September 21, 2015

MEMORANDUM

TO: Robert Cooney and David Krupp, Co-Chairs
    All Campus Council of Faculty Senate Chairs

FROM: Risa E. Dickson, Ph.D.
     Vice President for Academic Affairs

SUBJECT: Proposed Executive Policy EP5.xxx, Programs with Low Number of Degrees Conferred

Please find attached a proposed new Executive Policy EP5.xxx on programs with low number of degrees conferred. Executive Policy EP5.xxx was developed to comply with Board of Regents mandates contained in RP 5.201 – Instructional Programs, which requires the review and internal assessments of establishing programs, as well as provides the President with the authority to terminate out-of-date or non-productive programs.

The proposed Executive Policy EP5.xxx will: 1) provide consistent systemwide parameters in reviewing and assessing programs with low number of degrees/certificates of achievement conferred; 2) describe the type of actions required to take when a program with low number of degrees/certificates of achievement conferred falls within the systemwide parameters; and 3) identify the parties who will be responsible for implementation.

I would appreciate any comments regarding the proposed new Executive Policy, Programs with Low Number of Degrees Conferred by October 30, 2015. If you would like to meet and discuss the proposed Executive Policy EP5.xxx, please contact my secretary Jennifer Soma at 956-3897 or via email at jsoma3@hawaii.edu to schedule a meeting.

Thank you for your attention to this matter.

Attachments: Proposed EP5.xxx, Programs with Low Numbers of Degrees Conferred
            BORP 5.201, Instructional Programs

cc: Joanne Itano, Associate Vice President for Academic Affairs
Draft 7/27/15
Executive Policy Chapter 5, Academic Affairs
Executive Policy EP5.xxx Programs with Low Number of Degrees Conferred
Effective Date: XXXXX 2015
Prior Dates Amended:
Responsible Office: Office of the Vice President for Academic Affairs
Governing Board of Regents Policy: RP 5-1 Instructional Programs
Review Date: XXXX 2018

I. Purpose

A. To define the parameters of a program with low number of degrees/certificates of achievement conferred.

B. To describe the actions required when a program with low number of degrees/certificates of achievement conferred falls within the defined parameters.

C. To identify the parties responsible to implement the policy.

II. Definitions

A. A program is any sequence of courses or instructional activities that culminate in a Board conferred degree or certificate of achievement.

III. Executive Policy

A. The Office of the Vice President for Academic Affairs will provide an annual reporting to the Board of Regents of programs with low number of degree/certificates of achievement programs conferred.

B. Parameter for programs with low number of degrees conferred:

1. Fewer than 10 undergraduate degrees/certificates of achievement conferred per year (three year average)
2. Three or fewer graduate degrees conferred per year (5 year average)
C. A program with low number of degrees/certificates of achievement conferred will prompt a campus level review that will

1. Address the program quality:

   a. Articulate how the academic program is aligned with the strategic directions of the campus and system goals. What evidence is there that the program—even if small—fills a genuine student, programmatic, and/or community or workforce need?

   b. Articulate how the program represents an area unique to UH important for the university's mission, reputation, strategic goals, identity, or otherwise furthers the state's economic goals.

   c. Is the program well managed and of strong quality?

      (1) Common quality indicators include but may not be limited to time-to-degree, graduation rates, and quality of student work while in the program and graduate school enrollment and employment post graduate rates.

      (2) What is the trend in enrollment of majors? What options are there to increase the number of majors?

2. Address the program costs.

   (1) Are the costs of the program appropriately aligned with the needs, mission, and strategic goals of the campus and system?

   (2) If the program were discontinued as a major, what faculty or staff resources would become available for use in other areas?

3. Address significant overlap or redundancy with existing similar programs on the campuses within the UH system.

   (1) In what ways is this program similar to or redundant with other programs on the campuses within the UH System?
(2) Are there benefits to reconfiguring this program?

D. The campus review will result in one of the following recommendations:

1. Continuation of the program

   (1) If a program with low number of degrees/certificates of achievement conferred is continued, its progress and status will be reviewed annually unless it is determined to have no significant unique costs or to be uniquely and solidly aligned with the function, mission, strategic goals of the campus and/or UH system, and in some instances, specific State goals.

      (a) The review team may be asked to provide recommendations of how to strengthen the program and make it more viable, or more strategically aligned with campus and system priorities.

      (b) The responsible department/division may be asked to develop a concrete action plan to move the program off this status. The Chancellor or designee will approve this plan.

   (2) Given the evaluation of the program, it may be required that such a program will meet the minimum criteria for number of degrees conferred by the time of the next comprehensive program review. If it has not, it should be expected that a recommendation to terminate or merge the program will emerge during the next review cycle.

2. Merging the program into an appropriate larger degree program, or merging several low-enrollment programs into a single, more inclusive program within the School or College.

3. Stopping-out admission and terminating the program but continuing to provide access to individual students through Interdisciplinary Studies (only an option for undergraduate programs).
4. Terminating the program and redirecting interested students to programs at another campus.

E. In the event that a program with a low number degrees/certificates of achievement conferred is found to be appropriately positioned within the institution based on the mission, strategic goals, reputation, or identity, the program may be reviewed on the regular campus program review schedule. The regularly scheduled program review should continue to address the questions above.

IV. Delegation of Authority

A. The President delegates to the Chancellors of UHM, UHH, UHWO, and the VPCC/Chancellors of the Community Colleges the responsibility to implement and enforce this policy.

V. Contact Information

Vice President for Academic Affairs, 956-6897, vpaa@hawaii.edu.

VI. References

- Link to superseded policies: <Cite Link Address>
- List sources which relate to or impact the policy, e.g., federal and state laws, rules and/or regulations
- List associated executive policies and administrative procedures
- When available, cite electronic links

Approved:

<signature>
David Lassner
President

<Date>

Consultation:
Council of Chief Academic Officers and Senior Student Affairs Officers (May 2015)
UHPA and HGEA (June 2015)
Student Caucus (September 2015)
Title

Instructional Programs

Header

Regents Policy Chapter 5, Academic Affairs
Regents Policy RP 5.201, Instructional Programs
Effective Date: Oct. 18, 2002
Review Date: August 2018

I. Purpose

To set forth policy on instructional programs that are new, provisional, under review, potentially terminated, and on the naming of programs.

II. Definitions

“Admission stop-out” is a halt to new admissions to a program.

III. Board of Regents Policy

A. New Programs

1. The board shall approve:

   a. The establishment of all new instructional programs granting academic credit leading to a degree or credential upon recommendation by the president.

   b. All new certificates that are the sole credential of an instructional program or requires significant resources except for the following:

      (1) A Certificate of Achievement in which an associate degree in the program is
already board-approved.

(2) Certificates of completion and competence.

2. The president is delegated the authority to approve new certificates consisting of courses within or among board-authorized instructional programs.

3. All new program proposals shall be consistent with the institution’s mission.

B. Provisional Programs

1. New programs, once approved, shall be considered provisional during the period of their first full cycle, defined as 150% of the proposed length of the degree (e.g., 2 years for certificates 3 years for associate degrees, 6 years for bachelor degrees, 3 years for master’s degree and 5 years for doctoral degrees).

2. Each provisional program shall be reviewed at the end of its first full cycle. The request to the board for “established” program status shall be submitted in the academic year following the end of the program’s first full cycle. Campuses may request and the president or designee may grant an extension for one year for provisional programs. Additional extensions may be requested.

3. The recommendation by the president for approval by the board shall include the results of a program review. Following its review, the board shall determine whether the program is to be awarded established status or terminated.

4. All provisional programs that have not applied for established status or extension in the year following the completion of the first cycle may be recommended for termination by the president.

5. In confirmation and clarification of existing practice and policy, no tenure appointments or tenure commitments shall be made in the programs during this provisional period.

C. Any significant change to a program once granted established status or deviations from the original intent, purpose, or design of the program shall be approved by the board.

D. The president is responsible for maintaining and making public an official inventory of all approved degrees and certificates of achievement, undergraduate certificates and graduate certificates.

E. Review of Established Programs

1. Instructional programs are systematically assessed to assure currency, improve teaching and learning, and achievement of student learning outcomes.

2. All established programs at University of Hawai‘i at Manoa, University of Hawai‘i at Hilo, and University of Hawai‘i – West O‘ahu shall receive a comprehensive review at a minimum of every seventh year unless otherwise stipulated by the board.

3. Established programs at the community colleges shall receive a comprehensive review
at a minimum of every fifth year unless otherwise stipulated by the board.

4. Should it be determined that a program had undergone significant changes since its establishment, a shorter review cycle may be invoked. In such cases, the program shall be subject to a comprehensive review.

5. Each campus shall develop its on program reviews schedule.

6. A summary of these reviews shall be submitted annually to the board in accordance with professional and regional (WASC) accreditation standards.

7. Reviews of particular programs may be undertaken at any time as deemed necessary by the board, faculty, or administration.

F. An admission stop-out (a halt to new admissions to the program) for more than two years shall be approved by the president. Chancellors may approve admission stop-outs for up to two years. The board shall be provided an annual report on all programs stopped-out.

G. Termination of Programs

1. Provisional and established programs deemed out-of-date or nonproductive based on a program review or other internal assessments may be terminated by the president.

2. Commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs and four years for baccalaureate degrees. No new program admissions shall take place.

3. The board shall be provided an annual report of all programs terminated.

H. Naming of Programs (Cross reference RP 11.204)

1. Programs are given a name at the time they are approved by the board. Thereafter, the president may approve changes in the functional names of academic programs and credentials as may become necessary to remain current with the terminology and focus of their fields and involve no significant change in the program requirements.

2. No program shall be given a name to honor a person without approval of the board.

IV. Delegation of Authority

The president is delegated the authority to approve new certificates consisting of courses within or among board-authorized instructional programs. See RP 5.201(A)(2).

An admission stop-out (a halt to new admissions to the program) for more than two years shall be approved by the president. Chancellors may approve admission stop-outs for up to two years. See RP 5.201(F).

V. Contact Information
VI. References

A. http://www.hawaii.edu/offices/bor/
B. http://www.acswasc.org
C. RP 11.204

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved

Approved as to Form: ___________________________  October 31, 2014  
Cynthia Quinn  Date  
Executive Administrator and Secretary of the Board of Regents

Topics

No Topics found.