

Appendix A



Self-Study Template

This template is provided as a guide for your Self-Study Report. Reviewers are encouraged to refer to the 2023 Program Review Handbook for detailed instructions of each section. The Office of the Vice Chancellor for Academic Affairs officially charges the given Division with the task of conducting the self-study and producing the corresponding report, in accordance with the UH Executive Policy 5.202 and the Board of Regents Policy 5.20L. A specific timeline for carrying out these tasks shall be agreed upon at the initial meeting communicating this charge (Page 6).

C. Components in the Self-Study Report (Page 7)

1. Introduction/Context (Page 8)

- a. the internal context
- b. the external context
- c. brief history
- d. description of the division's mission, goals, and outcomes.
- e. mission statement
- f. goals of what your division wants to achieve
- g. outcomes or specific results that should be observed

2. Most Recent Action Plan (previously known as MOU) (Page 8)

- a. Submit Action Plan from the last program review.
- b. Report on the progress made to date in regards to the recommended actions

For further details, refer to (1) UHWO Program Review Handbook, 5th edition, 2023; (2) UH System Executive Policy 5.202: Review of Established Programs, May 2017; (3) Board of Regents Policy 5.201 III.E. Review of Established Programs, January 2016.

contained in the Action Plan since the last program review. The most recent Action Plan and a compilation of the annual progress reports should be included in an appendix to the self-study.

- c. Reflections on the Action Plan's progress going forward.

3. Analysis of Evidence About Program Quality: Data Gathering, Summary, and Analysis (Page 8)

1. Is the program organized to meet its outcomes?

- a. A curriculum map and description of how the curriculum addresses the learning outcomes of the program.
- b. A comparison of the program's curriculum with curricula at selected other institutions and with disciplinary/professional standards.
- c. Measures of teaching effectiveness
- d. A description of other learning experiences that are relevant to program goals, as well as how many students participate in those experiences.

2. Are program resources adequate?

- a. Analysis of faculty number, distribution, and areas of expertise
- b. Analysis of budget and sources of funds
- c. Analysis of facilities and equipment

3. Is the program efficient?

- a. Assessment of productivity and cost/benefit considerations within the overall context of campus and University "mission" and planning priorities.

4. Evidence of Student Learning and Success

For further details, refer to (1) UHWO Program Review Handbook, 5th edition, 2023; (2) UH System Executive Policy 5.202: Review of Established Programs, May 2017; (3) Board of Regents Policy 5.201 III.E. Review of Established Programs, January 2016.

- a. Results of student learning outcome assessments including the degree to which students achieve the program's desired standards.
- b. Ongoing efforts by the department to "close the loop" by responding to assessment results
- c. Student retention and time-to-degree trends (disaggregated by different demographic categories)

5. Are program objectives still appropriate functions of the division and University?

Page 9 of EP 5.201 Appendix B, Item 2 emphasizes attention to Board criteria requirement relevance of the program:

- a. To the professional, economic, social, occupational, and general educational needs of Hawai'i.
- b. To national and international needs where Hawai'i and the University have unique or outstanding resources to respond with quality.
- c. To basic education needs for which there is a demand by Hawai'i's population.
- d. As a necessary supporting discipline for quality programs.

6. What is the program's relationship to the UH System Integrated Academic and Facilities Plan and Campus strategic plan?

- a. Collaboration across all programs and activities, "academically nimble"
- b. Shared use of facilities
- c. Recruit and support non-traditional students

For further details, refer to (1) UHWO Program Review Handbook, 5th edition, 2023; (2) UH System Executive Policy 5.202: Review of Established Programs, May 2017; (3) Board of Regents Policy 5.201 III.E. Review of Established Programs, January 2016.

- d. Focus on transfer students and Early College
- e. Improving retention and persistence
- f. Monitoring and anticipating workforce needs

4. Data Gathering, Summary and Analysis

At least five years of data are recommended for use in the program review process. The data is provided by IR. Wherever possible, data should be broken down by the level of instruction and disaggregated in meaningful ways. Campus may add additional data points to the list (Page 11).

5. Summary Reflections (Page 11)

This portion of the self-study report typically interprets the significance of the findings in the above analysis of evidence. Its purpose is to determine a division's strengths, weaknesses, and opportunities for improvement. It is helpful to have questions that guide the interpretation of the finds, such as:

- a. Are the curriculum, practices, processes, and resources properly aligned with the goals of the division?
- b. Are the concentration goals aligned with the goals of the constituents that the concentrations serve?
- c. Is the level of program quality aligned with the university's acceptable level of program quality? Aligned with the constituents' acceptable level of quality?
- d. Are division goals being achieved?
- e. Are student learning outcomes being achieved at the expected level?
- f. Any specific questions for the external review evaluator based on the

For further details, refer to (1) UHWO Program Review Handbook, 5th edition, 2023; (2) UH System Executive Policy 5.202: Review of Established Programs, May 2017; (3) Board of Regents Policy 5.201 III.E. Review of Established Programs, January 2016.

evidence?

6. Future Goals and Planning for Improvement (page 12)

- a. What are the division's goals for the next few years? In order to achieve these goals:
- b. How will the division specifically address any weaknesses identified in the self-study?
- c. How will the division build on existing strengths?
- d. What internal improvements are possible with existing resources (through allocation)?
- e. What improvements can only be addressed through additional resources?
- f. Where can the formation of collaborations improve program quality?
- g. What curricular changes need to be made?

For further details, refer to (1) UHWO Program Review Handbook, 5th edition, 2023; (2) UH System Executive Policy 5.202: Review of Established Programs, May 2017; (3) Board of Regents Policy 5.201 III.E. Review of Established Programs, January 2016.