

L5.202 Policy on Annual Program Review

Approved March 2, 2017

Section	Current Policy	Proposed Change
Related Policies	Board of Regents, Section 5-1.e Review of Established Programs http://www.hawaii.edu/offices/bor/policy/borpch5.pdf	Board of Regents Policy RP 5.201 Instruction Programs Added: embedded policy URLs
Policy Objectives	1. Coordinate the planning, implementation, and assessment cycle	1. Coordinate the planning, implementation, and evaluation cycle
Programs and Areas to be Reviewed	Program reviews are required of all divisions, administrative areas, and support areas.	Program reviews are required of all instructional, administrative, and support areas.
	The list of program review areas was modified to replace <i>Instructional Divisions</i> with <i>Instructional Programs</i> . Listing of areas was reordered and the named position of responsibility was deleted. Institutional Support Services was deleted.	Instructional Programs including: Liberal Arts, Hawaiian Studies, Teacher Education, Natural Science, CTE Programs
	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 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.

	<p>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.</p>	
<p>Program Review Requirements and Responsibilities</p>	<p>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.</p>	<p>The formal annual program review carried out by instructional, administrative, and support areas under the direction of administrators, division chairs, and program coordinators is a culmination of that process.</p>
	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

	<p>planned for the coming year.</p> <ul style="list-style-type: none"> ● 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. 	<p>results of those assessments, and subsequent actions planned for the coming year.</p> <ul style="list-style-type: none"> ● 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.
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L4.100 Policy on Institutional Mission

Approved by Faculty Senate September 30, 2009

	Current Policy	Proposed Change
	Policy Number: L4.100	Revised Policy Number: L4.201 (to align with RP)
	1.Purpose of the Mission Statement Heading: Purpose of the Mission Statement BOR policy references: BOR Policy, Section 4.1.c BOR Policy, Section 4.1.c (1)(d)	Revised Heading: Purpose Updated BOR policy references: RP 4.201, III.C.1, RP 4.201, III.C.3, RP 4.201, III.C4.a.4
	3. Components of Mission Statement	"Policy" heading added before 1. Components of Mission Statement Numbering changes
	4. Periodic Review of the Mission Statement "Six years"	2. Periodic Review of the Mission Statement Change to "10 years"
	6. Mission Statement Approval	4. Missional Statement Approval Add "Na Ewa Council"
	7. Mission Statement Dissemination	5. Mission Statement Dissemination Delete "Employee Handbooks"