

## **UPCEA REGION WEST**

In Honor of Excellence

2014 Awards Application

**CATEGORY: OUTSTANDING NON-CREDIT PROGRAM**

Please complete this form and *email* a copy to the chair listed below. Please note: if your nomination wins, your institution is responsible for any travel costs to the fall regional conference (Oct. 1-3, Las Vegas, NV) should your institution like to accept the award in person. The Region West winner of this award will be automatically forwarded as a nominee for the UPCEA National Outstanding Non-Credit Program Award.

***Submission must be received by August 8, 2014***

**Criteria and Eligibility**

* The nominated program must be offered by a UPCEA member institution within the last two years.
* The program must have completed at least one cycle to be considered.
* The program must be original in a substantive way.
* A description of the program must include a statement explaining how the program objectives were met and a summary of the program evaluations should also be included.
* The program must demonstrate a contribution to the field of continuing education, which can be replicated by other higher education institutions.
* The program must be cost effective in a manner consistent with the stated program objectives.
1. Name of program:
2. Name and address of institution:
3. Name of program director:
4. Program name to be listed on award plaque (if entry is selected):
5. Starting date of program:
6. Program Website:
7. Please answer the following that apply to the nominated program.
8. Describe program objectives, clientele served and how the program was developed and promoted.
9. To what degree were the program objectives met, i.e. was the program successful in terms of students completing the program and meeting their needs?
10. Discuss the specific impact this program had on individuals, institutions, or the community.
11. Was the program cost effective? Please provide a simple income/expenditure analysis.
12. Discuss specific problems encountered and solved.
13. Discuss any innovation or technology implemented for this program.
14. Did this program result in research or publications?
15. If your nomination wins, would you or someone from your institution be willing to do a brief presentation about your program during the award luncheon at the fall regional conference in Las Vegas, NV? Please note: if your nomination wins and you are willing to present, your institution is responsible for any travel and conference cost.

( ) Yes ( ) No

1. Please provide us with a short paragraph below (approx. 200 words) describing the program you are nominating in Word format (not PDF please). This will appear on the UPCEA West Region conference website.

**Please *email* this completed document and any supporting material to** **melissa.nakamura@hawaii.edu****.**

Melissa Nakamura, Awards Committee Chair

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