ARPDs and Departmental Reports with COs and ASCs

1. Majors and Programs for Reports
   - review of Admission and Records listing for degrees, CAs, COs, and ASCs.
   - Regent approved programs (AA, AS and CA) require system and ARPD reports.
   - COs and ASCs are reviewed as part of in-house DC reports.

2. Departmental Reports (in-house)
   - review of departmental information.
     
     Executive Summary.
     Quantitative Indicators.
     Assessments.
     SLOs.
     Plan of Action (what was accomplished last year and goals for this year).
     Appendices.
   - COs and ASCs are included in departmental reports.
   - incorporate “summary reference” and links to ARPDs and PBC requests into DC report.
     
     for ARPDs go to http://www.hawaii.edu/offices/cc/arpd/index.php
     
     for departmental PBC Requests go to https://windward.hawaii.edu/ir/PBCouncil/2016/PlanningBudgetMenu2016.php

3. Annual Reports of Program Data (system)
   - stand-alone program reports.
   - select “2016 Instructional”; select Windward; select ARPD to see previous reports.
   - select “Web Submission” to create this year’s report (requires UH log-in); select report item from top menu bar.
   - “Status” and “Users” indicate who has contributed/signed off on report contents.
   - add “Executive Summary” as needed.

   (note: create and save narratives in Word and copy into the ARPD sections).

   The web submission deadline is December 15, 2016, after which the reports will be “locked” and available as PDFs for public viewing.

4. Subgroups and Faculty List
   - update yearly as changes occur.