



UNIVERSITY
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SYSTEM

‘Ōnaehana Kulanui o Hawai‘i

Della Teraoka
Acting Vice President for Community Colleges

September 18, 2023

MEMORANDUM

TO: UHCC Chancellors

FROM: Della Teraoka *Della Teraoka*
Acting Vice President

SUBJECT: 2023 Annual Reports of Program Data (ARPD) – Instructional, Academic Support, and Student Affairs

University of Hawai‘i Community Colleges (UHCC) [Policy 5.202](#) – Review of Established Programs outlines the requirement for regular evaluation of academic programs, academic support services, and student affairs activities. A comprehensive evaluation process is required to be conducted every five years for the community colleges as per UHCCP 5.202 and [Executive Policy 5.202](#) – Review of Established Programs. UHCCP 5.202 also specifies an annual report of program data be published and analyzed each year. The UHCC System Office facilitates the publication of program data through the use of the [ARPD website](#).

Quantitative data are reviewed annually by program faculty and staff based on measures to support alignment of learning or service outcomes, program assessment, and action plans. The ARPD provides common data for campus planning, reflection and action, as well as public reporting.

Key dates for the 2023 ARPD process are:

- August 15: Preliminary program data is posted at <https://uhcc.hawaii.edu/varpd/> in downloadable, tabular format.
- October 15: Program data are finalized.
- December 15: All programs and support services analyses should be uploaded to the website and will be publicly viewable.

Faculty or other users who identify discrepancies or have questions regarding the preliminary data **submit inquiries to uhccdata@hawaii.edu prior to October 15.**

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Improvements

Each year an assessment of the ARPD is conducted, and several adjustments have been made this year.

1. The academic program template is shorter and reports should be limited to 3-5 pages in length. Annual reports should refer back to improvement/changes since the last comprehensive review.
2. Any current comprehensive reviews can be uploaded in lieu of completing an annual report.
3. The website will be moving to display 5 years of trend data.
4. Arrows indicating the direction of movement have been added to key metrics.
5. Health calls have been reduced in size to de-emphasize their importance. Some colleges have requested the health calls remain as one indicator of program health.
6. Executive Summaries of all program analyses will be not required of each college.
7. Program Coordinating Councils (PCCs) are requested to review the CIP to SOC alignment and make recommended changes to reflect appropriate curriculum to job alignment.
8. The Student Affairs and Academic Support templates will be revised this academic year.

Next Steps

Each campus develops a timeline for submission of the ARPD reports based on the campus process. The UHCC System Office expects all reports to be submitted by December 15, 2023.

Campus users will find program ARPD reporting templates, guidelines, and processes for submission at <https://uhcc.hawaii.edu/varpd/submission/index.php>. UHCC users are invited to attend Zoom information sessions on the program data scheduled on September 28, October 3, and October 6.

c: Vice Chancellors, Academic Affairs
Vice Chancellors, Student Affairs
Vice Chancellors, Administrative Services