

Office for Institutional Effectiveness

Kapiolani Community College

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Program Review

This section of the website provides information on annual and cyclical program review reports, such as the Annual Report of Program Data (ARPD), and the College's comprehensive instructional program review for individual departmental units.

Program Review – Official Policies

The official policies regarding program review are detailed in the attached policy documents from the University of Hawaii Community Colleges System Office. The main document (5.202-1) is also followed by attachments 1a (annual program review) and 1b (multi-year comprehensive program review).

UH CC Program Review Policies

- [5.202-1](#) (University of Hawaii Community Colleges Policy UHCCP #5.202)
- [UHCC Official Policy 5.202-1 – Program Review](#)
- [Attachment 1.a](#) (University of Hawaii Community Colleges Annual Instructional Program Review Procedures, Components, and Measures)
- [Attachment 1.b](#) (University of Hawaii Community Colleges Instructional Program Review Procedures and Measures)

Kapiolani CC Program Review Policies

- [March 2013 – updated program review policy](#)
- [Kapiolani Community College Program Review Policy](#)

Other useful documents

- [Rubric: ACCJC/WASC Program Review](#) (August 15, 2012)
- [Rubric: ACCJCWASC Program Review Rubric](#) (May_8_2012)
- [Institutional Improvement Matrix](#) (effective August 8, 2012)
- [Institutional Improvement Matrix](#) (effective June 2012)
- [Institutional Improvement Matrix](#) (effective March 2012)

Program Review at Kapiolani

At Kapi'olani Community College, program review policy involves two components; 1) Annual Review of Program Data (ARPD); 2) Three Year Comprehensive Program Review (CPR).

- [Annual Report of Program Data \(ARPD\)](#)
- [List of comprehensive instructional program review by department](#)
- [Evaluation of Comprehensive Program Review at Kapiolani CC](#) (graphics)

Comprehensive Program Review

Current (2013-2016)

[Letter to President MRC Greenwood, VPCC John Morton](#)

[2012-2013 Executive Administrative Assessment](#)

Academic Support Services

- [Library and Learning Resources](#)
- CELTT – Center for Excellence in Learning, Teaching and Technology

Administrative Support Units

- [OFIE – Office for Office for Institutional Effectiveness](#) Institutional Effectiveness

[Office for International Affairs](#)

Career & Technical Education

- [Accounting](#)
- [Culinary Arts](#)
- [Hospitality](#)
- [Information Technology](#)
- [Marketing](#)
- [Paralegal](#)

Health Programs

- [Dental Assisting](#)
- [EMS – Emergency Medical Services](#)
- MEDA*
- [Medical Assisting](#)
- [Medical Laboratory Technician](#)
- [Nursing](#)
- OTA*
- [Physical Therapist Assistant](#)
- [Practical Nursing Program](#)
- [Radiologic Technology Program](#)
- [Respiratory Care](#)

*hard copies available by request in OFIE – ofiereq@hawaii.edu; submitted documents for successful program accreditation

Arts & Sciences

- [Liberal Arts](#)
- [Natural Sciences](#)
- [New Media Arts](#)
- [Biotechnology](#)

Student Support Services

- [Kahikoluamea](#)
- [Student Services](#)

In the period 2006-2009, the ARPD's and CPRs were used to inform [Tactical Planning](#) for improvement. The ARPD is the College's anchor assessment and evaluation tool in its overall institutional improvement system. Effective 2013,

tactical action plans have been incorporated into the comprehensive program review, and continue to enable programs to identify Strategic Plan outcomes and measures they will help the College achieve. [Click here to read more about program review at Kapiolani CC](#)

Archives (until 2012)

Comprehensive Instructional 2006 – 2009

This section contains archives of comprehensive instructional program reviews for individual departmental units for reporting period 2006-2009.

The comprehensive instructional program review contains an executive summary, program description, quantitative indicators for program review, assessment results, curriculum revision, survey results, analysis of program, action plan, and budget implications. [Click here to download the Comprehensive Instructional Program Review Template](#). As such, program review drives budgetary and tactical planning decisions in subsequent years. Based on the program review data in these reports, each unit created a department tactical plan for the 2009-2012 planning period (available for viewing and download in the OFIE website Tactical Planning page).

- [2008 Summary Report Program Data – Kapiolani CC](#)
- [2009 Summary Report Program Data KAP](#)

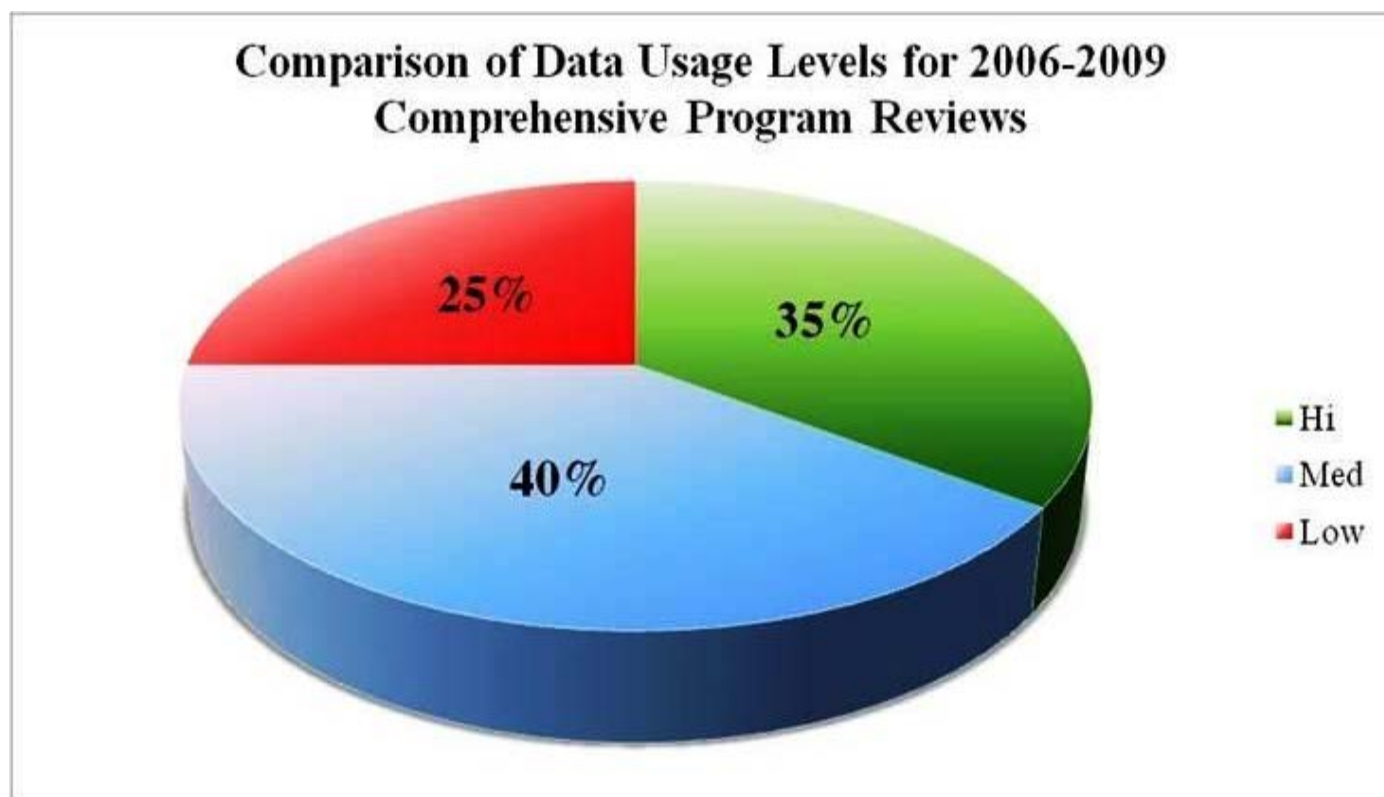
Comprehensive Program Review – Instructional Programs (2006-2009)

The comprehensive program review reports for individual departments for the reporting period 2006-2009 are available here at the OFIE website. These reporting formats were replaced by the online format developed by the UH Community Colleges (available through link above).

[Click here to download the comprehensive program review bundle](#), which includes the following:

- Accounting
- Biotechnician Certificate of Achievement (2009 only)
- Culinary Arts
- Dental Assisting (2009 only)
- Educational Paraprofessionals (2009 only)
- EMS – Emergency Medical Services
- Exercise and Sport Science
- Hospitality & Tourism Education Department
- Information Technology
- Kahikoluamea – Developmental Education Program (2009 only)
- Liberal Arts
- Marketing

- Medical Assisting (2009 only)
- Medical Laboratory Technician Degree
- MICT – Mobile Intensive Care Technician (2009 only)
- New Media Arts
- Nursing
- Occupational Therapy Assistant
- Paralegal
- Physical Therapist Assistant (2009 only)
- Radiologic Technology Program (2009 only)
- Respiratory Care (2009 only)
- Student Services



CPR 2006 – 2009

Evaluation of Comprehensive Program Review 2006-2009

CIPR Submitted	Program	Unit of Organization	Data Processing	Data Presentation	Data Analysis	Total	Data Use Category
Yes	Accounting	Program	1	1	3	5	Med
No	Biotechnician Certificate of Achievement	Program	0	0	3	3	Low

Yes	Program	Program	3	3	3	9	Hi
Yes	Dental Assisting 2009	Program	2	3	4	9	Hi
Yes	Educational Paraprofessionals	Program	3	4	3	10	Hi
Yes	Emergency Medical Service	Program	2	3	3	8	Med
Yes	Exercise and Sport Science 2009	Program	1	0	2	3	Low
Yes	Hospitality & Tourism Education Department	Department	3	4	4	11	Hi
No	Hotel/Restaurant Operations	Department	1	1	3	5	Med
Yes	Information Technology	Program	0	0	2	2	Low
No	Kahikoluamea(Developmental Education Program)	Department	1	1	3	5	Med
Yes	Liberal Arts	Department	3	3	4	10	Hi
Yes	Marketing	Program	0	0	3	3	Low
Yes	Medical Assisting 2009	Program	3	4	3	10	Hi
Yes	Medical Laboratory Technician Degree 2006-2009	Program	3	4	2	9	Hi
No	Mobile Intensive Care Technician	Program	2	3	2	7	Med
Yes	New Media Arts	Program	1	3	0	4	Low
Yes	Nursing	Program	2	2	4	8	Med
Yes	Occupational Therapy Assistant 2009	Program	2	3	3	8	Med
Yes	Paralegal	Program	1	1	2	4	Low
Yes	Physical Therapist Assistant 2009	Program	1	3	4	8	Med
Yes	Radiologic Technology Program 2009	Program	1	3	3	7	Med
Yes	Respiratory Care 2009	Program	1	2	3	6	Med
Yes	Student Services	Unit	2	1	2	5	Med

*Yellow Cell Indicates no CPR was turned in		Low Use of Data	Med Use of Data	High Use of Data
	Total:	0-4	4-8	8-12

Evaluation 2006 – 2009

UHCC Annual Report of Program Data (ARPD)

The University of Hawaii Community Colleges official policy (UHCCP 5.202) requires annual reporting of program review data, which is available through a web submission tool. This report, often referred to as “ARPD” for Annual Report of Program Data, is compiled from data gathered every December.

[View ARPD reports via the University of Hawaii Community Colleges Annual Report of Program Data \(ARPD\) Web Submission Tool](#)

(Tip: Select Kapiolani CC, then browse by academic year and department)

ARPD Academic Support 2008 – present

The College maintains its own program review for Academic Support Programs. Click on the links below to download the Academic Support Program Review.

- [2008](#)
- [2009 full report with executive summary](#)
- [2010 full report with executive summary](#)
- [2011](#)
- [2012 \(available online via UHCC website\) download pdf](#)

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