

**HAWAII COMMUNITY COLLEGE  
COMPREHENSIVE PROGRAM/UNIT REVIEW PROCESS**

<i>Step</i>	<i>Task</i>	<i>Responsibility</i>	<i>Timeline</i>
1.	The <i>Vice Chancellor for Academic Affairs (VCAA)</i> announces comprehensive program/unit review cycle to campus and includes the budget cycle, either a biennium or supplemental year. Also asks if any Program/Unit that is not scheduled would like to submit CPR/UR. If so, non-scheduled program notifies VCAA and appropriate administrator of intent to “jump.”	VCAA	August
2.	<i>Initiator</i> for the Program/Unit Review (PR/UR) is identified. This includes Initiators for “jumpers” as well. VCAA notifies the IR of the jumpers.	Administrative Team	August
3.	Institutional Researcher provides data to Program initiators. Units may request data from IR.	Institutional Researcher	October
4.	<i>Initiator</i> or other program/unit member writes PR/UR using the appropriate HawCC Program Review Template. If writer is not the initiator, then writer will submit PR/UR to Initiator for review one (1) week prior to VCAA published deadline	Initiator/PR writer(s)	August - October
5.	<i>Initiator</i> reviews and submits PR/UR to VCAA by published deadline.	Initiator	Program-Unit Review Deadline
6.	<i>VCAA</i> reviews and submits PR/UR to College Effectiveness Review Committee (CERC) via a secured site	VCAA	End of November
7.	<i>VCAA</i> submits PRs/URs to the IR for publishing on the HawCC Assessment website.	VCAA/ Institutional Researcher	Early December
8.	Total quality improvement will be sought to evaluate the program/unit review process every year. Changes to the program/unit review process that occur due to this evaluation will be documented by the <b>IR</b> and posted to the Assessment website.	Institutional Researcher	Mid -December
9.	Feedback from the assessment of our program review process will be taken back to the University of Hawaii Community Colleges Instructional Program Review Committee (UHCC IPRC). This group will evaluate the suggested process improvements and make changes accordingly. This will ensure that we are improving our program review process year over year.	VCAA Or Designee	Next Scheduled UHCC IPRC Meeting Date
10.	<b>CERC</b> completes standardized review using the PR/UR Evaluation Tool to: a) Recommend biennium and/or supplemental budget requests and consider internal allocation of budget items; b) evaluate program effectiveness; and c) review the possible need for revision of the Strategic Plan. Submit report to Chancellor.	CERC and VCAA	Mid - February
11.	CERC response memo is sent to program/unit writers/initiators as feedback for quality improvement. Post CERC response memos and comprehensive summary of individual program/unit reviews.	VCAA and IR	March-April
12.	The <b>CERC</b> will do a formal evaluation of its effectiveness, through feedback from the PR Initiators /Writers, and CERC members, which is then given to the VCAA. The VCAA will review the feedback for process improvement. The IR will post a summary to the assessment website.	CERC, IR, and VCAA	Prior to Summer Break
13.	The <b>VCAA</b> will ensure that any documentation used in the evaluation of programs/units, i.e. CERC Evaluation Tools, and Program/Unit Templates, will be modified and approved as needed. The approved documentation will be forwarded on to the IR for use in the next program/unit review cycle and posted to the assessment website.	CERC, IR, and VCAA	Prior to Summer Break

Responsibilities of the Program/Unit Review (PR) writer and initiator

The PR writer conducts the actual program review. The *initiator's* responsibilities include the following:

- Recruits PR writer
- Communicates to PR writer all PR needs
- Coordinates self-study
- Coordinates departmental surveys and focus groups
- Provides motivation and direction to the PR writer
- Sets meeting schedule
- Moderates discussions
- Coordinates development and writing of the PR
- Completes and submits PR to VCAA who will ask IR to post it on the Assessment web site

*Approved by the Assessment Committee, 11/18/10, revised 4/28/2011  
CERC Recommendations, 4/6/2011*