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# Executive Policy 5.202

## Title

Review of Established Programs

## Header

Executive Policy Chapter E5.202, Review of Established Programs

Executive Policy [EP 5.202](#)

Effective Date: May 2017

Prior Dates Amended: June 1987, June 1983

Responsible Office: Vice President for Academic Planning and Policy

Governing Board of Regents Policy 5.201

Review Date: May 2020

## I. Purpose

- A. Directs implementation of Regents Policy 5.201, Section III.E.
- B. Provides for the systematic review and evaluation of all established academic programs at the University of Hawai'i.
- C. Objectives of policy
  1. To facilitate an evidence-based process of periodic review of all established programs by faculty, disciplinary experts and administration. This process is designed to reveal strengths and challenges, and ensure program effectiveness with respect to the discipline, university policy, and external accreditation standards. It examines the extent to which established academic programs are meeting their stated objectives and whether these objectives are still relevant in relation to the campus, unit and university missions.
  2. To establish guidelines and procedures for the preparation and processing of reviews of established programs.
  3. To assure the administration and Board of Regents that appropriate follow-up activities are undertaken in response to concerns addressed by the review and that the program review is integrated into the planning and budgetary process of the campus.

## II. Definitions

- A. Established Program: For the purposes of the program review, an established program is one that has been approved by the Board of Regents or is an instructional area that utilizes substantial University resources.
- B. Stop-Out: Students are not admitted to a program because the program is being reevaluated.

## III. Executive Policy

### A. Review guidelines and schedule

- 1. The Chancellors of the four-year institutions and the Vice President for Community Colleges shall develop implementing procedures and schedules appropriate for their campuses.
- 2. All established programs are subject to review at a minimum of every seventh year for four-year institutions and every fifth year at the community colleges.
- 3. Completed reviews are archived at each campus and shall be available upon request.

### B. Program Review

- 1. Includes a self-study that
  - a. Is aligned to regional accreditation standards.
  - b. Addresses at a minimum the guidelines in Appendix A.
  - c. Includes a quantitative profile of program activity (Appendix B) that is used for analysis.
  - d. Involves, as appropriate, students and faculty in the self-study process.
- 2. Review of self-study by well-qualified internal and/or external reviewers.
- 3. Results are discussed with administration and an action plan prepared.
- 4. Results are integrated in the planning and budget process.
- 5. There is regular follow-up of results, as needed.

- C. Self-study documents completed as part of an accreditation review conducted by a federally-recognized accrediting body (including professional accreditation organizations) may be submitted in lieu of the program self-study detailed above.

D. If a program review identifies a need for more thorough examination of specific issues or areas of concern, the appropriate administrative office (dean/chair/director, etc.) will create a plan for addressing the recommendations and submit it to the Vice Chancellor for Academic Affairs. The unit will develop a mechanism for periodical revisits of the program plans to ensure that adequate progress is made on each of the identified areas of concern.

E. A list of the program reviews completed are submitted annually to the Board of Regents.

F. A review of a program may be undertaken at any time as deemed necessary by the faculty or administration. The Chancellor may, if he/she determines it appropriate, approve a “stop-out” admission of new students to a program undergoing a special review. Such a program shall be identified as “stopped-out” in appropriate publications and the like. Students already admitted to a program at the time of the stop-out shall be permitted to complete their studies.

The Office of the President will annually report stop-outs. The campuses assume responsibility for informing students, including new applicants, of stop-out actions. University admissions documents will be adjusted in as timely a fashion as possible. Stopped-out programs will be retained in the University’s official curricula listing, with appropriate notation.

## IV. Delegation of Authority

A. The Chancellors establish a schedule and internal procedures for carrying out the program review.

B. Chancellors may approve a “stop-out” of admission to a program.

## V. Contact Information

<b>Subject Matter Experts</b>
Office of the VP for Academic Planning & Policy <a href="mailto:ovpaa@hawaii.edu">ovpaa@hawaii.edu</a> , <a href="mailto:evpaa@hawaii.edu">evpaa@hawaii.edu</a> 956-6897

Office of the VP for Academic Planning & Policy

## VI. References

None

## VII. Exhibits and Appendices

[Appendix A](#)

[Appendix B](#)

## Approved

Signed

May 15, 2017

David Lassner

Date

President

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