

4.4 Program Review

A. References

- A. Board of Regents Policy, Section 5-1.b Review of Established Programs
- B. University of Hawaii Executive Policy-Administration, E5.202 Review of Established Programs

B. Background and Purpose

The purpose of this policy is to provide Windward Community College (WCC) with a sustained, formal, systematic process of reviewing the effectiveness of all academic degree programs and support units within a five-year cycle as part of assessing the institution's effectiveness.

The overall focus of this 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 campus is being achieved. This ongoing process provides data from which the College can make informed decisions in the improvement of student learning and resource allocation.

This policy was developed to complement the Board of Regents Policy, Section 5-1.b Review of Established Programs and the University of Hawaii Executive Policy-Administration, E5.202 Review of Established Programs. While the BOR policy requires a program review every five years, WCC recognizes the need for more frequent reviews to ensure the quality of education provided. Annual assessment reports will therefore be conducted and compiled into a comprehensive program review every five years. In the first round, some programs will not have five years of data and analysis to use for their program review.

C. Programs or Support Units to be Reviewed

For the purpose of this review process, a program is a “‘department’ or courses of study or educational experiences leading to a degree or certificate or other student-centered objective” (BOR Policy, Section 5-1.b). A support unit is an administrative or support group that has related job functions that are primarily non-instructional but are essential for overall institutional effectiveness, such planning and fiscal management. A program or support unit is coherent enough to have its goals and purposes defined and its effectiveness evaluated.

Also, all non-credit programs that are comparable in scope to a credit degree or certificate granting program, but not part of a review of a degree granting program, will be included in this review.

The following are identified as programs and support units:

Programs	Support Units
1. Associate of Arts-General Education	1. Office of the Chancellor
2. Certificate of Completion: Agricultural Technology	2. Academic Support
3. ASC—Art	3. Student Services
4. ASC—Bio-Resources and Technology	4. Administrative Services
5. ASC—Business	5. OCET
	6. ETC Student Services

6. ASC—Psycho-Social Developmental Studies 7. ASC—Hawaiian Studies 8. ETC: Trades (Construction Occupations, Culinary Arts, Facilities Maintenance, Auto-body Repair) 9. ETC: Essential Skills 10. ETC: Office Administration Technology 11. Developmental Education	
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D. Exclusion from this Review Policy

Programs or activities that receive special funding through grants are excluded from this policy. Title IV: Students Toward Academic Achievement and Retention, Windward Talent Search, Upward Bound; and the USDA-CSREES grant are examples of these programs. These programs are unique in that they have different reporting and evaluation timetables, reporting format requirements, and mandated outcomes methods. The assessment processes for these programs are mandated by the granting agencies, and while not identical in format, provide essential data for decision-making.

E. Responsibilities

1. The chancellor of Windward Community College is responsible for assuring that timely and effective program review takes place at the college and forms the basis for college planning and decision-making

2. Program deans and directors are responsible for the timely completion of reviews of their units, and for using the information derived from those reviews in making program decisions and budget requests. Deans and directors may make internal reallocations or adjustments within their unit budgets based on evidence and documented need.

3. Department Chairs/Division Coordinators

- The department chair or program coordinators, in consultation with program faculty or staff, shall be responsible for analyzing the assessment data and completing a written analysis with recommendations in the annual assessment reports.
- The department chair or program coordinators shall be responsible for using the program review results in decision-making related to program improvement and resource allocation, and for shepherding the reports through the planning and budgeting process.

4. The Institutional Effectiveness Committee (IEC) oversees the College’s assessment efforts, supporting program review. The IEC will:

- Assist the programs/units in the review process: the development/refinement of student learning outcomes and the identification of appropriate assessment tasks or data collection methods.
- Assist in the identification of action plans for improvement based on assessment results.
- Provide additional assessment workshops for programs, support units, and the College.
- Make available in the IEC office all materials related to assessment and the program reviews.

5. The Institutional Research Office (IRO) will be responsible for preparing and providing data necessary for annual assessment reports and program review.

- The IRO will assist the program administrators or department chairs in analyzing the assessment data and completing the annual assessment reports and the comprehensive program or unit reviews (every five years).
- The IRO will publish an annual progress reports and the comprehensive program or unit reviews (every five years) that will be disseminated to all department chairs, unit supervisors, and Deans and to the college community via the website.

F. Timeline

The program review process is an on-going, year-round assessment of the academic programs and support units of the College. At the end of the fifth year, the programs and units will begin the assessment cycle again by reexamining program and unit outcomes, creating assessment plans, collecting data, and implementing plans using data.

The following reports are required:

- a. Annual assessment reports for all designated instructional programs and support units will occur every year. The program administrator (Associate of Arts: Dean of Instruction will complete the report with the aid of the Institutional Research office (IRO). In the case of a certificate program, if there is no identified manager, the chair of the sponsoring department will write the review with the assistance of the IRO. These reports (instructional and support units) are due in December before the end of the fall semester. Reports are submitted to the IEC and the IRO.
- b. Annual assessment reports and program reviews will be a compiled in early December. The compiled reports will be available in the Chancellor's Office, the Dean of Instruction's office, the Library, The accreditation office, and the Director of Vocational and Community Education office. They will also be posted on the college website.
- c. A Comprehensive Program Review or Unit Report will be written at the end of a five-year cycle. (In the first cycle, some programs will not have five years to report.) Using the annual assessment reports from previous years, this comprehensive report, written by the program administrator or support unit supervisor with the assistance of the IRO, will include all pertinent data, and

evaluation of the data on the basis of outcomes, resources, efficiency, and effectiveness of the program or unit. This report will include recommendations for resources and planning use.

- G. Effective Date:
August 22, 2005
rev. February 13, 2006