



**HAWAII COMMUNITY COLLEGE**  
**2017-18 PROGRAM AND UNIT REVIEW & BUDGET PROCESS TIMELINE**  
**for Instructional Programs and Service Units**  
**AY2017 Annual Reviews and AY2015-2017 Comprehensive Reviews**

Step	Task	Responsibility	Timeline	Status
1. Comp & Annual	The Vice Chancellor for Academic Affairs (VCAcAf) consults with the VCs/ Directors to update the comprehensive review schedule of programs & units.	VCAcAf	August	Completed
2. Comp & Annual	The VCAcAf announces the program/unit review cycle to campus including the due date.	VCAcAf	August	Completed
3. Comp CERC	VCAcAf finalizes the College Effectiveness Review Committee (CERC) membership.	VCAcAf	September	Completed
4. Comp CERC	VCAcAf provides training to CERC members. The Institutional Assessment Coordinator (IAC) creates the CERC evaluation tool; CERC members review and revise as necessary.	VCAcAf IAC CERC	September	Completed
5. Comp & Annual	IAC prepares necessary training materials for program/unit reviews and schedules APR/CPR trainings.	IAC	September	Completed
6. Comp & Annual	IAC provides APR/CPR trainings to program/unit review initiators and writers.	IAC	October	Completed
7. Comp & Annual	IAC provides on-going assessment and assessment reporting training to admins, faculty, staff to support program/unit reviews.	IAC	On-going, January through December	On-going
8. Comp & Annual	Writers complete program/unit reviews drafts and submit to Initiators for review; drafts also may be submitted to IAC for edit-review.	Writers Initiators IAC	Two weeks prior to Program/Unit Review Deadline	
9. Comp & Annual	Initiators and supervisors review reports, request edits, and submit to VCs, Deans, and/or Directors.	Initiators Supervisors	Comprehensive & Program/Unit Review Deadline	
10. Comp & Annual	VCs and Directors review and submit program/unit reviews to the IAC for publication processing' IAC works with Webmaster to assure prompt publication on the program & unit review website.	VCs/Deans/ Directors IAC Webmaster	One week after deadline.	
11a. Program Annual	VCAcAf staff, supported by IAC, enters instructional program and ASU unit review information and data as required into UH System ARPD web submission site.	VCAcAf IAC	Beginning of December and by system deadline	
11b. Student Affairs Annual	VCSA or designee will input Student Affairs Unit review into web submission	VCSA	Beginning of December and by system deadline	

11c. Admin Affairs Annual	VCAAdminAffairs will input Admin Affairs Unit review into web submission	VCAAdminAffairs	Beginning of December and by system deadline	
12. COMP CERC	CERC convenes and evaluates program/units Comprehensive Reviews. CERC reviews and revises templates and evaluation tools as necessary for following year. (See below for CERC timeline.).	CERC	December to April	
13. Annual	VCAcAf compiles information into Annual Review and Budget Report and submits to Academic Senate for review and comment.	VCAcAf	April Academic Senate Meeting	
14. Annual	Sector leads compile information into Annual Review and Budget Report and submit to College Council for review and comment.	VCS and Directors	April College Council Meeting	
15. Evaluation	The CERC in conjunction with the Admin Team ensure that the entire program-unit review process is evaluated every year, once the review process has ended. This evaluation is undertaken prior to summer break, and feedback from the campus will drive the plan for the following year's review.	CERC Admin	April-May	
16. Annual	College Council and Academic Senate review reports and send comments to respective admin sector leads. Note: Academic Senate will review only Academic Reports	Chairs of College Council and Academic Senate	Comments DUE May 15	
17. Annual	Administrative Team writes College Annual Budget and Action Plan Report including updates to AMP, TMP & RMP.	Admin	May through August	
18. Annual	Annual Budget and Action Plan Report is published college-wide.	Admin and Webmaster	August	
19. Annual	Chancellor announces publication of Report at All-College meeting	Chancellor	August at All College Meeting	
20. Annual	College Council Chair acknowledges receipt of Report at first Council meeting.	College Council Chair	August at College Council Meeting	
21. Comp & Annual	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) where appropriate. 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. Our IPRC Reps will provide a written summary of their meeting with the committee.	Chancellor IPRC Rep(s)	Next Scheduled UHCC IPRC Meeting Date	
22. Comp CERC	The VCAcAf will ensure that any documentation used in the evaluation of programs/units, i.e. CERC Evaluation Tools, and templates, will be modified as needed. The approved documentation will be forwarded to the IAC for use in the next program/unit review cycle. The IAC will work with the Webmaster to ensure all appropriate documentation is published to the program/unit review website in a timely manner.	VCAcAf CERC IAC Webmaster	August	
23. Evaluation	For total quality improvement, CERC will convene the Closing meeting which provides an annual evaluation of the College's integrated planning process including this timeline,	CERC VCS/Deans/ Directors IAC Webmaster	August	

<b>CERC PROCESS (December to April)</b>				
1. Comp CERC	VCAcAf finalizes the College Effectiveness Review Committee (CERC) membership.	VCAcAf	September	Completed
2. Comp CERC	VCAcAf will provide training to CERC members. IAC will create evaluation tool; CERC members will review and revise as necessary.	VCAcAf IAC CERC	September	Completed
3. Comp CERC	VCAcAf notifies CERC of the availability of the program/unit reviews on the website.	VCAcAf	December	
4. Comp CERC	CERC convenes and evaluates all submitted Comprehensive Reviews. CERC members reviews and revise templates and evaluation tools as necessary.	CERC under direction of VCAcAf CERC	December to April	
5. Comp CERC	CERC deliberates as a body and writes response memos to initiators/writers of each program/unit Comprehensive Review with feedback for quality improvement.	CERC under direction of VCAcAf	February - March	
6. Comp CERC	CERC writes summary report and recommendation to Chancellor in support of integrated strategic planning and improvement.	CERC under direction of VCAcAf	March	
7. Comp CERC	VCAcAf provides Response and Chancellor memos to IAC, who works with Webmaster to ensure appropriate publication on the CERC intranet website.	VCAcAf IAC Webmaster	April	
8. Evaluation	The CERC in conjunction with the Admin Team will ensure that the entire program-unit review process is evaluated every year, once the review process has ended. The evaluation will be prior to Summer break, and feedback from the campus will drive the plan for the following year's review.	CERC Admin	April-May	
9. Evaluation	For total quality improvement, CERC will convene the Closing meeting which provides an annual evaluation of the College's integrated planning process including this timeline. The VCAcAf, IAC and Webmaster assure all documentation have been updated and published for use in the fall.	CERC VCAcAf IAC Webmaster	August	

**Responsibilities of the ANNUAL (APR/AUR) and COMPREHENSIVE (CPR/CUR) Program/Unit Review writer(s) and initiators**

The **writer(s)** conducts the annual (APR/AUR) and comprehensive (CPR/CUR) review.

The **initiator's** responsibilities include the following:

- Recruits the writer(s)

- Communicates to writer all requirements for completing the APR/AUR and/or CPR/CUR

- Coordinates department/program/unit self-study

- Coordinates department/program/unit surveys and focus groups

- Provides motivation and direction to the writer(s)

- Sets department/program/unit meeting schedule to discuss review with faculty/staff and moderates discussions

- Coordinates development and writing of the APR/AUR and CPR/CUR

- Completes and submits APR/AUR and CPR/CUR to respective VC, DC or Director