Program Proposals: Content and Review

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Academic and Student Affairs Committee
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Concerns with Current Process

• Proposals come to the Board without context, such as
  • Fit to campus mission and priorities
  • Role in unit program portfolio
  • Relationship with similar programs at other campuses
  • Relevance to state, community and student needs
  • Trade-offs required to deliver the program
  • Comprehensive facility, enrollment and resource implications
  • Proposed-to-actual outcomes

• Process is cumbersome and time-consuming
  • Innovation, creativity and risk-taking are discouraged
Coming: Context for Academic Program Planning

• 10- and 5-year Integrated System Plans and Strategic Directions
  • Goals and priorities to meet specific social, economic and demographic needs
  • Context for unit for programs, enrollment, facilities and operating resource plans

• 6-Year Rolling Academic Plan
  • Academic Implementation of the Integrated Unit Plans and Strategic Directions
  • Identify proposed program additions, deletions, changes for each of 6 years
  • Cross-walk with facilities, enrollment and operating resource plans
  • Summarize related program actions (reviews, provisional-to-permanent, etc.)

• Annual Report of Academic Program Planning
  • Summary of programs coming forward this year
    • Summary of fit of these to unit plans and priorities
    • Identify major impacts on facilities, enrollment and operating resource
  • Description of the new 6th year program plans added to the AMP
Types of Program Proposals

- Capital-intensive proposals
  - Require appropriation of new positions, operating funds and/or CIP funds

- Redirection or Modernization proposals
  - May include new directions, but not new appropriations
  - Respond to student demand and what competitors are doing (e.g., sustainability)
  - Generally entail reallocations, rebalancing and refocusing of unit academic programs and instructional resources
  - Can be delivered with revitalization or modernization of facilities

- Modifications of existing program proposals
  - May involve change in name or type of degree
  - Generally require minimal curricular changes or resource needs

- Rapid Response to emerging State Needs
  - Unanticipated program needs requiring and rapid planning and implementation
1 - Concept Proposal (Authorization to Plan)

- **Department** generated conceptual description (ideas may be initiated at other levels, e.g., state need)
- **College and campus review**: preliminary estimates of operating and instructional resource needs and prospective demand
- **Officers review**: fit to mission, soundness of preliminary plan and relationship with programs at other campuses
- **Council of Chief Academic Officers review**: evaluation of academic fit to campus mission, relationship to programs at other campuses, articulation issues and partnership opportunities

Result: Addition to Unit 6-year Rolling Academic Master Plan

Begin New Proposal Development
2 - Campus Development of New Proposal

Department/Division
   Generate curricular description (ideas may be initiated at other levels)
   Academic and disciplinary integrity

College/Division
   Resource requirements
   Role in College/Division program portfolio

Faculty Governance
   Curricular integrity
   Relationship with other campus programs

Chancellor/Vice Chancellors
   Resource adequacy
   Fit to campus mission and priorities
   Facility, enrollment and resource planning needs

Result: Proposal to System/Board
3 - New Program Proposal

• Executive summary of the program
• Why is the program a priority for the unit; what needs/goals does it meet?
• What are the expected enrollments in the program? From what sources?
• What operating and instructional resources will the program need and where will they come from? What are the program’s facilities needs?
• What impact will developing this program have on resource (re)allocation in the unit?
• What risks are associated with the program?
• Program details (curriculum, staffing, assessment, accreditation, etc.)
3a - Action Memo from Chancellor

Make the case to the System/Board for establishing this program

• Summarize the program and its role
• Why is this a priority for the campus/college
• Why should this program be established here?
• What need does it fill?
• How does it fit the campus mission as outlined in the IAFP?
• Summarize succinctly enrollment projections/achievements and planned/realized resource requirements and sources
4 - Provisional-to-Established Proposal

• Executive summary of the program
• Reassess fit to campus mission, priorities and plans
• Re-evaluate if need/demand continues to justify program
• Evaluate academic integrity (program reviews, outcomes assessment, accreditation)
• Compare proposed to actual outcomes for instructional and operating resource requirements, enrollment, and completion results and facility needs
• Evaluate program graduates’ placement and success
• Assess integration with other programs on campus and in the system
• Reassessment of program risks and their management
4a - Action Memo from Chancellor

• Summarize the program’s role and its evolution since inception
• Why will this continue as a priority for the campus/college?
• Will it continue to meet needs and generate demand?
• Does the program integrate well with programs on this and other campuses? How will developments at other campuses affect this program in the future?
• Assess how well the program met proposed enrollments, completions, operating and instructional resource and facility needs?
• What unexpected developments enhanced or challenged the program in its evolution?
• Defend the recommendation to make the program permanent.
Sample List of Proposal for AY 2018-19

New Programs
• Mānoa: BS Engineering Science, BS Construction Engineering, BA Public Policy, MA Asian International Affairs, MS Finance, MS Information Systems, MS Marketing
• Hilo: BS Aeronautical Sciences
• West O‘ahu: BAS Creative Media, BA Natural Sciences
• Kaua‘i: AAS Building Construction Technologies

Provisional-to-Established
• Mānoa: BA Pacific Island Studies, BA/BS Biochemistry, BS Computer Engineering, BS Molecular Cell Biology, Doctor of Education, MS/PhD Marine Biology
• Hilo: BA Pharmacy Studies, PhD Pharmaceutical Sciences
• Hawai‘i, Honolulu, Kaua‘i, Maui, Windward: AS Natural Sciences
• Kaua‘i: AS Business
• Kapi‘olani: APC Culinary Management
# Program Approval: One Option for Discussion

<table>
<thead>
<tr>
<th>Type of Program Proposal</th>
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<th>Provisional-to-Established</th>
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*NOTE: All program actions will be reported to the BOR in the Annual Report of Academic Program Planning*