Policy Number: L5.202
Effective Date: May xx, 2018
Review Date: May xx, 2023

Leeward Community College
Policy on Program Review

Introduction
The overall focus of program review 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. Statement about continuous improvement. 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 Policy RP 5.201 Instructional Programs

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

University of Hawaii Community Colleges Policy 5.202 Review of Established Programs

Policy

The objectives of this policy are to:
1. Coordinate the planning, implementation, and evaluation 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 ==instructional==, administrative, and support areas. These would include:

==Instructional Programs including:==
==   Liberal Arts==
==   Hawaiian Studies==
==   Teacher Education==
==   Natural Science==
==   CTE Programs==
Academic Services
Administrative Services
Student Services
International Programs
Leeward Waiʻanae Moku Education Center
Native Hawaiian Student Support Programs
Office of Continuing Education and Workforce Development

==Instructional programs 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, 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 Leeward program review.==

Program Review Requirements and Responsibilities

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

The formal annual and/or comprehensive program review carried out by ==instructional==, administrative, and support areas under the direction of administrators, division chairs, ==program coordinators==, and area coordinators is a culmination of that process.

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

- A description of area or unit, its mission, and how it aligns with the college mission and strategic plan.
- An analysis of the data and a discussion of action plans for the future.
- For 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 areas with instructional components.
- Prioritized resource request lists that specify the resources needed—personnel and operating budget funds—to implement the action plans.
- The relationship of plans and resource request items to the mission and strategic plan.

Related Documents:

[Leeward Community College Planning Process diagram](#)

[Approved Integrated Planning and Budgeting Process](#)

Campus Approvals:

Faculty Senate approval date:
Campus Council approval date
Chancellor approval date: