SUBJECT: Review of Established Programs

1. Purpose:
   It is the purpose of this policy to:
   a. Establish a program review process that uses qualitative and quantitative data to improve program effectiveness; and
   b. Establish a program review framework that meets the requirements set forth in University system and Community Colleges system policies, that engages appropriate faculty, staff, and administrators in the conduct of the review, and that is completed in sufficient time to become a part of the annual budget development process detailed in HCCP 4-101 Integrated Planning, Resource Allocation, and Assessment; and
   c. Promote a dialogue about the results of program review as a part of discussions of program effectiveness; and
   d. Improve student achievement and the attainment of student learning outcomes.

2. Policy:
   It is the policy of Honolulu Community College to conduct a coordinated program review process that meets the requirements of the University Board of Regents and Executive policies, external mandates such as those required by the Federal Carl Perkins Act of 2006, and the standards of good practice established by various program and regional accrediting bodies.

   Elements of the program review process include:
   a. Each instructional and non-instructional program shall undergo a comprehensive review at least once every five years.
   b. Program reviews shall result in improvement plans that are linked to the HCC Integrated Planning and Resource Allocation process.
   c. There shall be an annual report of instructional program data, which is analyzed, reviewed, and, where appropriate, reflected in updated action plans.
   d. There shall be an overarching commitment to continuous quality improvement.
   e. The program review process shall include appropriate faculty, staff, and administrators in the conduct of the review.
   f. Advisory committees, when appropriate, are used to identify competency levels and measurable student learning outcomes for courses, programs, and degrees including general and vocational education, and degrees.
   g. A campus assessment committee shall annually conduct a collegial self-reflective campus dialog about the continuous improvement of student learning and institutional processes.
   h. Program review information shall be publicly available.
i. The data used in the program reviews shall include the comparable measures prepared and distributed by the Office of the Vice President for Community Colleges, as well as any additional measures the college deems appropriate, including student learning outcomes.

Programs subject to review include:

a. All Board of Regents approved credit degree and certificate granting programs. Program reviews for degree granting programs should incorporate reviews of all related certificates and non-credit programs, and student service support.

b. All non-credit programs where the scope of the program is comparable to a credit degree or certificate granting program and where the program is not otherwise incorporated in the review of a degree granting program.

c. All educational and administrative support programs.

d. Any cross-curricular emphases or special programs that have been designated as a significant component of the general education or strategic direction of HCC.

Content of Program Review includes:

a. Statement on the mission or purpose of the program, including the target student population.

b. Information on external factors affecting the program.

c. Historical trend data on key measures.

d. Program health indicators with benchmarks to provide a quick view on the overall condition of the program.

e. Required external measures.

f. Analysis of the student outcomes over the period of the review, including an assessment related to progress in achieving planned improvements. This analysis will include a detailed review of 20% of the program outcomes each year, including closing the loop actions taken in response to the assessment of student learning.

g. Recommendations for improvement or action to be incorporated into the HCC Integrated Planning and Resource Allocation process.

To insure comparability across the Community Colleges, the Office of the Vice President has established common data elements, summary reporting formats, and timetables separately for instructional programs, academic support programs, student services programs, and institutional support programs. The procedures and common measures for each may be found at the following Web sites:

**Instructional Programs**
Annual Health Indicators Review
http://www.hawaii.edu/offices/cc/docs/policies/Instructional_Programs_Attachment_1-A.pdf

Comprehensive Review
http://www.hawaii.edu/offices/cc/docs/policies/Instructional_Programs_Attachment_1-B.pdf

**Academic Support Programs**
http://www.hawaii.edu/offices/cc/docs/policies/Academic_Support_Programs_Attachment_2.pdf

**Student Services Programs**
http://www.hawaii.edu/offices/cc/docs/policies/Student_Services_Programs_Attachment_3.pdf
Administrative Services Programs)  
http://www.hawaii.edu/offices/cc/docs/policies/Administrative_Services_Programs_Attachment_4.pdf

3. Related Policies:

a. Board of Regents Policy, Section 5-1.b Review of Established Programs  
www.hawaii.edu/offices/bor/policy/borpch5.pdf

b. University of Hawai‘i Systemwide Executive Policy, E5.202 Review of Established Programs  
www.hawaii.edu/apis/ep/e5/e5202.pdf

c. University of Hawaii Community Colleges Policy UHCCP 5.502 Review of Established Programs  

4. Responsibilities

Each Vice Chancellor and dean along with faculty and staff from each of the programs undergoing review shall coordinate the conduct of the individual reviews under their purview, assess the effectiveness of the program, develop a set of recommendations for each program designed to improve program quality, and identify any additional resources needed to implement the recommendations, and finish the program review according to the annual timetable established through the HCC Integrated Planning and Resource Allocation policy.

The Assessment Committee shall annually conduct a collegial self-reflective campus dialog about the continuous improvement of student learning and institutional processes and make recommendations about improved practices to the Planning Council.

The Planning Council, consistent with its approved charter and by-laws, shall make recommendations to the Chancellor on which of the recommendations from the annual program review outcomes to incorporate into the preliminary resource allocation plan, and the final annual allocation plan.

Each of the college governing groups established through HCCP 1.101, consistent with their respective charters and by-laws, shall evaluate all resource requests, make additional requests if necessary, and transmit their priorities to the Planning Council for consideration in the development of the college resource allocation plan.

The Chancellor in consultation with other administrators and the established governing bodies shall develop and maintain a policy framework that integrates the planning, implementation, resource allocation, and assessment processes into an integrated well-functioning system; shall approve an annual college budget and resource allocation plan; and shall periodically evaluate the effectiveness of the planning, resource allocation, and assessment system.

This policy supersedes all existing HCC policies and procedures related to strategic planning, budgeting and assessment.