

Substantive Change Report

Proposal Information:

Proposal Review Date	July 18, 2019
Institution	University of Hawaii at Hilo
Type of Substantive Change	New Degree: Bachelors
Program Name/Location	BS In Aeronautical Sciences
ALO	Seri I. Luangphinith
WSCUC Staff	Karen Graham
Committee Reviewers	Tomas Gomez-Arias Kevin Gin

Committee Recommendation and Date

Additional Information¹

<p>Interim Approval on 7/18/2019</p> <p>Contingent upon receipt and satisfactory review of the following items:</p> <ul style="list-style-type: none"> The finalized, signed MOU with ATP including the liability and indemnification clauses. Formal, written statement describing the official status of students during the 4th year of the professional pilot concentration of the program (e.g. unenrolled, hiatus, leave of absence, etc.) and what would be required to re-enter the program and receive the degree (e.g. re-application). Also include any UHH services that will be available to students while in the 4th year status of the program. 	<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Notification of Implementation</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Federal Site Visit Required</td> </tr> <tr> <td><input type="checkbox"/></td> <td>International Visit Required</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Fast Track</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Non Compliance</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Competency Based Degree</td> </tr> </table> <p>¹Items listed above must be fulfilled in order to finalize Substantive Change Approval.</p>	<input checked="" type="checkbox"/>	Notification of Implementation	<input type="checkbox"/>	Federal Site Visit Required	<input type="checkbox"/>	International Visit Required	<input type="checkbox"/>	Fast Track	<input type="checkbox"/>	Non Compliance	<input type="checkbox"/>	Competency Based Degree
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Commission Approval and Date (for Institutional Tracking)^{2,3}:

Implementation of an approved change must occur within two years of Commission approval. If the change will be implemented more than two years after the approval date, contact your WSCUC Staff Liaison to determine if the change requires re-approval.

² Commission approval of a new degree program signifies that the program is covered by the accreditation of the institution as a whole. Approval by WSCUC should not be represented, in marketing materials or other forms of communication, as program-specific accreditation, such as that bestowed by specialized professional, or programmatic accrediting organizations.

³ Record the date that the Commission took action on this Substantive Change proposal for your records.

Findings of the Committee:

Commendations:

- The proposed program represents an innovative and creative design of new curricula related to current research and prominent degrees currently at the institution.

Retain this document and attachments for your permanent records.

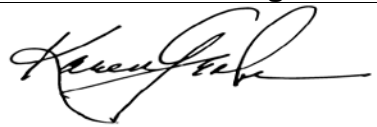
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2. The institution is commended for an exemplary budget format submitted with the proposal identifying revenue and expenses with clarity and detail.

Recommendations:

1. University administration must ensure that faculty governance protocols have been used to ensure wide understanding, acceptance, and support of the new program and particularly the outsourcing of program outcomes to an off-campus entity. (CFR 2.4, 3.10)
2. The institution at large and the proposed program specifically must make stronger, specific and timely progress toward assessment protocols using direct and indirect assessment strategies that demonstrate Program Learning Outcomes are clearly integrated into the program and students are meeting PLO assessment targets. The assessment protocol for the Professional Pilot concentration of the BS in Aeronautical Sciences must include specific strategies for documenting the achievement of PLOs satisfied while students are at ATP. (CFRs 2.1, 2.2, 2.3, 2.4, 2.6, 4.1, 4.4)
3. Future substantive change proposals must include a comprehensive market needs analysis which includes national, regional, and local data/evidence of program need. (CFRs 1.7, 4.7)
4. Institution and Program administrators must closely monitor the financial sustainability of the proposed program to ensure that it supports rather than weakens institutional viability. (CFRs 3.6, 3.7, 4.6)
5. Program administrators must thoughtfully and thoroughly consider the steps to be taken if the ATP segment of the Professional Pilot concentration is unable to participate in the degree completion. (CFRs 1.7, 2.14, 3.6)
6. The Substantive Change Panel's recommendation is based on the institution's confirmation that students in the 4th year of the professional pilot concentration of the BS in Aeronautical Sciences are not enrolled at the University, that ATP courses and flight training have been reviewed and approved by the UHH faculty and found to be clearly aligned with PLOs of the proposed program, and that UHH will transfer successful ATP program completion as course credit into the BS in Aeronautical Sciences degree. If the 4th year student status at UHH should change, the institution must notify WSCUC immediately. (CFR 1.8)

WSCUC Liaison Signature:



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Date: 7/23/2019

Additional Information (if applicable):

***Contingent upon receipt and satisfactory review of the following items:**

- The finalized, signed MOU with ATP including the liability and indemnification clauses.
- Formal, written statement describing the official status of students during the 4th year of the professional pilot concentration of the program (e.g. unenrolled, hiatus, leave of absence, etc.) and what would be required to re-enter the program and receive the degree (e.g. re-application). Also include any UHH services that will be available to students while in the 4th year status of the program.

Notification of Implementation:

Under Standard One, it is the institution's responsibility to notify WSCUC when a program begins. You are required to confirm implementation of the program in order for the program or location to be listed on the WSCUC website for purposes of financial aid eligibility verification by the U.S. Department of Education.

Login to the Accreditation Management Portal and mark this program as Active within 30 days of implementation. Failure to report implementation may result in the suspension of financial aid eligibility for enrolled students. Repeated non-compliance with this requirement could also lead to a sanction of the entire institution under Standard One.

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