

# Hawai‘i Community College

## The Program and Unit Review Process

### Program and Unit Review

Program and unit review at Hawai‘i Community College is a process of identifying and planning for actions and resources needed to support a vibrant college that responds to the educational needs of Hawai‘i Island. It is a two-part process with College-wide involvement.

The first part of the process is an annual review by all programs and units that is used for program and unit planning for improvement and to update the College’s master plans, including the Academic Master Plan, the Resources Master Plan, and the Technology Master Plan. The second part of program review is a three-year comprehensive review that includes long-term program and unit planning, and demonstrates the contributions of the academic program or service unit to the College’s achievement of its Mission, Institutional Learning Outcomes, and Strategic Directions plan.

### The Annual Review and Budget Process (ARBP)

The goal of the Annual Review and Budget Process (ARBP) is to identify and plan for actions and resources needed to sustain and improve the College’s programs and units. Responsibility for initiating Annual Reviews and budget reports rests with the College’s lead administrators, including the vice chancellor for academic affairs, the vice chancellor for student affairs, the vice chancellor for administrative affairs, the director of the Office of Continuing Education and Training, and the director of Hawai‘i Community College - Pālanuanui.

### Programs and Units: The Annual Review and Budget Report

Essential components of the Annual Review and Budget Report for the instructional programs include the following:

1. analysis of the Annual Review of Program Data (ARPD) supplied by the University of Hawai‘i Community College (UHCC) System institutional research office and analysis of other relevant program data and information as appropriate;
2. reporting and analysis of the assessment of program and course learning outcomes;
3. program planning for improvement in instruction, learning, and student-support services.

Program reports serve to analyze demand, effectiveness, and efficiency; identify needed improvements; determine necessary actions; and request emergency resources required based on demonstrated evidence.

Essential components of the Annual Review and Budget Report for the service units include the following:

1. analysis of the Annual Review of Program Data (ARPD), when available, and analysis of other relevant

unit data as appropriate;

2. assessment of service unit outcomes;
3. unit planning for improvement in student-support and other services, operations, and functions.

Unit reports assist in improving effectiveness and efficiency in service delivery; identify needed improvements; determine necessary actions; and request emergency resources required based on demonstrated evidence.

### **Annual Review and Budget Reports and the Hawai‘i Community College Annual Budget and Action Plan Report**

Based on program and unit reports, the administrator for each of the College’s five administrative sectors writes an overall Annual Review and Budget Report, which is sent to the College Council and Academic Senate for review and comment. These reports are forwarded to the administrative team, which includes the chancellor, three vice chancellors, two deans, and two directors. The team develops institutional initiatives, sets priorities, and writes the Hawai‘i Community College Annual Budget and Action Plan Report. The Hawai‘i Community College Annual Budget and Action Plan Report is published College-wide and informs the updating of the College’s Academic Master Plan (AMP), Technology Master Plan (TMP), and Resources Master Plan (RMP).

### **Breaking It Down: The Annual Review and Budget Process by College Sector**

**Academic Affairs:** Academic Affairs is comprised of instructional programs and academic support service units. Instructional programs fall under Career and Technical Education (CTE) and Liberal Arts and Public Services. CTE is comprised of four divisions with programs offering degrees and certificates. Liberal Arts and Public Services are comprised of four departments and one division with programs offering degrees and certificates. Academic division and department chairs report to the dean of CTE or the dean of Liberal Arts and Public Services. The academic support service units include Banner, Computer Services, Curriculum Support, Data Technology Support, Hale Kea Advising & Testing Center, Institutional Assessment, Institutional Research, Instructional Technology Support, The Learning Center, Media Services, Mookini Library, Web Support, and West Hawai‘i Library & Learning Center. The heads of the academic support units report directly to the vice chancellor for academic affairs.

Program faculty and academic support unit faculty and staff write an Annual Review for their respective instructional program or service unit. Instructional program Annual Reviews are sent to the appropriate division chair and dean for review; academic support service units Annual Reviews are sent to the vice chancellor for academic affairs for review. The respective deans assist the vice chancellor for academic affairs in writing the Annual Review and Budget Report for Academic Affairs.

**Student Affairs:** Student Affairs is comprised of nine units: Admissions & Records, Career & Job Development Center, Counseling, Financial Aid, Graduation Pathways & STAR, Ha‘awi Kōkua, Information Center, Mental Health and Wellness, and Student Life.

Each unit's faculty and staff write an Annual Review. Reviews are sent to the vice chancellor for student affairs, who writes the Annual Review and Budget Report for Student Affairs.

**Administrative Affairs:** Administrative Affairs is comprised of five units: Budget & Fiscal Management, Business Office, Human Resources, Planning, Operations, and Maintenance, and Security.

The head of each unit, assisted by staff, writes an Annual Review. Reviews are sent to the vice chancellor for administrative affairs, who writes the Annual Review and Budget Report for Administrative Affairs.

**Office of Continuing Education and Training.** The Office of Continuing Education and Training is comprised of three units: Apprenticeship, the Intensive English Program, and Non- credit Programs.

The head of each unit, assisted by staff, writes an Annual Review. Reviews are sent to the director, who writes the Annual Review and Budget Report for the Office of Continuing Education and Training.

**Hawai'i Community College - Pāalamanui:** Hawai'i Community College - Pāalamanui functions as a single unit providing operational services and support to the College's West Hawai'i campus.

Faculty and unit heads write an Annual Review focusing on support services provided to the West Hawai'i Center. Reports are sent to the center's director, who writes the Annual Review and Budget Report for Hawai'i Community College Pāalamanui.

## **The Comprehensive Program/Unit Review Process**

Every three years, following a rotating schedule, each academic program and service unit writes a summative report analyzing their effectiveness in addressing program or unit outcomes, Institutional Learning Outcomes, and the College's Strategic Directions plan goals. Responsibility for initiating the comprehensive review process rests with the College's administrators, including the vice chancellor for academic affairs, vice chancellor for student affairs, vice chancellor for administrative affairs, director of the Office of Continuing Education and Training, and the director of Hawai'i Community College Pāalamanui.

Program and unit faculty and staff write a Comprehensive Instructional Program or Unit Review summarizing data from the prior three years' annual program or unit reviews. Programs and units also discuss current trends, anticipating changes three years forward, and program and unit strengths and challenges.

Comprehensive Review reports include a summary of the following:

1. program/unit health indicators and other relevant data and information;
2. program effectiveness related to the College Mission and ILOs, and alignment with the Strategic Directions plan initiatives;

3. improvements implemented and goals achieved;
4. strengths, challenges and relevant trends;
5. program learning and service unit outcomes assessments;
6. new goals and action plans for improving student success and support services;

The process of writing and submitting Comprehensive Reviews follows the same structure as the Annual Reviews. Department chairs, program coordinators, and service unit managers write a three-year Comprehensive Review for their program or unit, prioritizing actions and budget items. Final reports are sent to the respective vice chancellor or director, who submits the report to the College Effectiveness Review Committee (CERC). Each Comprehensive Review is reviewed and evaluated by the CERC based on a published rubric. The CERC includes extensive College-wide representation and serves to evaluate each program's or unit's contributions to the College. Each program or unit receives an individualized report from the CERC with feedback and recommendations that are addressed in subsequent program and unit Annual Reviews.