WASC

Substantive Change Action Report

Proposal Information

Proposal Review Date	Monday, January 26, 2009
Institution	University of Hawaii at Hilo
Type of Substantive Change	International Program
Program Name/Location	Sino American 1+2+1 Dual Degree Program (BA General Agriculture, BA Business Administration, BS Computer Science, BA Political Science)
ALO	April Komenaka
WASC Liaison	Richard Giardina
Committee Reviewers	Leanne Neilson, Kartik Patel, Jess Bonds

Findings of the Committee

Commendations	1. A comprehensive and well-articulated set of proposals 2. An institution well-positioned to implement such a dual degree program with Chinese institutions 3. Evidence of an appropriate and well-designed student support structure
Recommendations	1. Continue to progress in institutionalizing and implementing appropriate mechanisms for determining student attainment of learning outcomes in the various degree program areas and in General Education 2. Continue to progress in institutionalizing and implementing a restructured faculty governance process for the review and approval of curricular proposals

Committee Action & Date (see attached)

☒ Interim Approval on 2/9/2009 ☐ Proceed to site visit on
☐ Not Accept on ☐ Refer to Commission (No visit) on

Additional Requirements (see attached)

☒ Notification of Implementation	☐ Federal Site Visit Required	☐ International Visit Required	☐ Fast Track	☐ Non Compliance

Requirements checked or listed above must be fulfilled in order to finalize Substantive Change approval.

WASC Liaison Signature: Richard Giardina

Date: February 10, 2009

Commission Ratification & Date (for institutional tracking)

☐ Approved on ☐ Not Accepted on

Please record the date that the Commission took action to ratify the approval for this Substantive Change proposal.

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Retain this document and attachments for your permanent records.

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COMMITTEE ACTIONS

INTERIM APPROVAL:

All substantive change proposals must be ratified by the Commission. The Substantive Change Committee grants interim approval, with final approval taken in the form of ratification by the Commission. Interim approval by the Substantive Change Committee allows the institution to admit students, who would be eligible for financial aid, even as the Committee's decision awaits ratification by the Commission. The institution may advertise the program with the caveat that the program is contingent upon WASC approval, but classes may not begin until final Commission approval is received.

PROCEED TO SITE VISIT:

A site visit is required for the first program proposed at a degree level for which the institution does not have General or Specified degree granting authority. The purpose of the site visit is to assess how the proposed change will be implemented, to answer questions identified by the panel and to determine the overall impact of the new degree on the institution. The findings of the visit will be sent to the institution for correction of errors and will be reviewed by the panel. If the panel finds the team report to be satisfactory, then it will be forwarded to the Structural Change Panel of the Commission for final review. The institution may advertise the program with the caveat that the program is contingent upon WASC approval, but classes may not begin classes until final Commission approval is received.

REFER TO COMMISSION - NO VISIT:

Certain types of Substantive Changes must be reviewed by the Structural Change Panel before proceeding to the Commission. This action constitutes Interim Approval by the Substantive Change Committee and allows the institution to enroll students, who would be eligible for financial aid, even as the Committee's recommendation awaits ratification by the Commission. The institution may advertise the program with the caveat that the program is contingent upon WASC approval, but may not begin classes until final approval is received.

NOT ACCEPT:

Please directly address the issues noted by the Substantive Change panel in an addendum to your proposal. The addendum should be submitted via LiveText in a new document. Please be sure to use the appropriate proposal template. For those sections in which the panel did not have concerns you should state that no additional concerns were noted. For those sections in which issues were cited, please state the concern as described in this report and respond directly to that concern. Once you have completed your response, please send an email to the Substantive Change Manager. Your addendum will then be forwarded to the lead reader of the original proposal for a follow-up review. A resubmission fee will apply.

ADDITIONAL REQUIREMENTS (IF CHECKED)

NOTIFICATION OF IMPLEMENTATION:
Under Standard One, it is the institution's responsibility to notify WASC when a program begins by using the enclosed program notification form. Failure to notify WASC of the program implementation date within 30 days of the start date will result in the suspension of the program's approval, the need to suspend enrollments and a potential loss of financial aid for students enrolled in the off-campus/distance education program. Repeated non-compliance with this requirement could also lead to a sanction of the entire institution under Standard One.

FEDERAL SITE VISIT REQUIRED:
Federal law requires a new site be visited within six months of operation if 1) the institution has less than three off-campus locations; and 2) if students at the site are to qualify for U.S. federally funded financial aid under Title IV. If the institution certifies that students enrolled at the off-campus site are not eligible for and will not be seeking federal financial aid, then we may waive the requirement of a site visit. In addition to the federally mandated visits, post implementation visits may be required by the Substantive Change Committee.

INTERNATIONAL SITE VISIT REQUIRED:
Department of Education regulations do not require a visit to international locations if the institution verifies that students at that site will not be seeking U.S. federally funded financial aid; however, the need to ensure the quality at these international sites has been a concern of the Substantive Change Committee. In June 2006, the Substantive Change Committee acted to adopt a policy requiring international site visits to be conducted at least for the first program in a new country. When applicable, international site visits are required within one year of implementation.

FAST TRACK:
Prior to the commencement of any new programs within the scope of this Fast Track Review, an Expedited Report describing the new site or program must be reviewed by WASC staff via the expedited review template in LiveText. Because Expedited Reports are reviewed and approved by WASC staff, the institution does not need to schedule a review of the report. The institution must submit an application form and payment before for the review can begin. Once the Expedited Report has been found to be complete and within the context of the Fast Track approval granted, the program or site may be implemented.

NON COMPLIANCE:
It came to the panel's attention that students had been enrolled into the program and/or introductory courses were offered prior to receiving WASC approval for the program. Implementing programs (constituting substantive changes) or admitting students into a program that has not been approved is not only a serious violation of WASC substantive change policy and federal regulations; it is also a violation of Standard 1 (see Criterion for Review 1.9). Institutions have a fiduciary responsibility to WASC and to their students to receive requisite approvals before commencing programs. WASC has a legal responsibility to the US Department of Education to assure the integrity of its accredited institutions and to assure that any site where programs are offered, with or without the availability of financial aid, have received the necessary prior approvals. If such a pattern continues in the future, a sanction could be imposed on the institution. Please be sure to obtain all necessary approvals before implementing programs or off-campus locations in the future.