NARRATIVE EXPLANATION OF THE UHH CAMPUS CURRICULUM REVIEW PROCESS

[Campus certificate programs (e.g., certificate in beekeeping) do not go through the ATP steps but do go through the campus curriculum review system in Curriculum Central, using the Programs/Create New Program form.]

Stage 1 – Authorization to Plan:

In order to propose a new undergraduate or graduate DEGREE program (e.g., BA, BS, MS, PhD), the proposer must first apply for Authorization to Plan (ATP) using this form and guidelines:

http://hilo.hawaii.edu/uhh/vcaa/documents/ATPTEMPLATErevision3_063011.pdf

The purpose and objectives for the Authorization to Plan can be found in the Executive Policy E5.201. The ATP can be submitted via Curriculum Central as an attached PDF file in the Programs/Create New Program section. The ATP usually does not include a detailed curriculum plan. Instead, it argues for the new program by aligning it with the objectives in the university's strategic plan, and promotes the economic viability of the plan based on projected enrollment through market research.

The ATP goes through the same approval process via Curriculum Central as New Program proposals.

http://hilo.hawaii.edu/uhh/vcaa/documents/CurriculumReviewFlowDiagramNotes10-6-09-FINAL.pdf

Once the ATP is approved by the Campus-wide Curriculum Review Committee (CCRC), the proposer is invited to present the ATP for advice and feedback (but Faculty Congress does not vote on ATPs). Then the VCAA contacts the appropriate VCs of other campuses to discuss issues of duplication and uniqueness in the UH System-wide curriculum offerings. The ATP is the stage at which the other campuses need to weigh in with support for the program (for graduate programs, UH Manoa's support is important). Following this discussion, the VCAA takes the ATP to Campus Council of Academic Officers (CCAO). Interdisciplinary programs, or those that impact more than one academic unit, go on to the Board of Regents (BOR).

Stage 2 – New Program Proposal:

Once the ATP is approved, a detailed curriculum plan is sent through the same review process using the New Program Proposal form in Curriculum Central, and once approved by the CCRC; it is voted on by Faculty Congress before it is sent on to the VCAA office. Usually there is at least a one-year time-span between the two proposals.

Once Faculty Congress has voted on whether or not to support a New Program Proposal, it is sent to the VCAA, then to the VC of Administrative Affairs (who needs to sign off on the cost/revenue aspects of the program) and then, again, to CCAO.

At this stage, CCAO reviews the document to be sure that it is complete and correct before it goes to the Board of Regents Committee on Academic Affairs and if approved, the full BOR. BOR Policy E5 201 explains what needs to be in the program proposal:

http://hilo.hawaii.edu/uhh/vcaa/documents/e5201BORpoliciesonhowtoapply.pdf

The New Program Proposal stage provides a catalog reading of the program, which, upon final approval, goes directly to the registrar for the official catalog entry. There is usually another time lag between the BOR approval and program implementation on campus to allow the registrar time for catalog entry and implementation in Star and Banner.

Stage 3 – Provisional to Established:

As stated in the E5.201 BOR document: "All programs approved by the Board of Regents are placed on provisional status during their first cycle of operation. That cycle is defined as two years for programs normally completed in one or two years (e.g., certificate, associate, master's and supplementary programs). For all other programs the cycle equals the number of years students are normally expected to take to complete the program (e.g., four years for the baccalaureate and four to five years for doctoral degrees)." (E5.201 p. 6.)

The year after a provisional program completes its first operative cycle, an application to move from Provisional to Established status is submitted. The review document must come from the unit head to the Vice Chancellor of Academic Affairs and then to the Chancellor's Office. The document is then forwarded to the Office of the President along with an action memo, which "summarizes the facts developed in the program review document to support the recommendation to continue or terminate the program." (E5.201 p. 7.) The Office of the President then forwards the document to the Board of Regents Committee on Academic Affairs and if approved, to the full BOR, with its recommendation. The Board of Regents makes the final decision.

Guidelines for the review of Provisional Programs can be found in APPENDIX D of E5.201.