



Substantive Change Action Report

Proposal Information:

Proposal Review Date	June 29, 2015
Institution	University of Hawaii at Hilo
Type of Substantive Change	New Degree
Program Name / Location	Masters in Heritage Management
ALO	Seri I. Luangphinit
WASC Staff Liaison	Karen Graham
Committee Reviewers	Dana Offerman, Ruki Jayaraman

Committee Action and Date (See Attached)

Additional Information¹ (See Attached):

<input checked="" type="checkbox"/> Interim Approval on <u>6/29/2015</u> <input type="checkbox"/> Refer to Commission (No visit) on _____	<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 <p>¹ Items checked or listed above must be fulfilled in order to finalize Substantive Change Approval</p>
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Commission Approval and Date (For Institutional Tracking)^{2,3}:

<input type="checkbox"/> Approved on _____ 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 WASC Staff Liaison to determine if the change requires re-approval.
<input type="checkbox"/> Not Approved on _____

² Commission approval of a new degree program signifies that the program is covered by the WASC accreditation of the institution as a whole. Approval by W should not be represented, in marketing materials or any 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:

1. The program is clearly aligned with the mission and strategic plan of the institution.
2. The proposal presents documented program need and noteworthy responsiveness to community interest.
3. The panel commends the faculty for curriculum design with capstone focus at the beginning of the program to develop a relationship between students and faculty mentors, encourage completion of the program, and focus on program outcomes throughout the coursework.

Recommendations:

1. All syllabi must present institutional policies as outlined in the proposal template (e.g. grading policy, program outcomes aligned with course outcomes). (CFRs 2.3, 2.12)
2. The program must ensure that written communication and information literacy competencies are appropriate for graduate level work. (CFR 2.2b)

Retain this document and attachments for your permanent records



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3. The program should consider including indirect measures of student learning in its assessment plan (e.g. employment data/placement). (CFRs 4.1, 4.4)

4. The program's fulfillment of WSCUC's assessment standards is minimal. The institution should strengthen its assessment framework with a clear, detailed and systematic institutional data collection plan including direct and indirect measures of student learning. A clearly articulated institutional assessment plan can be applied to all programs with specific program applications aligned with assignments and capstone experiences. The plan should also include how data is collected, where it is housed, how it is aggregated and disaggregated for analysis, and who and when program evaluation based upon the data will occur. (CFRs 4.1, 4.4)

5. UHH should submit a progress report to WSCUC on August 1, 2016 describing its revised Institutional Assessment Plan and the details of that plan when applied to the new Master's in Heritage Management. (CFRs 4.1, 4.4)

WASC Liaison Signature:

Date: 7/16/2015