

FAQ FACT SHEET for the Program-Unit Review Process (PURP)

UHCC Policy 5.202 Review of Established Programs_w Attachments

- ☑ governs the Review process
- ☑ mandates that all BOR-approved Instructional Programs and specific Non-Instructional Units are required to submit Reviews
- ☑ defines in detail all required content for Reviews, including:
 - ☛ all Instructional Program Annuals
 - ☛ all Instructional Program Comprehensives
 - ☛ specific Non-Instructional Unit Annuals, including:

Academic Support Services: Library, Tutoring, Testing, Tech Resources

Student Support Services (units identified per UHCC ARPD office): Admissions & Records, Financial Aid, Counseling & Advising, All Other Units

Administrative Services: Budget & Planning, Business Office, Operations & Maintenance, Human Resources, Research, Training, Auxiliary Enterprises & Emergency Management, and Marketing & Communications

UHCC ARPD Office maintains the System website
UHCC Annual Report of Program Data (VARPD)

- ❖ provides System data for programs and selected units - usually by **Oct 15th** each year
- ❖ sets deadline for submission of Reviews to System - usually **December 15th** each year

- ❌ does not collect Reviews from Administrative Services Divisions or Units
- ❌ does not collect Reviews from non-credit divisions or units, i.e., EDvance



HawCC submission deadlines are based on UHCC ARPD office's final deadline and allow time for Admin review of all submitted documents.



HawCC's Comprehensive Reviews also are governed by the Haw4.201_Integrated Planning for Institutional Effectiveness Policy



“All instructional programs and non-instructional units complete comprehensive reviews at least once every five years in accordance with [UHCCP 5.20](#) as part of the Program and Unit Review Process”

See the [Program-Unit Review website](#), which contains archived Reviews back to 2005.

HawCC's **ASSESSMENT** practice is governed by the

HAW 4.202 Assessment Policy

- ☛ “the **course assessment cycle** requires that all courses be assessed at least every five years; each course assessment cycle includes an initial assessment and a follow-up “closing the loop” re-assessment after the implementation of an action plan for improvement based on the results of the initial assessment”
- ☛ “the **non-instructional service and support unit assessment cycle** requires that all units be assessed regularly on a schedule determined by the appropriate vice chancellor or director”

Annual and Comprehensive Reviews include a summary of assessment activities

- ☑ original course assessment reports from 2016 to present can be accessed via the **Campus Labs OUTCOMES system** (requires UH log in)
- ☑ prior-year reports can be accessed via the **HawCC Course Reports ARCHIVE** on the **HawCC ASSESSMENT** website.