

Policy Number: L5.202  
Effective Date: March 2, 2012  
Review Date: March 2, 2017

## **Leeward Community College Policy on Annual Program Review**

### **Introduction:**

The overall focus of annual program review (APR) is the collection, analysis, presentation, and use of evidence to ensure that a high quality of education is being provided to students and that the mission of the college is being achieved. The evidence gathered in program reviews is used in the decision-making process for planning and resource allocations for all divisions, programs, academic areas, and support areas.

The essential purposes and elements of program review--including the contents, scheduling, and process of review--have been laid out in University of Hawai'i Community Colleges Policy 5.202. The purpose of this policy is to implement the guidelines provided by UHCCP 5.202, specifically delineating the subject, contents, participants and procedure of program review, adapting the general guidelines to fit the organizational structure, culture, and programs of Leeward Community College.

### **Related Policies:**

Board of Regents, Section 5-1.e Review of Established Programs

<http://www.hawaii.edu/offices/bor/policy/borpch5.pdf>

University of Hawaii Executive Policy E5.202 Review of Established Programs

<http://www.hawaii.edu/svpa/ep/e5/e5202.pdf>

University of Hawaii Community Colleges Policy #5.202 Review of Established Programs

<http://www.hawaii.edu/offices/cc/docs/policies/5.202.pdf>

### **Policy Objectives:**

The objectives of this policy are to:

1. Coordinate the planning, implementation, and assessment cycle
2. Integrate data, assessment, and analysis in decision-making
3. Ensure effective allocation of resources
4. Maximize student learning and success
5. Measure achievement of the college mission and strategic plan goals

**Programs and Areas to be Reviewed:**

Program reviews are required of all divisions, administrative areas, and support areas. These would include:

Academic Services .....	Dean of Academic Services
Administrative Services.....	Vice-Chancellor of Administrative Services
Institutional Support Services	
Marketing .....	Chancellor
Office of Planning, Policy and Assessment.....	Vice-Chancellor of Academic Affairs
Student Services.....	Dean of Student Services
Instructional/Support Areas.....	Coordinator
International Programs	
Leeward Community College, Waianae	
Native Hawaiian Student Programs	
Office of Continuing Education and Workforce Development	
Instructional Divisions .....	Division Chair
Arts and Humanities	
Business	
Professional Arts and Technology	
Language Arts	
Math/Sciences	
Social Sciences	
Liberal Arts Instructional Program.....	Shared Responsibility

Some divisions contain instructional programs. Such a program is defined as “a group of related courses, personnel, and other resources whose intended outcome is student learning, which leads to students earning degrees (AA, AAS, AAT, AS) and/or related certificates (CA, CC, CO, ASC). For example, the Accounting, Business Technology, and Management Programs are part of the Business Division. The Information and Computer Science Program is part of Math/Sciences. Such programs do not directly complete APRs.

Instructional program so defined must complete the Annual Report of Program Data (ARPD), which is a University of Hawaii CC System requirement. The results of these ARPDs, which include data on, as well as analysis and assessment of Student Learning Outcomes, student achievement, and program performance related to demand, efficiency, and effectiveness, all become part of the APRs for the various divisions. In this way, the instructional programs participate in the APR process.

One instructional program is unique—Liberal Arts. It is not a discrete program with its own courses, personnel, and resources. Courses, personnel, and resources from four Divisions—Arts and Humanities, Language Arts, Math/Sciences, and Social Sciences—constitute the program. Because of its size, scope, complexity, and broad impact, it is required to perform its own APR.

The list also identifies the persons charged with making sure reviews are carried out and the results of the review reported.

### **Program Review Requirements and Responsibilities:**

Program review is an on-going process of assessing what is happening in the various divisions and areas of the college. Those charged with overseeing and coordinating activities in the divisions and areas should be continually engaged in some aspect of program review year-round.

The formal annual program review carried out by divisions, administrative services, and academic support areas under the direction of administrators, division chairs, and area coordinators is a culmination of that process.

The annual program review should follow the current template and may include:

A description of the division or area, its mission, and how it aligns with the college mission and strategic plan.

For divisions and areas with instructional components, a review of Student Learning Outcome assessment: what has been assessed, the results of those assessments, and subsequent actions planned for the coming year.

For non-instructional areas, a review of outcome measures, answering questions similar to those posed by divisions and areas with instructional components.

A discussion of the factors affecting outcomes: curriculum; faculty; external factors; division or area strengths, weaknesses, threats, opportunities;

A review of plans and tactics from the previous year: what was planned and why, how were those plans implemented and to what degree, how successful were the plans and tactics in terms of student learning and success and institutional effectiveness.

A projection of plans and tactics for the coming year: what is being planned and why, how those plans will be implemented, how will they be assessed.

Student achievement and outcome data, as well as institutional effectiveness data to support the analyses and assessments of plans and tactics.

Prioritized planning lists that specify the resources needed—personnel, funds, equipment and supplies, facilities, space, support—to implement the plans and tactics.

The relationship of plans, tactics, and planning list items to the mission and strategic plan.

**Related Documents:**

Leeward Community College planning process diagram

[http://intranet.leeward.hawaii.edu/system/files/APR\\_PlanningProcessDiagram.pdf](http://intranet.leeward.hawaii.edu/system/files/APR_PlanningProcessDiagram.pdf)

Current annual program review template(s) containing links to supporting documents.

<http://intranet.leeward.hawaii.edu/system/files/000LCCAPRTemplDiv2010-2011v1%20r0.doc>

Current annual program review procedures with an approximate timeline for submission and review

[http://intranet.leeward.hawaii.edu/system/files/APR\\_Procedures\\_2011\\_12\\_12.pdf](http://intranet.leeward.hawaii.edu/system/files/APR_Procedures_2011_12_12.pdf)

Glossary of Terms

[http://intranet.leeward.hawaii.edu/system/files/APR\\_Glossary\\_of\\_Terms\\_2011\\_12\\_12.pdf](http://intranet.leeward.hawaii.edu/system/files/APR_Glossary_of_Terms_2011_12_12.pdf)

**Previous Related Leeward CC Policies:**

Policy on Unit/Area Program Review (2003)

Policy on Program Reviews (2005)

**Campus Approvals:**

Faculty Senate approval date: January 18, 2012

Campus Council approval date: February 6, 2012