KAUA'I COMMUNITY COLLEGE
Review of Established Programs

1. Purpose

This policy addresses that portion of the University of Hawai'i System-wide Executive Policy (EP) 5.202 which concerns established program reviews and delineates the relationship among annual and periodic reviews of institutional effectiveness to operational decision making and resource allocation in addition to requirements provided by UHCCP 5.202.

2. Policy

Kaua'i Community College's academic programs and non-instructional units shall undergo an Annual Program Review Update (APRU) and a Comprehensive Program Review (CPR) on a regular basis to assess effectiveness, to incorporate improvements, or inform other decisions related to the program.

3. Related University Policies

   A. Board of Regents Policy (RP) 5.201 Instructional Programs
   B. University of Hawai'i System-wide EP 5.202, Review of Established Programs
   C. University of Hawai'i Community Colleges Policy (UHCCP) 5.202 Review of Established Programs
   D. Kaua'i Community College Policy Guideline (KCCP) 1-8 Procedures for New or Revised Mission Statement and for Integrated Planning

4. Definitions

   A. Established programs include academic programs which have received final approval by the Board of Regents following the provisional cycle, and those programs offered prior to 1974 and continuously thereafter.
   B. Any coherent set of services or courses may also be defined as a program for review purposes by the appropriate Executive Manager (EM) and approval by the Chancellor. See the *Comprehensive Program Review Schedule* on the Institutional Effectiveness website for currently defined programs.
   C. The CPR cycle for established programs is a five-year cycle with annual updates of action plans and an analysis of program data.
   D. The APRUs are annual reviews of program metrics and progress on action plans from the last CPR, and provide feedback directly into budgeting, staffing, and other resource allocation decisions.

5. Responsibilities

A. Chancellor
  i. Submits to the Board of Regents via the Vice President for Academic Strategy an annual report on the program review process including action memoranda and review documents when recommending termination.
  ii. Ensures that program review data and action plans are incorporated into campus budget, staffing, facilities, and other resource allocation decisions.
  iii. Evaluates all CPRs and together with EMs, presents a *Findings and Recommendation* report on CPRs to College Council ensuring that all areas of the College are aware of the impact of the programs' plans on that area of the College.
  iv. Disseminates to the campus, via College Council, the APRU rankings and budget decisions made as a result of those rankings.
  v. Ensures EMs have complete assigned program reviews each cycle, with evidenced, facilitated unit dialogue, and by the published deadline for those programs under their supervision.

B. Executive Managers
  i. Initiate the evaluation of the campus program review processes, to include CPR calendar updates, in collaboration with the Institutional Effectiveness Office.
  ii. Ensure that programs and units complete the APRU and CPR on schedule and with constructive feedback for strengthening these reviews.
  iii. Meet with programs and divisions within the unit to discuss APRUs and CPRs to inform findings and recommendations prior to UHCC due date.
  iv. Facilitate robust dialogue around APRUs and CPRs to well inform potential improvement implementations and resource allocations as supported by APRU and CPR data and assessments.
  v. Participate in the evaluation of the program review process.
  vi. Submit an annual summary report of program(s) progress toward program goals and identified action steps to UHCC as an Executive Summary, if required.

C. Division Chairs and Unit Leads
  i. Ensure timely, constructive feedback for improving and strengthening APRUs and CPRs within area of oversight is provided in collaboration with the unit EM.
  ii. Ensure that all APRUs and CPRs within their division/unit accurately reflect the prioritization of programs and program needs.
  iii. Participate in the evaluation of the campus program review process for CPRs.
  iv. Ensure robust program and discussion dialogue around program reviews to inform and prioritize division resource allocation requests.

6. Guidelines

The process of on-going program review for established programs and services should be:
- Objective and data-informed;
- Collegial, inclusive, and collaborative;
- Focused on improvement of outcomes;
- Consistent and openly communicated to both internal and external audiences; and
- Closely tied to operational and strategic planning and decision making.

A. CPR

The CPRs should address not only program data and analysis to establish the current state of the program, but also an action plan for the future that is linked to the College mission, strategic goals, and plans. The general format for instructional programs is located in UHCCP 5.202 (see Attachments). Kauaʻi Community College provides a more detailed [Comprehensive Program Review Outline](#) which is located on the [Program Review webpage](#).

B. APRU

The APRU for established programs and services will include an update on the progress made on action plans from past reviews, an analysis of program data, and resource and allocations requests. UHCC provides a template which is located on the [Program Review webpage](#) and/or ARPD website. Components for the APRU for non-instructional programs and services will be the same as that of the CPR (UHCCP 5.202 Attachments).

C. Prioritizing, Integrating, and Quality Assurance

Programs will report on the status of their action plans and resource allocations from the previous year(s) as well as present the current year's resource request. The comprehensive review process will be reviewed when updates to UHCCP 5.202 are made. This process will be reviewed by an ad hoc committee and suggested updates will be presented to College Council to ensure alignment with UHCC policies and improvement of campus processes.

D. APRU/CPR Action Plans

The final step in the program review process that links data analysis and decision making to resource allocation is the review of the CPR and APRU action plans and resource requests. The CPR cycle is five years with APRUs due during the intervening years. Every program completes either a CPR **or** an APRU each fall semester. Based upon the analysis of data of such factors as enrollment, workforce needs, transfer rates, program efficiency, student achievement, and student learning outcomes, programs develop a set of action plans and associated resource requests in their program reviews. These action plans then become the basis of the annual status reports embodied in the APRUs.

E. Levels of Review

The action plans and requests for resources are reviewed and prioritized on five levels:

- Program - Each **program** will update its action plan and prioritize its requests as it prepares its APRU or CPR. The plan should address the status of the prior requests and College priorities.

- Division/Unit - Each **division/unit,** which contains two or more programs will review the resource requests contained in the APRU/CPR action plans and prioritize the list of items according to the division/unit process.

- Executive Managers and Division/Unit Leads - Each **Executive Manager** will work with their divisions/units to rank resource requests, which will then be presented to Cabinet

- Cabinet - **Cabinet** will review the ranked resource requests and assign the funding source for each approved request. Funding sources may include biennium and supplemental budget requests, current service base allocations, extramural funds, foundation funds, and/or performance funding awards.

- Chancellor - The **Chancellor** will make the final decision on resource allocations based on available funds, recommendations from Cabinet, and priorities set by the College, UHCC system, and UH system.