

K5.202 Review of Established Programs

(Revised Spring 2012, Corrected Spring 2013, Revised Spring 2015)

1. Purpose

Program reviews are intended to provide a regular assessment of the effectiveness of academic instructional programs, of significant continuing education programs, and of major educational and administrative support functions. Program reviews are conducted by the faculty and staff in the program, based on agreed upon measures and program plans. Program reviews provide for assessment of student learning and service area outcomes, program demand and efficiency, analysis of external factors impacting a program, and assessment of planned program improvements. Program review results shall be used for decisions relating to program improvement, program modification, and/or program termination.

2. Related University Policies

- a. Board of Regents Policy, Section 5-1.b Review of Established Programs
- b. University of Hawai'i Systemwide Executive Policy, E5.202 Review of Established Programs
- c. University of Hawai'i Community Colleges Policy UHCCP 5.202 Review of Established Programs

3. Programs Subject to Review

- a. All credit degree and certificate programs approved by the Board of Regents. Program reviews for degree programs should incorporate all related certificates and student service support, as appropriate. Although it does not award degrees or certificates, Kahikoluamea is also subject to instructional comprehensive program review.
- b. Student and academic support units.
- c. All educational and administrative support units.

Appendix A identifies the specific programs subject to this policy. Appendix B describes the content and format of the report for each of these three areas.

4. Frequency of Program Reviews

- a. *Annual Report of Program Data (ARPD)*: Instructional, student services, academic support, administrative services, and continuing education shall evaluate data annually.
- b. *Comprehensive Program Review (CPR)*: All programs shall complete a

comprehensive assessment every three years on the same three-year cycle.

5. Content of Program Reviews

- a. *Annual Report of Program Data*: See UHCCP 5.202 (www.hawaii.edu/offices/cc/policies.html and www.hawaii.edu/offices/cc/arpd/index.php)
- b. *Comprehensive Program Review*: See Appendix B

6. Responsibilities

- a. ARPD data for instructional and student services programs are gathered centrally by the UHCC Office for Academic Policy and Planning in consultation with UHCC Institutional Program Review Council (<http://www.hawaii.edu/offices/cc/iprc.html>). Other ARPD and some CPR data are gathered by individual programs.
- b. The program head, in consultation with program faculty and staff and other appropriate individuals, shall be responsible for evaluating the assessment data and completing a report according to established format.
- c. The program administrator shall be responsible for reviewing reports and ensuring completion of reports by established deadlines. Where appropriate, the program administrator may direct further analysis or research for programs that are under-performing. The program administrator shall be responsible for using the results of the program review in decision-making related to program improvement and resource allocation.
- d. The Chancellor's Advisory Council (CAC) shall be responsible for oversight of the program review process, including reviewing comprehensive program review reports for alignment with the College mission, for alignment with the College's strategic plan performance measures and resource allocation process, and for tactical action plans that lead to program improvement. The CAC will also monitor overall College compliance with systemwide program review policies and review and approve recommendations for improvement to these guidelines.

7. Dissemination of Program Reviews

- a. *ARPD*: shall be available to the public at UHCC website (www.hawaii.edu/offices/cc/arpd/index.php). Chancellor shall submit an executive summary to UHCC Office for Academic Affairs. UHCC Vice President shall present a summary to the University of Hawai'i Board of Regents.
- b. *CPR*: shall be available to the public at Office for Institutional Effectiveness

website (ofie.kcc.hawaii.edu/).

8. Assessment of the Program Review Process

- a. *ARPD*: review of ARPD process is the responsibility of the UHCC Institutional Program Review Council (<http://www.hawaii.edu/offices/cc/iprc.html>).
- b. *CPR*: At the conclusion of each comprehensive program review cycle, OFIE will conduct an assessment of the overall program review policy and procedures to determine if improvements are necessary and present recommendations to CAC.

APPENDIX A. Programs Subject to K5.202

All Programs complete Comprehensive Program Reviews in the same year, once in a three-year cycle.

BOARD OF REGENTS APPROVED INSTRUCTIONAL PROGRAMS

Culinary Arts, Hospitality, and Business, Legal, and Technology Education

Business, Legal, and Technology Education

- Accounting
- Information Technology
- Marketing and Entrepreneurship
- Paralegal

Culinary Arts

Hospitality And Travel and Tourism Operations Management

Arts & Sciences

- Biotechnician
- Hawaiian Studies
- Liberal Arts
- New Media Arts
- Natural Science

Health Education

Emergency Medical Services

- Emergency Medical Technician
- Mobile Intensive Care Technician

Nursing

- Nursing
- Practical Nursing

Health Sciences

- Dental Assisting
- Exercise and Sport Science (stopped out)
- Medical Assisting
- Medical Laboratory Technician
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

NON-DEGREE GRANTING INSTRUCTIONAL PROGRAMS

Kahikoluamea

Reading

Writing

Math

EDUCATIONAL AND ADMINISTRATIVE SUPPORT UNITS

Administration

Office for Institutional Effectiveness

Office for International Affairs

Administrative Services

Auxiliary Services

Business Office

Human Resources

Academic Support

CELTT

Library and Learning Resources

Continuing and Community Education

Continuing Education

Community Relations

Student Services

APPENDIX B. Comprehensive Program Review Report Format

Instructional Programs

BOR Approved Instructional Programs and Kahikoluamea,

College Mission Statement:

Available at <http://www.kapiolani.hawaii.edu/about-kcc/kapiolani-community-college-mission/>

Part I. Executive Summary of CPR and Response to previous ARPD recommendations

Part II. Program Description

History

Program goals/Occupations for which this program prepares students: Include the skills that graduates will have and the occupations for which they are prepared

Program Student Learning Outcomes (SLO)

Admission requirements, if any

Credentials, licensures offered

Faculty and staff

Resources, including student support services

Articulation Agreements

Community connections, advisory committees, Internships, Coops, DOE

Distance delivered/off campus programs, if applicable

Part III. Curriculum Revision and Review

Listing of courses reviewed during the previous three years. The goal is to review a minimum of 20% of existing courses each year.

Part IV. Survey results

1. Student satisfaction, including student support services
2. Occupational placement in jobs (for CTE programs)
3. Employer satisfaction (for CTE programs)
4. Graduate/Leaver

Part V. Quantitative Indicators for Program Review

Listing of most recent three years of ARPD data for demand, efficiency and effectiveness.

Part VI. Analysis of the Program (based on prior three years)

1. Alignment with mission
2. Current Situation. *Internal:* Strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the ARPD data in Part V. CTE programs must include analysis of the Perkins Core indicators for which the program has not met the performance level. *External:* Review relevant section of the College's Strategic Plan (<http://ofie.kapiolani.hawaii.edu/kapiolani->

[community-college-strategic-plan-2015-2021/](#)). Identify specific external factors influencing program planning.

3. Assessment Results for Program SLOs. The program shall develop a schedule for SLO assessment such that within the three-year review period, all SLOs will have been assessed and the following will be reported:

List of the Program Student Learning Outcomes and the dates assessed

Assessment results

Changes that have been made based an evaluation of the assessment results

Part VII. Tactical Action Plan (projections for the next three years)

The action plan outlines the steps the program will take to improve the results of assessment and/or the health indicators, aligned with the College's Strategic Plan. For each strategy used, identify:

1. Strategy for Improving Program Outcome/Indicator and related Strategic Outcome
2. Performance measure to assess program strategy and related Strategic Performance Measure
3. Data to be gathered to determine success of the strategy: e.g. ARPD, IEMs, CCSSE, program-specific data
4. Position(s) Responsible
5. Synergies with other programs, units, emphases and initiatives
6. Key Community Partners (if any)

Part VIII. Resource and Budget Implications*

1. Identify the human, physical, and fiscal resources required to implement strategies and indicate the appropriate funding sources: existing appropriated funds, tuition and other special fees, grants, etc.
2. Identify the technology resources required to implement strategies and indicate the appropriate funding sources: existing appropriated funds, tuition and other special fees, grants, etc.

*Dollar amounts not necessary. Amounts can be specified in the subsequent Allocation Request Forms (ARFs).

Student Services & Academic Support Programs
*Student Services (KISC, Targeted Populations and Academic Units),
Library and Learning Resources,
Center for Excellence in Learning, Teaching, and Technology*

College Mission Statement:

Available at <http://www.kapiolani.hawaii.edu/about-kcc/kapiolani-community-college-mission/>

Part I. Executive Summary of CPR and Response to previous ARPD recommendations

Part II. Description

History

Goals

Student Learning Outcomes (SLO) and Service Area Outcomes (SAOs), as appropriate to the unit

Faculty and staff

Resources

Part III. Quantitative Indicators for Program Review

Listing of most recent three years of ARPD data for demand, efficiency and effectiveness.

Part IV. Analysis of the Program (based on the prior three years)

1. Alignment with mission

2. Current Situation. *Internal:* Strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the ARPD data in Part III.

External: Review relevant section of the College's Strategic Plan

(<http://ofie.kapiolani.hawaii.edu/kapiolani-community-college-strategic-plan-2015-2021/>). Identify specific external factors influencing program planning

3. Assessment Results for Program Student Learning Outcomes and Service Area Outcomes (as appropriate to the unit). The unit will develop a schedule for outcomes assessment such that within the three-year review period, all outcomes will have been assessed and the following will be reported:

List of the Student Learning Outcomes and Service Area Outcomes and the dates assessed

Assessment results

Changes that have been made based an evaluation of the assessment results

Part V. Tactical Action Plan (projections for the next three years)

The action plan outlines the steps the unit will take to improve the results of assessment and/or the health indicators, aligned with the College's Strategic Plan. For each strategy used, identify:

1. Strategy for Improving Program Outcome/Indicator and related Strategic Outcome
2. Performance measure to assess program strategy and related Strategic Performance Measure
3. Data to be gathered to determine success of the strategy: e.g. ARPD, IEMs, CCSSE, program-specific data
4. Position(s) Responsible
5. Synergies with other programs, units, emphases and initiatives
6. Key Community Partners (if any)

Part VI. Resource and Budget Implications*

1. Identify the human, physical, and fiscal resources required to implement strategies and indicate the appropriate funding sources: existing appropriated funds, tuition and other special fees, grants, etc.
2. Identify the technology resources required to implement strategies and indicate the appropriate funding sources: existing appropriated funds, tuition and other special fees, grants, etc.

*Dollar amounts not necessary. Amounts can be specified in the subsequent Allocation Request Forms (ARFs).

Other Educational and Administrative Support Units

*Administration, Administrative Services, Office for Institutional Effectiveness,
Office for International Affairs, Community Relations, and Continuing &
Community Education*

College Mission Statement:

Available at <http://www.kapiolani.hawaii.edu/about-kcc/kapiolani-community-college-mission/>

Part I. Executive Summary of CPR and Response to previous CPR recommendations

Part II. Description

History

Goals

Student Learning Outcomes (SLO) and Service Area Outcomes (SAOs), as appropriate to the unit

Faculty and Staff

Resources, including student support services, as appropriate to the unit

Community Connections

Part III. Quantitative Indicators for Unit Review (based on prior three years)

Listing of most recent three years of data, including ARPD, as appropriate to the unit.

Part IV. Analysis of the Unit

Current Situation. *Internal:* Strengths and weaknesses based on an analysis of the data in Part III. *External:* Review relevant section of the College's Strategic Plan (<http://ofie.kapiolani.hawaii.edu/kapiolani-community-college-strategic-plan-2015-2021/>). Identify specific external factors influencing program planning

Part V. Tactical Action Plan (projections for the next three years)

The action plan outlines the steps the unit will take to improve the results of assessment and/or the health indicators, aligned with the College's Strategic Plan. For each strategy used, identify:

- a. Strategy for Improving Unit Outcome/Indicator and related Strategic Outcome
- b. Performance measure to assess unit strategy and related Strategic Performance Measure
- c. Data to be gathered to determine success of the strategy: e.g. ARPD, IEMs, CCSSE, program-specific data
- d. Position(s) Responsible
- e. Synergies with other programs, units, emphases and initiatives
- f. Key Community Partners (if any)

Part VI. Resource and Budget Implications*

1. Identify the human, physical, and fiscal resources required to implement strategies and indicate the appropriate funding sources: existing appropriated funds, tuition and other special fees, grants, etc.
2. Identify the technology resources required to implement strategies and indicate the appropriate funding sources: existing appropriated funds, tuition and other special fees, grants, etc.

*Dollar amounts not necessary. Amounts can be specified in the subsequent Allocation Request Forms (ARFs).