

## **Guidelines for the First Cycle of Academic Program Review at UH West O`ahu**

The purpose of academic program review at UH West O`ahu is to assess the institution's academic programs to assure that they are of the highest possible quality.

The goals of academic program review are to:

- identify and articulate learning outcomes expected for each program;
- assess how well learning outcomes have been achieved;
- demonstrate how data has been or will be used to improve learning outcomes;
- indicate how data has been or will be used to enhance curricular coherence; and
- provide information, analysis, and evaluation that will assist the program and the institution to make decisions about program direction.

Each academic program review in the first cycle should include:

1. Internal Program Report and Recommendations;
2. External Report and Recommendations; and
3. Memorandum of Understanding between Chancellor and/or Chief Academic Officer and Program Head.

### **Internal Program Report**

The Internal Program Report is an evaluation of an academic program for the previous five years. The Internal Program Report is written by a person within or familiar with the particular academic instructional program being reviewed. This person is designated by the Chancellor and/or Chief Academic Officer of UH West O`ahu.

Early in the first semester of any given academic program review, the person designated to conduct the review should meet with the Program Head and Chancellor and/or Chief Academic Officer to discuss substantive and procedural questions. The Program Reviewer then gathers data and writes the Internal Program Report. (A Template for conducting and writing a Program Review is attached as Appendix A to these guidelines. A table listing resources for data gathering is attached as Appendix B.)

Within 45 days of the first semester, the Internal Program Report is submitted to program personnel for their comments and revisions. Within two weeks of that time, the Internal Program Report is submitted to the Program Head for approval and signature. The Internal Program Report is then submitted for revisions and

approval to the Academic Affairs Committee, which must complete its work before the end of the academic semester. By the end of the first semester of the review, the Internal Program Report is submitted to the Chancellor and/or Chief Academic Officer for approval and signature.

### **The External Report**

The External Report is an evaluation of an academic program conducted by persons outside the program being reviewed. The purpose of external review is to help each academic unit improve the quality of its program and to add an additional perspective to the recommendations made in the Internal Program Report.

While the Internal Program Report is being prepared, program personnel submit and discuss names of possible external evaluators, with each member of the program able to reject the name of any possible external evaluator. The names of possible external evaluators are sent to the Chancellor and/or Chief Academic Officer, who invite one person to serve as External Evaluator. Confirmation of the External Evaluator should occur before the end of the first semester of the review.

At the beginning of the second semester of the review, the External Evaluator is provided with a copy of the Internal Program Report and supporting documents. During the first month of the second semester of the review, the External Evaluator spends up to two days on campus interviewing students, faculty, and administrators, and preparing an External Report of findings and recommendations. Upon receipt of the External Report, UH West O`ahu will pay the External Evaluator an honorarium, as well as travel costs and other expenses.

Copies of the External Report are sent to program personnel, the Program Head, and the Chancellor and/or Chief Academic Officer, all of whom are invited to respond in writing, commenting on recommendations made and adding recommendations as needed. The External Report and responses become part of the unit 's program review file evaluated by the Academic Affairs Committee and the Chancellor and/or Chief Academic Officer.

### **Memorandum of Understanding**

During the second semester of the program review, the Academic Affairs Committee reviews the program's Internal Program Report, the External Report, and responses. The Academic Affairs Committee meets with the Chancellor and/or Chief Academic Officer and program personnel to ensure that the committee fully understands all recommendations made. The committee accepts additional data and recommendations at this time.

The Academic Affairs Committee then evaluates all recommendations and within 60 days of the second semester sends its report to the Chair of the Faculty Senate for transmission to all interested parties. The Academic Affairs Committee also reports on its recommendations to Faculty Senate.

Program personnel and the Chancellor and/or Chief Academic Officer then meet to discuss recommendations and agree on actions to be taken. This agreement is embodied in a Memorandum of Understanding that will be in effect until the completion of the next review cycle. The Chancellor, the Chief Academic Officer, and the Program Head sign the completed Memorandum of Understanding by the end of the second semester of the review, and the Memorandum of Understanding is kept on file in the Chancellor's Office.

### **Program Review Cycle**

According to University of Hawaii Executive Policy E5.202: "All degree/certificate programs that have been approved by the Board of Regents as Continuing programs and all instructional areas that utilize substantial University resources are subject to review at least once every five years."

Each academic program review at UH West O`ahu should be conducted over the period of at least one academic year. For the First Cycle of Program Review, UH West O`ahu programs will be reviewed in the following order, beginning on the semesters listed:

- BA in Humanities, Fall 2003
- BA in Social Sciences, Fall 2004
- BA in Public Administration, Spring 2005
- BA in Business Administration, Fall 2005
- Certificate in Substance Abuse and Addiction Studies, Spring 2006
- Certificates in Public Administration, Fall 2006
- BA in Social Sciences (applied tract), Spring 2007
- Writing Program, Fall 2007

A table of the cycle for program reviews for the First Cycle is attached to this document as Appendix C.

It is the responsibility of the UH West O`ahu Chancellor and/or Chief Academic Officer to assure that programs are reviewed in a timely fashion and that there is appropriate dissemination of information and recommendations.

### **Handbook for the First Cycle of Academic Program Review**

Following completion of the first academic program review (Humanities) in the First Cycle, a handbook will be prepared. This handbook will include the following components:

- an introduction containing the purpose of the Handbook and these guidelines for program review;
- a section on conducting the internal review;
- format and guidelines for preparing the Internal Program Report;
- a section on conducting the external review;
- format and guidelines for preparing the External Report;
- format and guidelines for review by the Academic Affairs Committee;
- format for the Memorandum of Understanding.