program Description	Degree	Old Program Code	NEW Program Code	Major	Concentration	
CC-Agriculture & Natural Resources	CC	CC-AG	CO-AG	AG	Turfgrass Specialist (AGTG)	
CC-Agriculture & Natural Resources	CC	CC-AG	CO-AG	AG	Sustainable Tropical Crop Production (STCP)	
CC-Agriculture & Natural Resources	CC	CC-AG	CO-AG	AG	Landscape Management	
CC-Auto Body Repair & Painting	CC	CC-ARPD	CO-ARPD	ARPD	Corrosion (ACOR)	
CC-Auto Body Repair & Painting	CC	CC-ARPD	CO-ARPD	ARPD	Auto Body Refinishing (ABRF)	
CC-Business Careers	CC	CC-BUSC	CO-BUSC	BUSC	e-Marketing (EMKT)	
CC-Business Technology	CC	CC-BTEC	CO-BTEC	BTEC	Business Technology	
CC-Business Technology	CC	CC-BTEC	CO-BTEC	BTEC	Medical Assistant I (MDA)	
CC-Business Technology	CC	CC-CULN	CO-CULN	CULN	Pastry Cook (FSPA)	
CC-Culinary	CC	CC-DENT	CO-DENT	DENT		
CC-Dental Assisting	CC	CC-ECED	CO-ECED	ECED		
CC-Early Childhood Education	CC	CC-ECED	CO-ECED	ECED		
CC-Electronic & Computer Engineering Technology	CC	CC-ECET	CO-ECET	ECET		
CC-Fashion Technology	CC	CC-FT	CO-FT	FT	Seamstress (FTS)	
CC-Fashion Technology	CC	CC-FT	CO-FT	FT	Fashion-Fabric Salesperson (FTS)	
CC-Fashion Technology	CC	CC-FT	CO-FT	FT	Dressmaker (FTD)	
CC-Fashion Technology	CC	CC-FT	CO-FT	FT		
CC-Hospitality & Tourism	CC	CC-HOST	CO-HOST	HOST		
CC-Human Services	CC	CC-HSER	CO-HSER	HSER	Health Navigator/Community Health Worker	
CC-Human Services	CC	CC-HSER	CO-HSER	HSER	Substance Abuse Counseling (SUBS)	
CC-Human Services	CC	CC-HSER	CO-HSER	HSER	Medical Assistant I (MDA)	
CC-Nursing Ladder	CC	CC-MDA	CO-MDA	MDA	Therapeutic Activity Aide II	
CC-Nursing Ladder	CC	CC-MDA	CO-MDA	MDA		
CC-Nursing Ladder	CC	CC-MDA	CO-MDA	MDA	Pharmacy Technician	
CC-Sustainable Construction Technology	CC	CC-SUSC	CO-SUSC	SUSC		
Certificates of Completion to be Deleted through Curriculum Committee process						
None						
Certificates of Completion that have been Inactivated						
None						

Health Related Programs
 Under the umbrella of Allied Health are a number of Certificates of Competence enabling individuals to gain the education and training to gain entry to various nursing-related professions. *Grade C or better is required in all courses for a certificate or degree in Allied Health, unless stipulated otherwise.*
 Contact the Allied Health department chair, Nancy Johnson, at 984-3250, or by email at nancyjohn@hawaii.edu for information.

Requirements for Certificates of Competence (CO):

Nurse Aide Training (NAT): 6 credits
 Nursing 16(6) *Nurse Aide Training takes one semester.*
There is no selection process for Nurse Aide Training.
Prerequisite: ENG 19 or higher.
 Prepares individuals to work in hospitals, extended care facilities, private nursing agencies, and home health agencies under supervision of an LPN or RN. Graduates are eligible to take the *Certification Examination given by American Red Cross.*
 Prepares individuals to apply for certification to operate a Care Home in the State of Hawaii. *Three 5-week courses offered during one semester.*

Adult Residential Care Home Operator (ARCH): 3 credits
 Nursing 12(1), 13(1), 14(1)
 Medical Assistant II: See Business Technology section

Medication Assistant: 3 credits
 Pharmacology 103(1), 104(1), 105(1)
Prerequisite: BIOL 100 with grade C or better, or consent.

Prepares individuals to work in assisted living and community-based settings. *Three 5-week courses offered during one semester.*
Recommended: NURS 16 with grade C or better.

Therapeutic Activity Aide: 8 credits

This certificate of competence is designed as an introductory program for people who wish to work in community-base care. It will provide basic instruction in supervised activities in the field of occupational therapy. This certificate program is developed to meet the needs of rural communities and to create an entry level position to encourage future careers. Students are prepared to work as aides under the supervision of licensed professionals in community-care. *Grade C or better is required in all courses for a certificate or degree from the Allied Health program, unless stipulated otherwise.*
 Health 118(3), 119(2)
 Family Resource 230 or Psychology 240(3)

Community Health Worker: 8-9 credits

The Community Health Worker program prepares individuals to work as unlicensed members of health and social service teams providing care for individuals in a community-based setting. A significant aspect of this program is the intent to incorporate the cultural values of communities into the formal structure of the curriculum. Graduates are a resource for health promotion and patient education. *Grade C or better is required in all courses for a certificate or degree from the nursing/allied health program, unless stipulated otherwise.*
 Pre-Community Health Worker: 8 credits
 Community Health Worker 150(4)
 Pharmacology 103(1), 104(1), 105(1)
 Human Services 111(3), 140(3)

Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
CHW 150 Community Health Worker	4	CHW 155 Community Health Worker Externship	3
PHRM 103 Introduction to Pharmacology	1	HSER 111 Community Action	3
PHRM 104 Pharmacological Treatment of Disease	1	HSER 140 Individual Counseling	3
PHRM 105 Administration of Medications	1		
HLTH 150 Introduction to Diseases	1		
	8		

Grade C or better is required in all courses.

Requirements for Certificates of Competence (CC):

Pharmacy Technician: 22 credits (see additional page)



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-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
Presidents'
Higher
Education
Community
Service
Honor Roll

310 W. Kaahumanu Avenue
Kahului, HI 96732-1617
Telephone: 808 984-3555
Fax: 808 984-3546
Website: www.maui.hawaii.edu
An Equal Opportunity/Affirmative
Action Institution

Revised: July 15, 2014

July 10, 2014