

**2015 HAWAII COMMUNITY COLLEGE  
CERC Program and Unit Review Process and Timeline**

|                    |   |  |                       |
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| 1.<br>Comp<br>CERC | VCACAf finalizes the College Effectiveness Review Committee (CERC) membership.  | VCACAf                                     | September             |
| 2.<br>Comp<br>CERC | VCACAf will provide training to CERC members. CERC members will create evaluation tool.   | VCACAf                                     | September/<br>October |
| 3.<br>Comp<br>CERC | VCACAf notifies CERC of the availability of the program/unit reviews on the website.  | VCACAf                                     | December              |
| 4.<br>Comp<br>CERC | CERC convenes and modifies evaluation tools (if needed).  | CERC                                       | December to<br>April  |
| 5.<br>Comp<br>CERC | CERC completes standardized review of "comprehensive" program and unit reviews using the Evaluation Tool.   | CERC under<br>direction of<br>VCACAf       | January -<br>February |
| 6.<br>Comp<br>CERC | CERC deliberates as a body and writes response memos to initiators/writers of each program/unit with feedback for quality improvement.  | CERC under<br>direction of<br>VCACAf       | February -<br>March   |
| 7.<br>Comp<br>CERC | CERC writes recommendation to Chancellor on campus planning.  | CERC under<br>direction of<br>VCACAf       | March                 |
| 8.<br>Comp<br>CERC | VCACAf will submit Response and Chancellor memos to Webmaster for publishing on the CERC intranet site.   | VCACAf<br>Webmaster                        | April                 |
| 9.<br>Evaluation   | The CERC in conjunction with the Admin Team will ensure that the entire program-unit review process is evaluated every year. The evaluation will be prior to Summer break, and feedback from the campus will drive the plan for the following year's review. The institutional research office (IRO) will develop the survey. | CERC<br>Admin<br>Initiators/Writers<br>IRO | April                 |
| 10.<br>Evaluation  | CERC will send recommendations for changes needed to the program and unit review <b>templates</b> to the Institutional Assessment Coordinator (IAC) for updates as needed.  | CERC<br>IAC                                | April                 |
| 11.<br>Evaluation  | CERC will send recommendations for changes needed to the program and unit review <b>process</b> to the Institutional Research Office IRO for updates as needed.   | CERC<br>IRO                                | April                 |
| 12.<br>Evaluation  | CERC will send recommendations for data changes within the instructional program review to the Instructional Program Review Council (IPRC) as needed. Our local IPRC will work with the UHCC IPRC to ensure that instruction program review data or issues are brought to the table.  | CERC<br>Chancellor<br>IPRC Rep(s)          | April                 |
| 13.<br>Evaluation  | CERC will send recommendations for changes to the CERC evaluation tools and CERC process to the Vice Chancellor for Academic Affairs (VCACAf) to be used in the   | CERC<br>VCACAf                             | April                 |

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|                   | development of next year's tools/process.  |  |       |
| 14.<br>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, and assures all documentation have been updated, approved, and ready for use in the Fall. | VCs, Deans<br>Directors<br>IRO<br>IAC<br>Webmaster<br>CERC | April |