



KOP #1.111

Created March 14, 2014

Revised January 31, 2017

Revised: May 10, 2022

SUBJECT: Policy for Planning and Assessment Integration with Resource Allocation (PAIR)

1. Purpose:

- a. The primary purpose of this policy is to serve as a framework for a transparent and participatory planning, assessment, and resource allocation process. This process will integrate activities ensuring academic, administrative, and operations requests are related to campus systemic planning documents such as the Strategic Plan, and program/unit CPRs, ARPDs, or any other official report tied to strategic-planning and program assessment. The process will have established tasks to meet University system budget deadlines and to ensure participation from established college governing bodies as well as program faculty, staff, and administrators;
- b. This policy is to cover four program/unit funding pillars:
 - i. one-year annual budget request,
 - ii. five-year budget projection,
 - iii. annual discretionary funding request, and,
 - iv. request for personnel;
- c. This policy will also serve to ensure the following:
 - i. The College's integrated process is consistent with the mission for the University, the Community Colleges and the College approved by the Board of Regents.
 - ii. A yearly process for all resource requests that benefit a program/unit based upon strategic planning is available.
 - iii. Planning takes into consideration the evolving economic, educational, and social needs of the community.
 - iv. Program design and improvement efforts are consistent with priorities detailed in the current approved University system and college Strategic Plan.
 - v. Resource allocation decisions are consistent with the implementation of a campus systemic planning document and the improvement of established programs and services.
 - vi. The results of a regular assessment of program and service outcomes inform the planning, budgeting and program design and delivery; and,

- vii. A transparent planning, resource allocation, and assessment process that has established tasks and milestones to ensure systematic participation from among the established college governing bodies as well as from program faculty, staff, and administrators is implemented.

2. Policy Framework:

The planning, assessment, and allocation processes consist of the following:

- a. a campus systemic planning process that has an annual or regular assessment of program goals and/or outcomes. This assessment process includes:
 - i. annual program health indicators assessment of programs and services;
 - ii. a multi-year assessment of programs and services; and
 - iii. an annual report or review on the progress toward accomplishing program goals and/or outcomes.
- b. a resource allocation process for all programs, offices, and units that aligns with a campus systemic planning document and includes:
 - i. one-year annual budget request, an annual base budget determined by an analysis of the continued need for levels of service or instructional capacity;
 - ii. five-year budget projection, to consider expenditures to be incurred and all revenues that will be gained;
 - iii. annual discretionary funding request based on a yearly strategic topic, an opportunity for each program and service to seek additional discretionary funding beyond the annual budget request to achieve a program goal and/or strategy. The yearly strategic topic, which will be defined by administration in consultation with the CAC, will:
 - allow programs/units to prepare planning documents to align with a planned request; and
 - provide priority during a review process.
 - iv. request for personnel, to be determined by changing needs and priorities and to be reviewed and approved under its own procedure.

3. Responsibilities:

- a. The Chancellor's Advisory Council (CAC), consistent with its approved charter and by-laws, shall make recommendations to the Chancellor on the results of the annual discretionary funding request process.
- b. Each of the college governing groups established through KOP #1.112, consistent with their respective charters and by-laws, shall evaluate the annual discretionary funding requests through the PAIR process.
- c. The Chancellor, in consultation with other campus administrators, shall develop and maintain a policy framework that integrates the planning, implementation, resource

- allocation, and assessment processes into an integrated system; shall approve an annual college budget and resource allocation plan; and shall periodically evaluate the effectiveness of the planning, resource allocation, and assessment system.
- d. The Vice Chancellor for Administrative Services shall establish and publish an annual Internal Budget Process Timeline that allows for adequate participation from each program and division.
 - e. The Vice Chancellors and Deans shall establish and maintain up-to-date implementation plans that are designed to meet the requirements of the College's strategic plan. The Vice Chancellor for Academic Affairs in collaboration with other Vice Chancellors, the Deans, and Directors shall consolidate the various implementations into a single plan for review and consultation with the CAC Budget Committee each fall according to an annual Internal Budget Process Timeline developed by the Vice Chancellor for Administrative Services.
 - f. The Vice Chancellors and Deans in collaboration with the College Leadership Team shall solicit from among their programs all requests for additional resources according to the annual Internal Budget Process Timeline developed by the Vice Chancellor for Administrative Services.
 - g. This policy supersedes all existing KCC policies and procedures related to strategic planning, budgeting and assessment.

4. Related Policies:

- a. University of Hawai'i Board of Regents Policy Chapter 4, PLANNING; (<https://www.hawaii.edu/policy/?action=viewPolicy&policySection=rp&policyChapter=4&policyNumber=201>)
- b. University of Hawaii Executive Policy 4.201, INTEGRATED LONG-RANGE PLANNING FRAMEWORK; (<http://www.whitetip.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=4&policyNumber=201>)
- c. University of Hawaii Community Colleges Policy; UHCCP 4.101 STRATEGIC ACADEMIC PLANNING; (<http://www.hawaii.edu/offices/cc/docs/policies/4.101.pdf>)
- d. University of Hawaii Community Colleges Policy; UHCCP 5.202 REVIEW OF ESTABLISHED PROGRAMS; (<http://www.hawaii.edu/offices/cc/docs/policies/5.202.pdf>)
- e. Accrediting Commission for Community and Junior Colleges (ACCJC); ACCREDITATION STANDARDS 2014; (https://accjc.org/wp-content/uploads/Accreditation-Standards_-_Adopted-June-2014.pdf)