	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: MAR 02 2009	POLICY NO.: COR.14.11
		SUPERSEDES (Policy No. & Date): APRIL 21, 1995	
SUBJECT: ESTABLISHMENT OF NEW ACADEMIC AND VOCATIONAL PROGRAMS		Page 1 of 2	

1.0 PURPOSE

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

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. American Correctional Association Standards, Sec. Third Edition 3-4410-34413
- b. HRS 301-(1-4) Adult Education Programs
- c. HRS 353-64 Committed Persons Paroled, Session laws of Hawaii, 1988.

.2 Definitions

- a. Education Program: academic or vocational programs approved by the Corrections Education Branch Manager offered by a facility education program.
- b. 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.

3.0 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.

4.0 PROCEDURE

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

.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.

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.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 for review and coordination with the Institutions Division Administrator. If approved by the Institutions Division Administrator and 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.

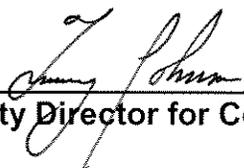
5.0 RESPONSIBILITY

The Education Services Branch Manager together with the branch education supervisors shall review annually the effectiveness of the education programs for all facilities and submit a report to the Director of Public Safety through the Corrections Program Services Division Administrator and the Deputy Director for Corrections.

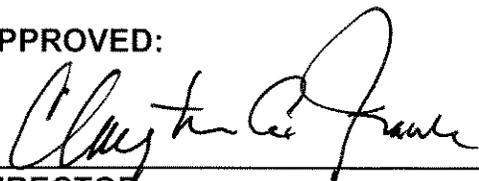
6.0 SCOPE

This policy applies to all correctional facility education programs.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections

2/26/09
 Date

APPROVED:

 DIRECTOR

3/2/09
 Date