

## CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 6001 (December 9, 1982)

*SUBJECT: Submission of a New Program Proposal*

A. REFERENCES:

1. Executive Policy 5.201, Approval of New Academic Programs and Review of Provisional Academic Program
2. May 28, 1982, Peter Dobson, Acting Vice President for Academic Affairs Memorandum

B. PURPOSE:

To establish community college policies and procedures to implement BOR Section 5-1A(2) and Executive Policy 5.201 on development of a new academic program.

C. DEFINITION OF PROGRAM:

A program proposal sets forth the description of and justification for a new academic program sought by the campus.

D. PROGRAM AUTHORIZATION:

1. A program leading to a Board conferred credential (Certificate of Achievement and above) requires Board of Regents' authorization.
2. A program with a Certificate of Completion credential requiring allocation of substantial resources to a new instructional area requires Board of Regents' approval, otherwise the Chancellor gives approval. A new program shall be considered as requiring substantial resources if
  - (a) it requires inclusion of a specific request in the Regents' Budget for a workload for program change appropriation, or
  - (b) it involves a reallocation of resources so extensive that it requires a Board action to terminate the program or programs from which the resources are to be drawn.
3. Non-general funded academic programs culminating in Board-conferred credentials require Board of Regents' approval.

E. RESPONSIBILITIES:

1. Chancellor for Community Colleges

- a. Reviews program proposals to assure consistency with Authorization to Plan, campus EDP (Educational Development Plan), the State of Hawaii Vocational Education Master Plan, the Mission and Functions of the UH Community Colleges, and compliance with guidelines as set forth in this policy;
- b. Returns program proposals to Provosts with rationale if disapproved or recommends approval of program to Vice President for Academic Affairs, using action request memorandum (see Action Request Memorandum, Exhibit A). Copy of memo is transmitted to Provosts.

2. Provost

- a. Establishes procedures for development and review of program proposals;
- b. Assures program proposals are consistent with ATP, campus EDP and policy guidelines;
- c. Ensures that no commitment of resources, personnel or anything else may be made to a proposed program until final BOR approval;
- d. Ensures that new hires are placed on non-tenure track;
- e. Transmits proposals with action memorandums (see Exhibit A Action Request Memorandum Format) to the Chancellor.

F. TIMETABLE:

1. Provost submits proposals for new program at least six months after approval of ATP. (Chancellor may request a shorter time frame from Vice President for Academic Affairs under unusual circumstances.)
2. Program proposals to be implemented through internal reallocations of resources are submitted by the Chancellor to the Vice President for Academic Affairs five to seven months before the proposed date of program implementation. More specifically
  - a. Fall implementation requires
    - . Provost to transmit program proposals to Chancellor by the first week

of December.

- . Chancellor to transmit program proposals to Vice President for Academic Affairs the first week of January.
- b. Spring implementation requires
  - . Provost to transmit program proposals to Chancellor by the first week in April
  - . Chancellor to transmit program proposals to Vice President for Academic Affairs the first week of May.
- c. Summer implementation requires
  - . Provost to transmit proposals to Chancellor by the first week of October.
  - . Chancellor to transmit proposals to Vice President for Academic Affairs the first week of November.
- 4. Program proposals to be implemented through the acquisition of additional ("New") general-funded resources must be approved by the Board in time to permit the inclusion of the necessary resource requests in the biennium budget preceding the proposed implementation date. The first year of the biennium preceding proposed program implementation requires:
  - a. Provost to submit program proposals to Chancellor the first week of October.
  - b. Chancellor to submit program proposals to Vice President for Academic Affairs by December 1.

Waiver. To respond in a timely manner to extraordinary programming needs, the Vice President for Academic Affairs may waive the above proposed submission deadlines to his office. In such cases, the Provost submits justifications for waiver to the Chancellor. The Chancellor either approves or disapproves them. If approved, the justifications of waiver are transmitted to the Vice President for Academic Affairs. If disapproved, Chancellor returns to Provost with rationale.

G. GUIDELINES:

The proposal addresses each of the questions below. Parenthetical materials suggests the kinds of information that may be relevant in answering each question.

1. What are the objectives of the program? (Objectives should be stated in terms of meeting student, community or State needs. Also includes student learning objectives.)
2. Are the program objectives appropriate functions of the college and University? (Relationship to University and campus mission and development plans, evidence of continuing need for the program, projections of career opportunities for graduates, etc.)
3. How is the program organized to meet its objectives? (Description of curriculum organization, requirements, admission policies, advising and counseling, and other aspects of the program, with reference to its objectives.)
4. Who will enroll in the program? (Special target groups, if any; number of majors expected by year for first five years; expected service to non-majors; evidence of student interest.)
5. What resources are required for program implementation and first five-year cycle operation? (Number, source, and cost of faculty; library requirements; support personnel; estimated cost of supplies, equipment and CIP; facilities to be utilized; total funds required for program implementation and operation; expected source of funds, including sources of reallocated funds.)
6. How efficient will the program be? (Compare anticipated cost per SSH, cost per major, SSH/faculty, average class size or other quantitative measures with other programs in the college and similar programs on other UH campuses.)
7. How will effectiveness of the program be demonstrated? (Projected number of graduates yearly; placement of graduates; special accreditation; student satisfaction; career and employer satisfaction, etc.)

H. ATTACHMENT:

Exhibit A Action Request Memorandum

I. RECISION:

CCCM #6000, dated November 15, 1978.

Dewey H. Kim  
Chancellor for Community Colleges

Attachment

EXHIBIT A

A. REFERENCES

May 28, 1975, President Fujio Matsuda's memorandum "Format for Action Requests to the President's Office (Central Administration)

B. PURPOSE

To facilitate the decision-making process by providing information as concisely and completely as possible.

C. REQUIRED INFORMATION

1. The specific action requested, e.g., recommended policy change, personnel policy exception, program approval.
2. Required response date and reason.
3. Specific issue(s).
4. Listing of significant facts, i.e.; why and how issue arises; need for resolution; citation of existing policies, regulations, or statutes; constraints; fiscal considerations such as costs and funding sources; pertinent time considerations; and individuals or groups affected and consultations with them.
5. Principal assumptions.
6. Listing of alternative courses of action with major positive and negative consequences for each.
7. Action recommended, rationale, costs, funding and source, and opportunity costs.

D. OTHER

1. Other pertinent details maybe submitted as attachments.
2. Submission should include a draft of appropriate document(s) which would be required to implement campus recommendation, e.g., an instruction, a memo to the BOR, a letter to State Budget and Finance.
3. Distribute copy of action request memorandum to initiating unit.

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Date