



August 20, 2024

MEMORANDUM

TO: UHCC Chancellors

FROM: Della Teraoka *Della Teraoka*
Interim Vice President

SUBJECT: 2024 Annual Reports of Program Data (ARPD) – Instructional, Academic Support, and Student Affairs

University of Hawai‘i Community Colleges (UHCC) [Policy 5.202](#) – Review of Established Programs outlines the requirement for regular evaluation of academic programs, academic support services, and student affairs activities. A comprehensive evaluation process is required to be conducted every five years for the community colleges as per UHCCP 5.202 and [Executive Policy 5.202](#) – Review of Established Programs. UHCCP 5.202 also specifies an annual report of program data be published and analyzed each year. The UHCC System Office facilitates the publication of program data through the use of the [ARPD website](#).

Quantitative data are reviewed annually by program faculty and staff based on measures to support alignment of learning or service outcomes, program assessment, and action plans. The ARPD provides common data for campus planning, reflection and action, as well as public reporting.

Key dates for the 2024 ARPD process are:

- August 20: Preliminary program data is posted at <https://uhcc.hawaii.edu/varpd/> for each program in downloadable, tabular format.
- October 1: Deadline for any requests to update standard occupation codes aligned to instructional programs.
- October 15: Program data are finalized.
- December 15: All programs and support services analyses should be uploaded to the website and will be publicly viewable.

Faculty or other users who identify discrepancies or have questions regarding the preliminary data **submit inquiries to uhccdata@hawaii.edu prior to October 15.**

Notes

- The annual program reports are to be succinct (3 - 5 pages in length) with a filesize no greater than 5 MB. Program annual reports should reference improvements and changes since the last comprehensive review.
- Any programs currently conducting comprehensive reviews may submit the comprehensive program review in lieu of completing an annual report.
- Executive summaries (Instruction, Student Services, Academic Support) are no longer required at the system level.
- Program Coordinating Councils (PCCs) are requested to review the SOC alignment and make recommended changes, if any, to reflect appropriate curriculum to job alignment by October 1.

Next Steps

Each campus develops a timeline for submission of the ARPD reports based on the campus process. In addition, campuses may elect to supplement the system program review template. The UHCC System Office expects all reports to be submitted by December 15, 2024.

Campus users will find program ARPD reporting templates, guidelines, and processes for submission at <https://uhcc.hawaii.edu/varpd/submission/index.php>. UHCC users are invited to attend a general ARPD information session held via zoom at the following dates and times:

Date	Time	Zoom link
9/18/24 Wed.	2:00 pm - 3:00 pm	Student Affairs only: https://hawaii.zoom.us/j/91499753913
9/20/24 Fri.	12:00 pm - 1:00 pm	Open to all: https://hawaii.zoom.us/j/97571475930
9/27/24 Fri.	11:00 am - 12:00 pm	Open to all: https://hawaii.zoom.us/j/92110956573

- c: Vice Chancellors, Academic Affairs
Vice Chancellors, Student Affairs
Vice Chancellors, Administrative Services