	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: October 2, 2023	POLICY NO.: COR.14.11
		SUPERSEDES (Policy No. & Date): COR.14.11 of May 4, 2017	
SUBJECT: ESTABLISHMENT OF NEW ACADEMIC AND CAREER AND TECHNICAL PROGRAMS		Page 1 of 2	

1.0 PURPOSE

To establish practices governing the establishment and review of new education programs.

2.0 SCOPE

This policy applies to all correctional facility education programs in the State of Hawaii.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 Definitions:

- a. **Course Syllabus:** An organized outline of a course of instruction which includes detailed information on the subject matter to be presented with a detailed bibliography of references and text to be used in the presentation of the course. The syllabus should include a timetable for instruction and copies of tests and required research projects.
- b. **Curriculum:** The aggregate of subjects comprising a course of study in a school, college and/or university.
- c. **Education Program:** Academic or career and technical programs approved by the Corrections Education Branch Manager and offered by a facility education program.

4.0 POLICY

In order to ensure the highest quality of educational programming, and provide for consistent and well-coordinated instruction, all new education programs shall have the approval of the Education Services Branch Manager and the Corrections Program Services Administrator.

5.0 PROCEDURE

New education programs may be proposed by facility Warden, administrators, and education programs through the following process:

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COR P & P	SUBJECT: ESTABLISHMENT OF NEW ACADEMIC AND CAREER AND TECHNICAL PROGRAMS	POLICY NO.: COR.14.11
		EFFECTIVE DATE: October 2, 2023
		Page 2 of 2

- .1 Program Proposal
A proposed course syllabus, and a resume if necessary, shall be forwarded to the Education Services Branch Manager for review and consideration.
- .2 Review
 - a. The Education Services Branch Manager shall review the proposed program with the instructor and the facility education supervisor.
 - b. Accepted proposals shall be forwarded to the warden for review and comments.
 - c. A copy of the final proposal shall be submitted to the Corrections Program Services Division Administrator. If approved by the Corrections Program Services Administrator, implementation planning should begin.

.3 Approved Programs

Upon approval, the program information shall be entered into the education database by the education supervisor, or designated education staff member.


.4 Responsibility

The Education Services Branch Manager together with the facility Education Supervisors and/or designated Education Specialists, shall review annually the effectiveness of the education programs for all facilities and submit reports to the Legislature as required.

APPROVAL RECOMMENDED:

 10/2/2023
Deputy Director for Corrections Date

APPROVED:

 10/2/23
Director Date

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