

University of Hawai'i Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Terri Ota
 Title: Academic Program Support Specialist

Phone Number: 454-4823

Email Address: tota@hawaii.edu

Campus/Office/Department/Address: UHWO Academic Affairs Office
96-129 Ala Ike, Pearl City, HI 96782

Action Requested:

NEW Program Code (new major/concentration, etc.)

NEW Subject Code

Change of existing code

Type (subject, program, etc):

new concentration code; subject code

Old: _____

New: _____

OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): Fall 2011
 Major: BA-GBUS Major Description: Business Administration Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: _____
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: _____

Concentration (if applicable): MGT Concentration Description: Management
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: MGT
 Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: BA-GBUS with a concentration in MGT
 College: Professional Studies Department: Professional Studies

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO

If requesting a program name change, will the old code be available for:

Recruitment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code: _____
Admissions?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code: _____
General Student?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code: _____
Academic History?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): Fall 2011
 Code: MGT Description: Management
 College: Professional Studies Department: Professional Studies
 Does the same or similar subject code exist in Banner? YES NO If YES, please list code: MGT
 Is the subject code being used the same way at other UH campuses? YES NO

**University of Hawai'i
Code Request Form**

OTHER: _____

Please briefly describe your request and explain why you are requesting the codes: Management is a new concentration in the Business Administration
 BA program; new courses are also being added to the catalog.


III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Terri Ota  _____ 02/22/11
 Name of Requestor (print or type) Signature Date

Send completed form with supporting documentation to:
 Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822
 Fax: 808-956-9870 Phone: 808-956-7532

For Internal Use Only:		
Appropriate Documentation Received:	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTES: _____ _____ _____
Approval Status:		
Major code:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Concentr. code:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Program code:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Subject code:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Entered into SMAPRLE/SOACURR:	_____	Code processing completion date: _____
Entered into STVMAJR:	_____	Copies sent to: _____
Entered into STVSUBJ:	_____	

University of Hawai'i – West O'ahu
**FORM FOR MODIFICATION OF ACADEMIC CONCENTRATION OR
CERTIFICATE PROGRAM**

1. Please indicate the following:

a. Name of Academic Concentration or Certificate Program: Business Administration
Concentration in Management (MGT)

b. Deletions to current program requirements: Not Applicable

c. Additions to current program requirements: 15 credits, including

Three credits (required course); this course will be prerequisite to all other MGT
coursework:

MGT 310: Principles of Management

In addition, twelve credits chosen from the following:

MGT 322: Leadership in Organizations

MGT 301: Business Ethics

MGT 320: Fundamentals of Entrepreneurship

MGT 330: Human Resource Management

MGT 325: Operations Management

Courses approved through Curriculum Committee Fall 2010.

d. Deletions to current program prerequisites: Not Applicable

e. Additions to current program prerequisites: Not Applicable

f. New program narrative, if applicable (for course catalog):

Graduates with a concentration in Management from UH West Oahu will be able to:

- Demonstrate proficiency in understanding the central concepts of management
- Analyze and provide solutions to management problems, policy and ethical dilemmas through written communication skills
- Demonstrate proficiency in using critical thinking skills necessary to discuss effective managerial decision making opportunities within a dynamic and diverse work environment.

g. Modify program – deleted course(s): Not applicable

Note: For all deleted courses, form CC2 should already be completed, submitted, and approved.

- h. Modify program – added course(s): CC1 forms have been completed and submitted to the UHWO Curriculum Committee for approval. The UHWO Curriculum Committee approved the CC1 forms submitted for the Management Concentration on November 12, 2010.

Note: For all added courses, form CC1 should already be completed, submitted, and approved.

- i. Location of primary references to modified program in current catalog (e.g., Modify requirements for Concentration in Psychology, p. 48): The Business Administration Concentration in Management will be added to the current catalog in the Division of Professional Studies section located on pages 47-51.
- j. Justification or rationale for program modification: The addition of the Business Administration Management concentration to the UHWO academic program portfolio will add more depth and breadth to the Professional Studies Division course offerings coupled with addressing the future growth of the demand and need for management professionals globally, nationally, and in the State of Hawaii. According to the U.S. Bureau of Labor Statistics, workers in management occupations plan and direct the activities of business, government and other organizations. Their employment is expected to increase by 1.6 million, or 10.4 percent, by 2016. Among management occupations, the number of social and community service managers and gaming managers will grow fastest by 24.7 percent and 24.4 percent respectively. Construction managers will add 77,000 new jobs by 2016. Management of companies and enterprises will grow by 14.9% and add 270,000 new jobs.

2. Justification or rationale for program modification:


The addition of the Business Administration Management concentration to the UHWO academic program portfolio will add more depth and breadth to the Professional Studies Division course offerings coupled with addressing the future growth of the demand and need for management professionals globally, nationally, and in the State of Hawaii. According to the U.S. Bureau of Labor Statistics, workers in management occupations plan and direct the activities of business, government and other organizations. Their employment is expected to increase by 1.6 million, or 10.4 percent, by 2016. Among management occupations, the number of social and community service managers and gaming managers will grow fastest by 24.7 percent and 24.4 percent respectively. Construction managers will add 77,000 new jobs by 2016. Management of companies and enterprises will grow by 14.9% and add 270,000 new jobs.

k. Will the proposed program modification require any additional resources?
 XX No Yes

If "yes," please explain:

l. Have all relevant personnel been consulted?
 No Yes

If "yes," please obtain signatures of those who approve:

Name	Concentration	Signature
Keith Sakuda	BUSA	 11/16/10

m. Does this change request impact existing Articulation Agreements?
 XX No Yes


If "yes," have necessary revisions been made?
 No Yes

n. Change requested by:

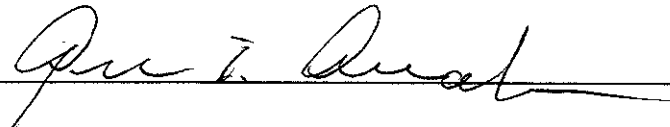
Faculty Member Signature:  Date 11/15/10

Division/Program Chair Signature  Date 11/15/10

o. Modification Approved by:

Curriculum Committee Chair  Date 12/04/10

Vice Chancellor AA  Date DEC 17 2010

Chancellor  Date FEB 15 2011