August 31, 2022

MEMORANDUM

TO: UHCC Chancellors

FROM: Tammi Oyadomari-Chun   Digitally signed by Tammi J Chun
          Interim Associate Vice President for Academic Affairs   Date: 2022.09.01 09:28:55 -10'00'

SUBJECT: 2022 ANNUAL REPORTS OF PROGRAM DATA (ARPD) –
          INSTRUCTIONAL, ACADEMIC SUPPORT, AND STUDENT AFFAIRS

Annually, the University of Hawai'i Community Colleges (UHCC) reports publicly on data on outcomes, program assessment and planning, and action plans for each program at each college. UHCC Academic Affairs prepares consistent data for the programs' Annual Review of Program Data (ARPD). This memo outlines the process for preparing the ARPDs and program analyses based on 2021-22 data.

University of Hawaii Community Colleges Policy UHCCP 5.202 outlines UHCC's coordinated review of established programs under the overarching commitment to continuous quality improvement and the standards of good practice established by program and regional accrediting bodies.

Campus users will find program ARPD reporting templates, guidelines, and processes for submission at https://uhcc.hawaii.edu/varpd/submission/index.php. Additionally, UHCC users are invited to attend one of three Zoom information sessions: September 27, 29 or 30; there is a September 23 session for Institutional Research staff.

Key dates for the 2022 ARPD process are:
- **August 24**: Academic Affairs makes *preliminary* program data available at https://uhcc.hawaii.edu/varpd/ in downloadable, tabular format. Faculty and other users who identify discrepancies or have questions regarding the preliminary data are invited to submit inquiries to uhccdata@hawaii.edu prior to October 15.
- **October 17**: Academic Affairs finalizes data for program analyses.
- **October 17 – December 15**: Faculty analyze and report on their programs. Campuses upload program reports and brief executive summaries to ARPD website.
- **December 15**: OVPCC makes all reports available for public viewing.

Please email any questions and comments to uhccdata@hawaii.edu.

c: Erika Lacro
   Vice Chancellors, Academic Affairs
   Vice Chancellors, Student Affairs