

## University of Hawai'i Code Request Form

I. REQUESTOR CONTACT INFORMATION																	
Name: <u>Terri Ota</u> Title: <u>Academic Program Support Specialist</u>  Phone Number: <u>454-4823</u>  Email Address: <u>tota@hawaii.edu</u>  Campus/Office/Department/Address: <u>UHWO Academic Affairs Office</u> <u>96-129 Ala Ike, Pearl City, HI 96782</u>	Action Requested: <input checked="" type="checkbox"/> NEW Program Code (new major/concentration, etc.) <input checked="" type="checkbox"/> NEW Subject Code <input type="checkbox"/> Change of existing code Type (subject, program, etc): _____  Old: _____ New: _____ <input type="checkbox"/> OTHER: _____																
II. CODE REQUEST																	
Academic program code preferences for consideration:																	
<input checked="" type="checkbox"/> <b>NEW Program Code</b> Effective Term (semester/year): <u>Fall 2010</u> Major: <u>BAS-APSC</u> Major Description: <u>Applied Science</u> Is this major financial aid eligible? <input type="checkbox"/> YES <input type="checkbox"/> NO Is the major code being used the same way at other UH campuses? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO      Comment: _____ Does the same or similar major code exist in Banner? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO      If YES, please list code: <u>IT</u>																	
Concentration (if applicable): <u>IT</u> Concentration Description: <u>Information Technology</u> Is the concentration code being used the same way at other UH campuses? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Does the same or similar concentration code exist in Banner? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO      If YES, please list code: <u>IT</u> Attach concentration to program code? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																	
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Other: _____ Degree/Certificate: <u>BAS-APSC with a conc in Information Technology</u> College: <u>Professional Studies</u> Department: <u>Professional Studies</u>																	
If requesting a program name change, will current students be grandfathered in under the old program name? <input type="checkbox"/> YES <input type="checkbox"/> NO If requesting a program name change, will the old code be available for: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 15%;">Recruitment?</td> <td style="width: 10%;"><input type="checkbox"/> YES</td> <td style="width: 10%;"><input type="checkbox"/> NO</td> <td style="width: 65%;">List the end term of old code: _____</td> </tr> <tr> <td>Admissions?</td> <td><input type="checkbox"/> YES</td> <td><input type="checkbox"/> NO</td> <td>List the end term of old code: _____</td> </tr> <tr> <td>General Student?</td> <td><input type="checkbox"/> YES</td> <td><input type="checkbox"/> NO</td> <td>List the end term of old code: _____</td> </tr> <tr> <td>Academic History?</td> <td><input type="checkbox"/> YES</td> <td><input type="checkbox"/> NO</td> <td>List the end term of old code: _____</td> </tr> </table>		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: _____
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<input checked="" type="checkbox"/> <b>NEW Subject Alpha/Code</b> Effective Term (semester/year): <u>Fall 2010</u> Code: <u>ITS</u> Description: <u>Information Technology</u> College: <u>Professional Studies</u> Department: <u>Professional Studies</u> Does the same or similar subject code exist in Banner? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO      If YES, please list code: <u>ITS</u> Is the subject code being used the same way at other UH campuses? <input type="checkbox"/> YES <input type="checkbox"/> NO																	

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

OTHER: \_\_\_\_\_

Please briefly describe your request and explain why you are requesting the codes: Expansion of the current BAS in Applied Science to include an option in Information Technology in conjunction with Kapiolani Community College.

**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](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



2/3/11

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:  YES  NO

Approval Status:

Major code:  YES  NO

Concentr. code:  YES  NO

Program code:  YES  NO

Subject code:  YES  NO

NOTES:

Entered into SMAPRLE/SOACURR: \_\_\_\_\_

Entered into STVMAJR: \_\_\_\_\_

Entered into STVSUBJ: \_\_\_\_\_

Code processing completion date: \_\_\_\_\_

Copies sent to: \_\_\_\_\_

University of Hawai'i - West O'ahu  
**FORM FOR ADDITION OR DELETION OF ACADEMIC CONCENTRATION OR  
 CERTIFICATE PROGRAM**

*Before completing this form, refer to the "UH West O'ahu Curriculum Committee Procedures for Additions, Deletions, and Modifications of Courses, Programs, and Requirements."*

Action Requested ( $\checkmark$ one):

Delete Program

Add Program

1. If deleting a program, indicate:

2. If adding a program, indicate:

a. Name of proposed program:

Bachelor of Applied Sciences with a Concentration in Information Technology

b. Program

The purpose of this proposal is to create a new concentration within the Bachelor of Arts in Applied Sciences (BAS). Current concentrations include Respiratory Therapy (RT); Culinary Arts (CA); and Computers, Electronics, and Networking Technologies (CENT). From the perspective of UHWO requirements, the proposed concentration in Information Technologies is similar to the CENT program. CENT involves collaboration with Honolulu Community College, and is computer hardware oriented, while the ITS program involves collaboration with Kapi'olani Community College (KAP), and is more software based. Both concentrations take advantage of the technical expertise of community college faculty, while offering ITS students the opportunity to complete a baccalaureate degree.

In particular, this collaboration will facilitate the transfer of students in the Associate in Science (AS) in Information Technology (ITS) Program or the Advanced Professional Certificate in ITS at Kapi'olani Community College to the Bachelor of Applied Science with a concentration in IT at the University of Hawai'i - West O'ahu.

c. Program requirements (e.g. number of credits required, specific courses required, etc.)

Details of the program requirements are contained in the appended articulation agreement (Appendix I), currently being circulated for signatures. The program requirements combine lower division and upper division ITS courses at KAP with General Education and Bachelor of Applied Sciences courses, and ITS 410: Project Management, at UHWO.

d. Proposed courses for the program

All UHWO courses in this program are currently being taught as part of other programs. The CC2 form for modification of the IT Project Management Course

from CENT 410 to a cross-listed CENT/IT/BUSA 410 has been submitted to the curriculum committee.

Students will usually complete the AS and the Advanced Professional Certificate in Information Technology at KAP first, and will take courses at UHWO after transfer. Some students may opt for dual enrollment.

**Note: For addition of courses, forms CCI should already have been completed and submitted.**

3. Will the proposed program addition require any additional resources?  No  Yes  
If "yes," please explain:

Yes, there will be additional advising time for faculty and student services staff. However, all courses are currently being taught as part of other programs; so additional resource needs should be minimal. At least initially, this will be a small program, so should minimally impact enrollment in these or other courses. As this program grows (along with others), it is possible additional sections of some courses may be required.

Justification or rationale for program action (deletion or addition)

The Information Technology (ITS) faculty at Kapl'olani Community College have recently made changes in their Information Technology curriculum by adding 18 credits of 300-level courses leading to an Advanced Professional Certificate. Many students in their current program would also like to achieve a baccalaureate degree, to improve their upward mobility in the workplace, and to offer them more opportunities for graduate education or career plans. Thus, to better serve the needs of our students and the information technology market in Hawaii, UHWO proposes the articulation of KAP's Advanced Professional Certificate into the UHWO Bachelor of Applied Sciences degree, with a concentration in Information Technology. Students will take nearly all of their technical courses and several General Education courses at KAP, and will transfer to UHWO (or by dual enrollment) to complete remaining General Education courses, UHWO graduation requirements, a Project Management course in IT, and a senior practicum or project course. Support for such changes was emphasized by two advisory committees to KAP's program. In addition, conversations with members of industry and observations of the latest job trends locally and nationally have suggested needed changes and expansion of the IT curriculum in the UH system

4. Have all relevant personnel been consulted?  No  Yes  
If "yes," list names and concentrations/positions:  
Dr. David Pai, Assistant Professor, UHWO  
Dr. Ross Prizzia, Chair, Professional Studies  
Dr. Lynn Hodgson, Chair, Math and Natural Sciences

5. Change requested by:

Faculty Member Dr. Lynn M. Hodgson Lynn M. Hodgson Date 4-6-10

Division/Program Chair  
Dr. Ross Prizzia, Professional Studies Ross Prizzia Date 4/6/10

6. Action approved by:

UHWO Curriculum Committee [Signature] Date 4/6/10

UHWO Vice Chancellor [Signature] Date 4/19/10

UHWO Chancellor [Signature] Date JUN 29 2010

8. Proposal reviewed by:

UH CCAO \_\_\_\_\_ Date \_\_\_\_\_

9. Proposal approved by:

UH VP for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

UH President \_\_\_\_\_ Date \_\_\_\_\_

**Appendix I:** Memorandum of Agreement, University of Hawaii - West O'ahu and Kapi'olani Community College, Bachelor of Applied Science, concentration in Information Technology. (includes several attachments) Pages 4 - 13

**Appendix II:** Kapi'olani Community College documentation for the creation of the Advanced Professional Certificate in Information Technology (IT) Pages 14 - 19