Policy on Program Review

Policy Number: L5.202
Effective Date: March 27, 2019
Review Date: March 27, 2024

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 our students and that the mission of the college is being achieved. The evidence gathered for program reviews is used in the decision-making process for planning and resource allocations for all divisions, programs, academic areas, and support areas, and the ultimate goal of the program review process is continuous improvement.

The essential purposes and elements of program review--including the content, 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 facilitate the implementation of the guidelines provided by UHCCP 5.202, specifically delineating the subject, content, participants and procedures of program review, while 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 Objectives

The objectives of this policy are to identify the process for:

1. Coordinating the planning, implementation, and evaluation cycle;
2. Integrating data, assessment, and analysis in decision-making;
3. Ensuring effective allocation of resources;
4. Maximizing student learning and success; and
5. Measuring 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 include:

Instructional Programs, including:
- Liberal Arts
- Hawaiian Studies
- Teacher Education
- Natural Science
- Career and Technical Education Programs

Academic Services

Administrative Services

Student Services

International Programs

Leeward Wai‘anae Moku Education Center

Native Hawaiian Student Support Program

Office of Continuing Education and Workforce Development

Instructional programs must complete the Annual Report of Program Data (ARPD), which is a University of Hawai‘i CC System requirement. The results of these ARPDs, include data, as well as analysis and assessment of Student Learning Outcomes, student achievement, and program performance related to demand, efficiency, and effectiveness, all of which become part of the Leeward program review.

Program Review Requirements and Responsibilities

Program review is an ongoing process of assessing what is happening in all areas of the college. Those charged with overseeing and coordinating activities in the areas listed above 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 the 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 and answers to 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: November 14, 2018
Campus Council approval date: May 7, 2018
Chancellor approval date: March 27, 2019