UNIVERSITY OF HAWAII AT HILO
DIVISION OF STUDENT AFFAIRS

PLAN FOR PROGRAM REVIEW

Recent History

Program reviews provide a helpful mechanism for systematically assessing the status, effectiveness, and progress of programs in the Division of Student Affairs. Independent of assessment results, significant outcomes emanate from the collaboration and cooperation among organizations and individuals engaged in the review process. In recent years however, program review in the Division of Student Affairs have been largely absent. Even on this limited basis, the programs that did participate in comprehensive program review found these processes to overly burdensome with very little answers if any on what actually happens with the document. While the Vice-Chancellor at the time (2006) did create a template and schedule for comprehensive program review, the VCSA who assumed the position upon the retirement of said Vice-Chancellor chose not to move forward with the aforementioned template or schedule. While it was the plan of the new Vice-Chancellor to create a divisionally vetted template that would signify a new era of comprehensive program review, this did not happen. To compound matters a bit further, in May of 2014, this Vice-Chancellor left her position at UH Hilo for a similar position at another campus.

A recent survey (June 2014) of the division’s unit leaders and directors indicated the following:

- Numerous assessment efforts, but no recent examples of comprehensive program review.
- An openness and willingness on behalf of units to conduct program review.
- Many unit leaders who where not in their positions when the last template for program review was introduced in 2006, with most not knowing what a program review entails.
- A glaring need for training and implementation of comprehensive program review practice.

Given these considerations, it is apparent that we must solidify a plan for program review moving forward. It is also apparent that we should not simply enact the "old" template of program review simply to say that we now have a template. The culture of evidence-based assessment and program review within the division will require a much more comprehensive approach as we move forward. It is with these considerations that we present the following plan to create a mechanism to solidify the program review process within the division of student affairs.
The Plan for AY 2014-15

1. Appoint/convene a Student Affairs Assessment Committee (SAAC) whose membership will consist of three student affairs faculty, one teaching faculty, one staff, and (if feasible) one student.
   a. The initial charge of this committee will include the following:
      i. Investigate the most current (and effective) templates of program review at institutions similar to UH Hilo.
      ii. Based upon these investigations, come up with a workable draft template for comprehensive program review that meets the needs of various units in the DSA.
      iii. Provide the VCSA with the template for program review to be vetted (and adopted) by unit leaders and directors.
      iv. Formulate an offering of resources and trainings to prepare unit directors to meet the requirements of conducting the newly adopted program review template.
      v. Formulate a program review slate based upon a 5-year review cycle to begin at the conclusion of AY 2015-16.

Philosophy and Purposes for Program Reviews

Aligning effectiveness in DSA to the overall mission of the University is central to the charge that will be given to the SAAC. Plans and recommendations resulting from program review will assist both the Vice Chancellor for Student Affairs and the program in strategic planning and budgeting.

We understand that program reviews provide the mechanisms and impetus for change. By developing a plan for program review and evaluation, a strategy exists for improvement that is systematic, thoughtful, long-range, and collaborative. Comprehensive program reviews also reduce the need for immediate and short-term solutions made during administrative turnover and/or budget crises.

In its quest to investigate successful program review practice at peer-level institutions, the SAAC will seek to review such processes that hold true to the following:

I Assess the strengths, weaknesses, opportunities, and constraints of a program and use this assessment to support the program’s strategic planning and assist in resource allocation decisions;

II Enable the program to evaluate personnel, fiscal resources, facilities, program outcomes, diversity initiatives, and other program elements;

III Strengthen and improve programs, activities and services to UH Hilo students, faculty, staff, and other constituents;

IV Assess the program’s relationships with and contributions to other University programs; and,
II Provide appropriate, accessible information about the program to the University community.

At the conclusion of this plan, a slate will be created to detail the schedule of DSA program review to begin at the conclusion of AY 2014-15.