Leeward Community College

Program and Curriculum Review Policy and Procedures

Policy Number: L5.202
Effective Date: December 29, 2021
Review Date: December 29, 2026

1.   Policy

1.1   Introduction

The overall focus of program review is the collection, analysis, presentation, and use of evidence to ensure that a high quality of education is being provided to our students and that the mission of the college is being achieved. The evidence gathered for program reviews is used in the decision-making process for planning and resource allocations for all divisions, programs, academic areas, and support areas. The ultimate goal of the program review process is continuous improvement.

The overall focus of course curriculum review is to facilitate continued academic rigor and integrity in all courses with respect to the appropriateness of curriculum content, instructional methods, course activities and student learning outcomes.

The essential purposes and elements of curriculum and program review--including the content, scheduling, and process of review--have been laid out in University of Hawai'i Community College (UHCC) Policy 5.202. The purpose of this policy is to facilitate the implementation of the guidelines provided by UHCC Policy 5.202, specifically delineating the subject, content, participants and procedures of curriculum and program review, while adapting the general guidelines to fit the organizational structure, culture, and programs of Leeward Community College (CC).

1.2   Related Policies

- [Board of Regents Policy, RP5.201 Instructional Programs](#)
- [Board of Regents Policy, EP5.202 Review of Established Programs](#)
- [UHCC Policy 5.202, Review of Established Programs](#)
- [UHCC Policy 5.202, Review of Established Programs Attachment 1-A: Instructional Annual Report Program Data](#)
- [UHCC Policy 5.202, Review of Established Programs, Attachment 1-B: Instructional Programs Comprehensive Program Review](#)
- [Leeward CC Policy L5.210 Policy on Assessment](#)

1.3 Policy Objectives

The objectives of this policy are to identify the process for:

1. Coordinating the planning, implementation, and evaluation cycle;
2. Integrating data, assessment, and analysis in decision-making;
3. Ensuring effective allocation of resources;
4. Maximizing student learning and success; and
5. Measuring achievement of the college mission and strategic plan goals; and
6. Five-year curriculum review for courses and instructional programs.

1.4 Programs and Areas to be Reviewed

Program reviews are required of all instructional, administrative, and support areas. These include:

1. Instructional Programs, including:
   a. Liberal Arts
   b. Hawaiian Studies
   c. Natural Science
   d. Career and Technical Education Programs
2. Academic Services
3. Administrative Services
4. Student Services
5. International Programs
6. Leeward Waiʻanae Moku Education Center
7. Native Hawaiian Student Support Program
8. Office of Continuing Education and Workforce Development

The Leeward CC program review consists of the following components.

1. Reports: All programs must complete the Annual Report of Program Data (APRD) annually and a comprehensive assessment (CRE) every five years per University of Hawaiʻi CC System (UHCC) requirement. The results of these ARPDs and CREs include data, as well as analysis and assessment of student and program learning outcomes, student achievement, and program performance related to demand, efficiency, and effectiveness.

2. Curriculum (for courses and instructional programs only): Course and instructional program curriculum proposals must go through a complete curriculum review process at least once every five years. Each division is responsible for maintaining the currency and accuracy of its courses and associated programs (all certificates and degrees). If a program is impacted by a course/program creation/modification/deletion, then a program modification should be submitted the same academic year as the other course/program

proposal, regardless whether the program is due for a 5-year curriculum review or not.

1.5   Program Review Requirements and Responsibilities

Program review is an ongoing process of assessing what is happening in all areas of the college. Those charged with overseeing and coordinating activities in the areas listed above should be continually engaged in some aspect of program review year-round.

The formal annual and/or comprehensive program review carried out by instructional, administrative, and support areas under the direction of administrators, division chairs, program coordinators, and area coordinators is a culmination of that process.

The planning process is posted on the following page:

- [Approved Integrated Planning and Budgeting Process](#)

The ARPD and CRE program reviews should follow the current [template](#) and may include:

- A description of the area or unit, its mission, and how it aligns with the college mission and strategic plan.
- An analysis of the data and a discussion of action plans for the future.
- A review of Student Learning and Program Learning Outcome assessment: what has been assessed, the results of those assessments, and subsequent actions planned for the coming year.
- The relationship of plans and resource request items to the mission and strategic plan.

1.6   Related Documents

- [Course Outline Modification Procedures](#)
- [Assessment](#)
- [Student Learning Outcomes](#)

2.   Procedures for Curriculum Review and Revision for Courses and Instructional Programs

2.1   Purpose

To establish procedures for institutionalizing curriculum review and revision of courses and instructional programs (all certificates and degrees) in accordance with Leeward CC Policy L5.210, UHCCP Policy 5.202 and Board of Regents Policy EP5.202. The procedure's goals are to:

- Assure continued academic rigor and integrity in all courses and instructional programs.
- Assure appropriateness of course and instructional program content including learning outcomes.
- Assure instructional programs are properly mapped in the campus' Curriculum Management System (CMS).

- Assure instructional programs can be completed within the appropriate number of semesters.
- Verify that all two-year degrees have at a minimum their MATH and ENG requirements completed within the first two semesters.
- Use the dependency analysis feature in the CMS.
- Understand what courses are used within each instructional program.

2.2 Procedure and Responsibilities

1. Each division will monitor and schedule its own course proposals to be reviewed each year, ensuring that all course proposals are reviewed at least once every five years in accordance with UHCC Policy 5.202.
2. Each discipline will review its own course proposals, ensuring accuracy of course proposals and the courses' academic rigor, integrity, currency, and continued articulation in the UHCC system.
3. Each division will monitor and schedule its own instructional program curriculum proposals to be reviewed each year, ensuring that all instructional program curriculum proposals (all certificates and degrees) are reviewed at least once every five years in accordance with UHCC Policy 5.202.
4. Program coordinators will monitor and schedule review of instructional program curriculum proposals under their charge. Review of the instructional program curriculum proposals should be conducted by the faculty in the program. Such measures include - but are not limited to - the accuracy and currency of courses listed, and status of articulation with other programs.
5. If a course/program proposal to be reviewed needs no modification, the proposer will update in the CMS the start/effective date, review date, and note "There is no modification needed." in the appropriate fields, and then submit the proposal. The division chair will proceed by following the normal curriculum procedures for proposal modifications.
6. If a course/program proposal being reviewed needs modification(s), normal curriculum procedures for curriculum modifications will be followed. If the modified proposal impacts other courses/programs in any way, the proposer will notify the appropriate division chair(s) about the proposed changes and its impact at least one month prior to the proposal submission deadline to allow time for the modification(s) of affected courses/programs to be submitted by the deadline in the same Academic Year (AY).

Campus Approvals

Faculty Senate revision approval date: November 17, 2021
Campus Council approval date: December 17, 2021
Chancellor revision approval date: December 29, 2021