Interim Report

Spring 2013
Section I
Topics of Concern Addressed in the Report

Request an Interim Report to be submitted by March 1, 2013, verifying that the following actions were taken regarding:

Bachelors of University Studies (BUS) degree referred to in the July 10, 2012 letter will now be referred as the B.A or B.S. of University Studies (U.S.) degree program:

1. Modifications to the University catalog providing more complete information about the program
2. Placement of the program under appropriate faculty oversight
3. Establishment of faculty-created program learning outcomes, and
4. Statement of requirements for entry into and completion of the University Studies program.

Other issues:

1. Shortening the time for baccalaureate degree completion to nine semesters in three years places undue pressures on both faculty and students (especially international students).
2. BYUH needs to define and consistently implement a rigorous design and approval process for new programs and degrees, ensure that all programs have ongoing and careful oversight, diligently monitor all publications to ensure an accurate portrayal of each degree program sufficient to inform enrollment decisions, and incorporate new degree planning within the larger mission and operational decisions of the institution.

Section II
Institutional Context

Brigham Young University-Hawaii is situated on the North Shore of Oahu in the town of Laie. Founded in 1955, the Church College of Hawaii (CCH) started as a two-year institution. The campus had 153 students, mostly from the various Hawaiian Islands, and twenty faculty/administrators. WASC granted CCH accreditation as a four year institution on February 23, 1961. A little over a decade later, 1974, CCH became Brigham Young University-Hawaii (BYUH). In two years, BYUH will celebrate sixty years of its existence. The student body is approximately 2700 students representing almost 71 countries and territories around the world. There are over 130 faculty members, 35 majors, and a department offering online courses. The institution is part of the Church of Jesus Christ of Latter-day Saints Church Education System and a sister institution to Brigham Young Universities in Utah and Idaho. The mission of BYUH is to educate students from the target area of Asia and the Pacific as well as students from the U.S. mainland, Canada, and other areas of the world to learn, lead, and build.

Section III
Statement on Report Preparation

In preparation for this interim report and under the direction of the Academic Vice President (AVP), Working Group was formed in the Spring of 2012 consisting of the following members:

John Bailey (Working Group Chair), and Dean of the College of Human Development

Stephen Hancock, Faculty member from the English Department, College of Language, Culture, and Arts, and a member of the General Education Review Committee

Roger Goodwill, Faculty member and Department Chair of the Biology Department, College of Math and Sciences

Joseph Nemrow, Faculty member from the Accounting Department, College of Business, Computing, and Government, and a member of the University Assessment Committee (UAC)

Michael Aldrich, University Librarian and a member of the Academic Council (AC)

Marilee Ching, Academic Advising Manager and a member of the AC

As for feedback, the Chair of the (FAC) reported that the University administration had adequately addressed the issues concerning the B.A. or B.S. in University Studies degree. Other feedback included the challenge that academic departments are facing in creating specific clusters/emphases for this degree. The University administration is hopeful that some of the departments will be forthcoming with their clusters/emphases. Modifications continue to be made on forms as needed under the direction and approval of the Dean of the College of Human Development and other appropriate units which they impact.
Section IV
Response to issues identified by WASC Commission

For this section of the Interim Report, and for the benefit of those reading, a full description of the issue regarding the B.A. or B.S. in University Studies (U.S.) Degree was best captured in the WASC Action Letter dated July 10, 2012. The following description along with action items were communicated to the BYU-Hawaii administration in this letter:

“a new area arose during the course of the team visit that led to serious team concerns regarding the B.A. or B.S. in University Studies (U.S.) program. The team found that this degree program had been initiated outside of normal institutional processes, and raised issues of institutional quality and integrity. The Commission found it helpful to discuss with you in greater depth the issues surrounding this program in order to gain a better understanding of the context for the institution's actions and the team's findings. As a result, the Commission continues to support the team’s concern regarding the consequences, perhaps unintended, which resulted from there ordering of the institution's financial priorities. The Commission therefore identified the following areas for further institutional attention and action:

Ensuring the efficacy of the B.A or B.S. of University Studies (U.S.) degree. In its efforts to maximize the application of institutional resources by shortening the time for baccalaureate degree completion to nine semesters in three years, undue pressures are being placed on both faculty and students. It appears that this is especially affecting the large population of international students, who are mastering language and study skills while expected to work outside the classroom on campus and church-related jobs for a substantial number of hours, and are failing to achieve their learning goals in this compressed time frame. The Commission is concerned to learn of the extent to which BYUH appears to have issued the B.A. or B.S. in University Studies degree to students after they have failed to achieve the intended outcomes in their declared major. According to the team report, this degree program lacks coherent faculty oversight, is not defined by stated learning outcomes, falls short of providing a concentration of in-depth learning expected of a major, is issued to a growing number of students primarily at the behest of an advisor, has not yet been subjected to program review, and shows little promise of preparing students for meaningful employment or future study. In your presentation to the Commission panel, you [President Wheelwright] and Vice President Checketts recognized that typical institutional procedures for initiating this program were not followed, and a period of insufficient oversight allowed the above-described weaknesses to emerge in this program. The Commission expects that these procedural missteps will not be repeated. BYUH needs to define and consistently implement a rigorous design and approval process for new programs and degrees, ensure that all programs have ongoing and careful oversight, diligently monitor all publications to ensure an accurate portrayal of each degree program sufficient to inform enrollment decisions, and incorporate new degree planning within the larger mission and operational decisions of the institution. Further, this program, like all programs, must be subject to program review, which will allow it to be evaluated and improved and will assure that it merits a recognized place in the BYUH catalog on par with all other degrees offered. At the Commission meeting, you indicated that many of these steps were being taken. At the time of the next review, the Commission expects to see that such changes are in place, the quality and rigor of this program has been evaluated, and learning outcomes for it have been established and assessed. It is the University's responsibility to bring the program into conformity with WASC expectations. (CFRs 1.1-1.3, 2.1-2.7)"

The WASC commission acted to receive the Special Visit Report and scheduled a comprehensive review in spring of 2017.

BYU-Hawaii’s Response to the Issues raised in the July 10, 2012 letter

Under the direction of the Vice President for Academics (AVP) at BYU-Hawaii, Working Group was organized to include faculty representation from all four colleges, and also included the Associate Academic Vice President for Curriculum, the Academic Advising Manager, and the Dean of the College of Human Development, who was appointed as the Chair of the Working Group. Names and titles of the members of the Working Group are found in Section III Statement of Report Preparation. This Group focused on:

1. Establishing coherent faculty oversight
2. Defining student learning outcomes by faculty for the B.A. or B.S. University Studies Degree
3. Determining the concentration of in-depth learning expected of a B.A. or B.S. University Studies major to have an opportunity to complete a flexible degree program.
4. Providing the B.A. or B.S. in University Studies degree as a valid student option (not to be determined or selected by an academic advisor)
5. The inclusion of the B.A. or B.S. in University Studies degree program on the program review schedule beginning fall of 2013 (which will include a self-study during spring of 2013)

6. Preparing students for meaningful employment or future study through the University Studies degree

The purpose of the Working Group was to review BYUH’s flexible degree options, recommend changes for the future in response to the WASC review, and propose a WASC-acceptable option which allows students to have an opportunity to complete a flexible degree program. Through collaborative efforts, the Work Group produced a report entitled, *Flexible Bachelor’s Degree Programs at BYU-Hawaii*, which addressed specific actions requested by the July 10, 2012 WASC Action Letter and speaks to the move toward building a viable framework for the B.A. or B.S. in University Studies degree program. This alignment ensures faculty oversight as well as the establishment of program learning outcomes. The Working Group efforts and recommendations provided better alignment of faculty, accountability, and assessment for this degree. The Working Group also reviewed WASC CFR 2.2a to clarify points on General Education which is integrated throughout the curriculum as well as any areas pertaining to majors or upper division level courses. Along with reviewing the WASC Standards, the Working Group spent time becoming familiar with WASC terms and definitions. The Working Group concurred that General Education is foundational to all degree programs at BYUH and provides core skills for majors to build on as well as to meet WASC requirements.

### Responses to Action Items

(The same information is published in our BYU-Hawaii Catalog)

**Response to Action #1 Modifications to the University catalog providing more complete information about the program**

Members of the Working Group helped to modify and add complete information in the Catalog for the B.A. or B.S. in University Studies degree program. This includes the efforts of Dr. Jennifer Lane, the Associate Academic Vice President for Curriculum who is responsible for updating of Catalog.

**Degree conferred** B.S. or B.A. in University Studies (U.S.)

Areas of emphases are not listed on the diploma, but minors and any certificates completed are listed on the transcript.

**Response to Action #2 Placement of the program under appropriate faculty oversight.**

The AVP in counsel with the college deans established faculty oversight for the B.A or B.S. in University Studies degree program. The deans, being faculty members themselves, decided they will rotate the responsibility for overseeing approval of students opting for the B.A. or B.S. in University Studies degree program every three to six years. They will also assign one faculty member to be the Program Lead.

**Administered by**

College of Human Development

**Faculty Oversight**

B.A. or B.S. in University Studies major is overseen by the Deans Council with the Dean of the College of Human Development as the current point person for the program. Student applications are approved by the B.A. or B.S. in University Studies Program Lead and the Dean of the College of Human Development. Programs will use a preapproved minors, certificates, or clusters and the related numbers of credits within a content area. These preapproved minors, certificates, and clusters options will have all been approved by the faculty of the relevant departments

**Response to Action #3 Establishment of faculty-created program learning outcomes.**

The Working Group established program learning outcomes for the B.A. or B.S. in University Studies degree. The group consisted of several members of the faculty, some of which had assignments with GE and the University Assessment Committee. These program-level outcomes will help with the assessment of student learning which will then be part of the data that will feed into the self-study and program review. The B.A. or B.S. University Studies program is scheduled to undergo a program review in 2013. (See attached annual and multi-year assessment plans)
Program Outcomes

1. Demonstrate ability in core learning competencies (quantitative skills, civic responsibility, and the ability to work collaboratively)

2. Demonstrate ability to work with others of diverse backgrounds in academic and professional settings

3. Demonstrate breadth in the areas of social and political and technical and scientific knowledge expected of those seeking skilled positions in the workforce

4. Communicate proficiently, in both speech and writing, in academic and professional situations

5. Use critical thinking to solve problems

6. Demonstrate proficiency in a variety of software useful in professional environments

7. Learn independently and understand how to learn new skills that will be required of them in their future endeavors

8. Be prepared for work, citizenship, and a fulfilling life

Purpose

The B.A. or B.S. in University Studies major is intended to meet the needs of students who seek a general degree as an entry qualification to employment or further study/training

Focus

The B.A. or B.S. in University Studies major effectively allows the student to propose a customized program leading to a bachelor's degree. The program is designed to be flexible within prescribed limits.

This degree is not a collection of courses that together have neither meaning nor focus.

Career and/or Further Study Opportunities

The choice of this degree will be carefully considered in relation to the career and/or further study opportunities it will provide the student, under the oversight of the dean and the Program Lead.

The student must show how their program will meet this criterion in their proposal before being admitted to the program.

Response to Action #4 Statement of requirements for entry into and completion of the B.A. or B.S. in University Studies program Part 1.

The Work Group identified the admission requirements for students opting for the B.A. or B.S. in University Studies degree. As students opt to major in B.A. or B.S. in University Studies, their application will be reviewed and approved by the faculty member who is the Program Lead and must also receive approval from the Dean of the College of Human Development.

Admission to program

To apply for acceptance as a University Studies major, the student must provide the following:

- A completed application form
- A proposed Major Academic Plan (MAP)
- A proposal that explains the student’s goals and rationale behind the proposed change in major
- Signature of the Dean of the College of Human Development verifying that the proposed curriculum will meet program guidelines and the goals and needs of the student
- An explanation of the proposed capstone experience. (This proposal is intended for the student to put together a plan for their future based on the proposed course of study)

Approval Process

1. Complete the application (download forms here)

2. Meet with the academic advisor (from the area of primary emphasis) to create a MAP and finalize the application

3. Meet with a faculty member to design and plan the capstone experience; the Program Lead will then sign off on the capstone plan.

4. Submit completed proposal and all required attachments to the assigned academic advisor, who will then forward all application materials to the dean for final approval (*Note: final approval may take as long as one month—students must submit proposal early)

Capstone Experience

The capstone experience is taken for credit typically during the student's final semester such as an independent study course (390R), internship (399R), or student research (496R) depending on its nature. The capstone experience must be:

- clearly relevant to the proposed curriculum and integrate areas of academic emphasis
- challenging academically and approximate the rigor of a senior-level capstone experience
- approved in advance by the Dean of the College of Human Development, and the report/results evaluated by that dean

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• approved before it is undertaken (no capstone experience will be approved ‘after the fact’) fully described in a written proposal (the description should include details of what will be done and how the experience will be evaluated, including site supervisor approval, if appropriate)

Response to Action #4 Statement of requirements for entry into and completion of the B.A. or B.S. in University Studies program Part 2.

The Working Group helped clarify graduation requirements for students desiring a University Studies degree.

Programs and Degrees Program Completion Requirements

Students completing a B.A. or B.S. in University Studies degree will have:

1. 120-semester hours including all of the General Education and Religious Education requirements (see attached curriculum)
2. 30-semester hours in residence at BYU
3. 28-semester hours of primary focus completed in one or more preapproved academic areas (i.e. minors, emphases, or clusters).
4. 12-semester hours in career preparation courses that support the primary focus
5. A cumulative GPA of 2.0, and no more than 6-semester hours of 'D' credit within the major
6. 15 upper-division credit hours excluding GE (300 or 400-level classes)
7. Students completing a University Studies degree will also successfully complete a ‘capstone experience’ during their final semester

Financial Assistance

B.A. or B.S. in University Studies is a recognized major and is allocated scholarship funds annually. Students who excel academically are encouraged to apply for scholarship assistance.

Visit http://financialaid.byuh.edu/ to download the scholarship application form and learn more about the award process and applicable deadlines.

Students who graduate with a B.A. or B.S. degree in University Studies will attend the graduation banquet in the College of Human Development.

Actions taken by the institution that address this issue; have the actions taken been successful in resolving the problem?; What is the evidence supporting progress?

• The AVP and the deans established faculty oversight. The deans decided that the responsibility to provide oversight for this program and sign off for the B.A. or B.S. in University Studies degree had to come from a dean and it was decided to rotate the responsibility (every three to six years) amongst the deans. The deans chose John Bailey, Dean of the College of Human Development, to be the first dean responsible for this program. The deans also agreed that a Program Lead would be selected from the faculty. They are also in the process of selecting the Program Lead for the B.A. or B.S. in University Studies major.

Analysis of the effectiveness of these actions to date.

The Working Group has established clear and effective structure for both students opting to graduate with a B.A. or B.S. in University Studies degree program and the academic advisors assisting them.

Approval Process

Academic advisors know what courses students are required to take, how many credits the student needs to graduate with a B.A. or B.S. in University Studies major, and there are structure that insures faculty oversight in the clearance of students for enrollment and completion of the B.A. or B.S. in University Studies major.
Have the actions taken been successful in resolving the problem? What further problems or issues remain? How will these concerns be addressed, by whom, and under what timetable? How will the institution know when the issue has been fully addressed? Please include a timeline that outlines planned additional steps with milestones and expected outcomes.

As far as putting in place an infrastructure to ensure the students opting for the B.A. or B.S. in University Studies major and those assisting them are clear on what is expected, BYU-Hawaii can answer “Yes.” The actions taken have been successful.

An approval process is in place which helps students better navigate the system. Academic advisors were trained in the approval process and have been informed that the Dean of the College of Human Development signs off on all students opting for the B.A. or B.S. in University Studies degree program. The Academic Advising Manager keeps track of the number of students choosing the B.A. or B.S. in University Studies degree program. The numbers of B.A. or B.S. degrees in University Studies awarding is declining. In 2010, a total of 114 degrees were awarded compared to 91 in 2011 and 84 in 2012.

The self-study will be completed during summer 2013 for the program review scheduled in fall of 2013. The B.A. or B.S. in University Studies degree program will then undergo a program review every five to six years with an annual review of assessment plans by the University Assessment Committee. (See attached annual and multi-year assessment plans)

A special visit by WASC focusing on the B.A. or B.S. in University Studies degree will take place in the spring of 2014 (see attached Timeline).

What is the evidence supporting progress?

BYU-Hawaii’s commitment is evident in the administrations immediate call to action following the 2012 interim visit. The decision to establish faculty oversight, the formulation of the Working Group, the continued support by way of appointing a Program Lead to the B.A. or B.S. in University Studies degree, the updating of the Catalog which enables students to choose whether they want to graduate with the B.A. or B.S. in University Studies degree, the development of student learning outcomes for this program, and the commitment to these outcomes annually and over time is evidence that BYU-Hawaii is committed to the students. In addition, BYUH has scheduled a self-study for the B.A. or B.S. in University Studies degree program in 2013 and a formal program review in fall of 2013. By the 2017 WASC visit, data which benchmarks the progress of the B.A. or B.S. in University Studies degree will have been gathered and the program improved.

Other concerns mentioned in the July 10, 2012 letter

By shortening the time for baccalaureate degree completion to nine semesters in three years, undue pressures are being placed on both faculty and students (especially international students).

Specific steps to address this issue include:

1. Established the Nine Semester-in-Residence Committee. Members include AVP, Associate Academic V.P. for Curriculum, Academic Advising Manager, and Registrar. The purpose of this committee is to look at how to best help students use their time effectively and to grant appeals to the nine-semesters-in-residence policy. By focusing on nine semesters with a flexible time frame rather than the earlier approach of three consecutive years, as well as promoting options for additional semesters away from campus, more flexibility is available for the students. Likewise, as many students are now granted their appeal for an additional semester to help them complete their major requirements, the B.A.or B.S. University Studies option is no longer needed as a way to help people graduate within a limited timeframe. (Started in the beginning of fall 2012)
2. Conduct student focus group (2012 and 2013)
3. Conduct faculty focus group (2012 and 2013)
4. Gather and analyze data on time to degree
5. Study EIL program and Michigan scores for our international students
6. Update campus language policy to encourage English language use outside of the classroom

BYUH needs to define and consistently implement a rigorous design and approval process for new programs and degrees, ensure that all programs have ongoing and careful oversight, diligently monitor all publications to ensure an accurate portrayal of each degree program sufficient to inform enrollment decisions, and incorporate new degree planning within the larger mission and operational decisions of the institution.

BYU-Hawaii has in place an approval process for new programs and degrees. Prior to this time, the FAC and Dean’s Council approved curriculum changes, which decisions were ratified by the President’s Council.

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Now, BYU-Hawaii implemented a Curriculum Council chaired by a faculty member. The Council is comprised of the associate deans of each of the four colleges, as well as the chair of the General Education Committee. In 2010, Dr. Jennifer Lane was appointed by the administration to be an Associate Academic Vice President for Curriculum. She has since then chaired the Curriculum Council and oversees the council’s activities. Departments that wish to propose a new program or degree make the proposal to the council with the endorsement of the Dean of their College. Once the proposals then clear the Curriculum Council, Dr. Lane ensures that these proposals are presented to the Deans' Council, the President's Council, and eventually to the Board of Trustees.

Section V. Identification of Other Changes and Issues Currently Facing the Institution


Section VI. Concluding Statement

After considerable thought and effort taken by University key stakeholders to respond to WASC action items and issues raised by the Commission, we have looked at this experience during the past year as an opportunity for growth, to more carefully structure the B.A. and B.S. degrees in University Studies under faculty oversight, and to focus on the processes that impact our students from admission and advising to the completion of their degrees. This experience has pushed student learning outcomes to the forefront of this degree, making quality of the educational program our primary focus. This experience has also accelerated our desire and efforts to evaluate the quality of the current University Studies program, to make improvements where necessary, and to provide an on-going and sustainable review process which will continue to make this happen in the future. The deans, department chairs and faculty have been closely involved in this entire process during the past year, and have provided invaluable input and support. This has been a team effort and has given us the opportunity to work closely together in strengthening BYU-Hawaii. This experience has also helped us focus more clearly on accreditation standards and accountability. We look forward to the opportunity and are carefully preparing for the WASC special visit in spring 2014.

Section VII. Required Documents for all Interim Reports

1. Current catalog(s) BYU-Hawaii Catalog
2. Mission statement

Section VIII. Additional Financial Documents

1. Financial statements for the current fiscal year including Budgeted and Actual Year-to-Date and Budgeted and Actual Last Year Totals.

This interim report did not indicate a need for this material. However, these materials are provided to WASC Teams for on campus visits.

2. Projected budgets for the upcoming three fiscal years, including the key assumptions for each set of projections.

This interim report did not indicate a need for this material.