




UNIVERSITY  
of HAWAII®  
SYSTEM

September 10, 2021

**MEMORANDUM**

TO: Council of Chief Academic Officers  
Faculty Senates

FROM:   
Debora J. Halbert  
Associate Vice President for Academic Programs and Policy

SUBJECT: Consultation on Proposed Changes to EP 5.201 Approval of New Academic Programs and Review of Provisional Academic Programs

Executive Policy 5.201 relating to approval of new academic programs and review of provisional academic programs is currently under review by administration. After engaging in substantive informal consultation, the proposed policy changes are hereby being submitted for formal consultation. **Please consult with your constituents and governing bodies and provide any comments on the attached form and send via email to [ovpas@hawaii.edu](mailto:ovpas@hawaii.edu) by October 10, 2021.**

**Justification for Policy Changes**

EP 5.201 describes procedures for the review and approvals of new provisional and established instructional programs, as well as termination of such programs. In an effort to streamline approval of new minors, concentrations, microcredentials, and certificates, changes were needed to EP 5.201 and RP 5.201. The intent of these changes is to clarify delegation of approval to the President and/or Chancellor/Provost for those programs that do not require significant resources.

The changes to 5.201 are designed with several goals in mind:

- To make the program proposal and approval process less lengthy and formalistic for most programs.
- To provide additional management of certificates that proliferate without adequate oversight.
- To establish new definitions and protocols for the emerging focus on microcredentials.
- To increase the provisional status time for smaller programs so that they can adequately collect data on the success of their programs.

Bachman Hall 204  
2444 Dole Street  
Honolulu, Hawaii 96822  
Telephone: (808) 956-6897  
Fax: (808) 956-9119

The intention is to delegate approval for degrees not requiring significant resources and/or smaller than an associate, bachelor or graduate degree to the President or campus instead of requiring a full and complicated proposal process culminating in Board approval.

### **Informal Consultation**

Over the past several months, administration has engaged in informal consultation with a variety of individuals and groups across the System. These include providing draft copies of the policy revisions and receiving feedback from:

- UH Officers
- Council of Chief Academic Officers
- Council of Senior Student Affairs Officers
- All Campus Council of Faculty Senate Chairs

### **Key Changes at a Glance**

The following identifies key changes that are being proposed:

#### Section II, Objectives

- Assure that new programs are aligned with curricular pathways across the system and reduce duplication.

#### Section III, Definitions

- Academic programs consist of courses required to complete a specific degree, including coursework in the major, concentration or minor.
- Provisional cycle for certificates and associate degrees increased up to 300%.
- CIP codes must be aligned to USDOE National Center for Education Statistics CIP title and definition, applies to all levels of certificates and degrees.
- “Significant change” defined as major modification or expansion to academic program including content, objective or goals.
- “Significant resources” defined as those that do not draw upon existing resources but commit to a new program beyond a certificate.

#### Section IV, Executive Policy

- President may approve a change to or addition of a new type of degree in an established program where there is minimal change to the degree requirements and no significant resources are required.
- Delegates approval of the following to the Vice President for Community Colleges (VPCC) or Vice President for Academic Strategy (VPAS):
  - New stand-alone certificates of competence, academic subject certificates, microcredentials.
  - Stand-alone certificates where a board-approved associate degree or certificate of achievement is being terminated.
- Delegates approval of the following to the Chancellor or Provost:
  - New minors, concentrations or certificates with courses in existing board-approved programs.
  - Stand-alone minors where the existing board-approved major is being terminated.

- Increases provisional periods for the following: 3 years for 1-year certificates, 6 years for 2-year associate degree, 6 years for 2-year master's degree.
- Redescribes conditions of program stop-outs and terminations:
  - Chancellor/Provost may terminate certificates, stand-alone minors and microcredentials.
  - During stop-out, program is no longer accepting new students but remains on official list of degrees/certificates.
  - Terminated programs no longer accept new students and are removed from official list of degrees/certificates.
  - Program termination should be preceded by a stop-out period to permit students currently in program to graduate.
  - Chancellor/Provost may stop-out a degree program 1) in preparation of scheduled program termination, 2) during curriculum redesign following a temporary stop-out, or 3) when listed for 5 years on report of programs with small number of graduates and following a comprehensive program review.
  - President may terminate a degree program upon recommendation for termination by the program and Chancellor/Provost after being listed on the report of programs with small number of graduates and following a comprehensive program review.

#### Section V, Delegation of Authority

- President delegates to Chancellors/Provost approval of certificates and minors described in this policy in an existing board-approved program.
- President delegates approval of stand-alone certificates of competence and microcredentials at community colleges to the VPCC and at 4-year campuses to the VPAS.

Attached are a clean copy of the revised policy and a track changes version of the policy. The current policy is located at:

<https://www.hawaii.edu/policy/index.php?action=viewPolicy&policySection=ep&policyChapter=5&policyNumber=201&menuView=closed>

Please send comments or questions on the attached form to [ovpas@hawaii.edu](mailto:ovpas@hawaii.edu) by **October 10, 2021**. Thank you.

Attachments

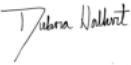


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September 10, 2021

**MEMORANDUM**

TO: Council for Senior Student Affairs Officers  
Chancellors/Provost

FROM: Debora J. Halbert   
Associate Vice President for Academic Programs and Policy

SUBJECT: Proposed Changes to EP 5.201 Approval of New Academic Programs and  
Review of Provisional Academic Programs

Executive Policy 5.201 relating to approval of new academic programs and review of provisional academic programs is currently under review by administration. The proposed policy changes have been presented and discussed informally with the UH Officers, Council of Chief Academic Officers (CCAO), Council of Senior Student Affairs Officers (CSSAO) and the All Campus Council of Faculty Senate Chairs and is presently being submitted for formal consultation to all Faculty Senates and CCAO. I am providing the scope of the proposed changes for your information.

**Justification for Policy Changes**

EP 5.201 describes procedures for the review and approvals of new provisional and established instructional programs, as well as termination of such programs. In an effort to streamline approval of new minors, concentrations, microcredentials, and certificates, changes were needed to EP 5.201 and RP 5.201. The intent of these changes is to clarify delegation of approval to the President and/or Chancellor/Provost for those programs that do not require significant resources.

The changes to 5.201 are designed with several goals in mind:

- To make the program proposal and approval process less lengthy and formalistic for most programs.
- To provide additional management of certificates that proliferate without adequate oversight.
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Please find attached redline and clean copies of the revised policy. The current policy is located at:

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Thank you.

Attachments