

PROGRAM being evaluated:

Date:

CERC Member Name:

**COLLEGE EFFECTIVENESS REVIEW COMMITTEE (CERC)  
Evaluation Tool for Comprehensive PROGRAM Reviews**

**Purpose:** This tool is used to evaluate Comprehensive PROGRAM Reviews submitted November 2015. Each CERC member will be completing one of these for each submitted PROGRAM review.

**Part I: Analysis of the Program**

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
<p><b>1.1: The report provides a narrative describing the Program and summarizing the Program’s activities and actions during the three-year period under review.</b></p>	<p>Narrative summary is clear, well-organized and appropriately focused on the period under review, <u>AND</u> provides relatively complete information about the Program’s activities and actions during the period under review.</p>	<p>Narrative summary is provided but is unclear, unorganized or unfocused on the period under review, <u>OR</u> provides only limited information about the Program’s activities and actions during the period under review.</p>	<p>Narrative summary is not present <u>OR</u> does not provide information about the Program’s activities and actions during the period under review.</p>	
<p><b>1.2: The narrative discusses and analyzes the Program’s ARPD data indicators as appropriate, and discusses and analyzes trends and other factors affecting the Program.</b></p>	<p>Narrative thoroughly discusses and analyzes the Program’s ARPD data indicators,</p>	<p>Narrative includes discussion and analysis of ARPD data indicators, trends <u>AND</u> other factors affecting</p>	<p>Narrative does not include analysis of ARPD data indicators <u>OR</u> trends and other factors affecting</p>	

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
	<b>AND</b> discusses and analyzes trends and other factors affecting the Program.	the Program, however discussion and analysis are unclear and weak.	the Program.	
<b>1.3: The narrative summary discusses and analyzes the Program's strengths and weaknesses.</b>	Narrative clearly and thoroughly discusses and analyzes the Program's strengths and weaknesses.	Narrative includes discussion and analysis of the Program's strengths and weaknesses, however discussion and analysis are unclear and weak.	Narrative does not include discussion and analysis of the Program's strengths and weaknesses.	
<b>1.4: The narrative discusses how the Program aligns with and supports the College Mission.</b>	Narrative clearly and thoroughly discusses how the Program aligns with and supports the College Mission.	Narrative includes discussion of how the Program aligns with and supports the College Mission, however discussion is unclear and weak.	Narrative does not include discussion of how the Program aligns with and supports the College Mission.	
<b>1.5: The narrative discusses the Program's effectiveness in its support/assistance in achieving the College Mission.</b>	Narrative clearly and thoroughly discusses, with substantial evidence, the Program's effectiveness in its support/assistance	Narrative includes discussion of the Program's effectiveness in its support/assistance in achieving the College Mission, however discussion	Narrative does not include discussion of the Program's effectiveness in its support/assistance in achieving the College Mission.	

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
	in achieving the College Mission.	is unclear and weak and lacks evidence.		
<p><b>1.6: The narrative includes an explanation of the Program’s effectiveness in its support/assistance in achieving the College’s Institutional Learning Outcomes (ILOs).</b></p>	<p>Narrative clearly and thoroughly discusses, with substantial evidence, the Program’s effectiveness in its support/assistance in achieving the College’s Institutional Learning Outcomes (ILOs).</p>	<p>Narrative includes discussion of the Program’s effectiveness in its support/assistance in achieving the College’s Institutional Learning Outcomes (ILOs), however discussion is unclear and weak and lacks evidence.</p>	<p>Narrative does not include discussion of the Program’s effectiveness in its support/assistance in achieving the College’s Institutional Learning Outcomes (ILOs).</p>	
<p><b>1.7: The narrative includes an explanation of the Program’s alignment with the 2008-2015 Strategic Plan.</b></p>	<p>Narrative clearly and thoroughly explains the Program’s alignment with the 2008-2015 Strategic Plan.</p>	<p>Narrative includes explanation of the Program’s alignment with the 2008-2015 Strategic Plan, however explanation is unclear and weak.</p>	<p>Narrative does not include explanation of the Program’s alignment with the 2008-2015 Strategic Plan.</p>	
<p><b>1.8: The narrative includes an explanation of the value of the Program to the College in terms of achieving that Strategic Plan’s goals and initiatives (1.7).</b></p>	<p>Narrative clearly and thoroughly explains, with substantial evidence, the value of the Program to the College in</p>	<p>Narrative includes explanation of the value of the Program to the College in terms of achieving that Strategic Plan’s</p>	<p>Narrative does not include explanation of the value of the Program to the College in terms of achieving that Strategic Plan’s</p>	

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
	terms of achieving that Strategic Plan's goals and initiatives (1.7).	goals and initiatives (1.7), however explanation is unclear and weak and lacks evidence.	goals and initiatives (1.7).	
<b>1.9: The narrative includes a discussion of the overall results of course-level assessments during the 3-year period under review.</b>	Narrative clearly and thoroughly discusses the overall results of course-level assessments during the 3-year period under review.	Narrative includes discussion of the overall results of course-level assessments, however discussion is unclear and weak.	Narrative does not include discussion of the overall results of course level assessments.	
<b>1.10: The narrative includes a discussion of how assessment results (1.9) demonstrate the Program's achievements or challenges in meeting its Program Learning Outcomes (PLOs).</b>	Narrative clearly and thoroughly discusses, with substantial evidence, how assessment results (1.9) demonstrate the Program's achievements or challenges in meeting its Program Learning Outcomes (PLOs).	Narrative includes discussion of how assessment results (1.9) demonstrate the Program's achievements or challenges in meeting its Program Learning Outcomes (PLOs), however discussion is unclear and weak and lacks evidence.	Narrative does not include discussion of how assessment results (1.9) demonstrate the Program's achievements or challenges in meeting its Program Learning Outcomes (PLOs).	
<b>1.11: The narrative includes a discussion of CERC's comments and feedback on the Program's previous Comprehensive Review, if available. (If no CERC recommendations were provided from</b>	Narrative clearly and thoroughly discusses CERC's comments and	Narrative includes discussion of CERC's comments and feedback on	Narrative does not include discussion of CERC's comments and	

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<p>the most recent Comprehensive Review, or if this is the first Comprehensive Review submitted by the Program, leave this SCORING section blank.)</p>	<p>feedback on the Program's previous Comprehensive Review.</p>	<p>the Program's previous Comprehensive Review, however discussion is unclear and weak.</p>	<p>feedback on the Program's previous Comprehensive Review.</p>	
<p><b>1.12:</b> The narrative analyzes the Program's successes and/or challenges in implementing CERC's recommendations, if available (1.11). (If no CERC recommendations were provided from the most recent Comprehensive Review, or if this is the first Comprehensive Review submitted by the Program, leave this SCORING section blank.)</p>	<p>Narrative clearly and thoroughly analyzes, with substantial evidence, the Program's successes and/or challenges in implementing CERC's recommendations (1.11).</p>	<p>Narrative includes analysis of the Program's successes and/or challenges in implementing CERC's recommendations, (1.11), however explanation is unclear and weak and lacks evidence.</p>	<p>Narrative does not include analysis of the Program's successes and/or challenges in implementing CERC's recommendations, (1.11).</p>	
<p><b>1.13:</b> The narrative includes a discussion of other successes, challenges/barriers, concerns, and/or other issues not addressed elsewhere in the Comprehensive Report.</p>	<p>Narrative clearly and thoroughly discusses, with substantial evidence, other successes, challenges/barriers, concerns, and/or other issues not addressed elsewhere in the Comprehensive Report.</p>	<p>Narrative includes discussion of other successes, challenges/barriers, concerns, and/or other issues not addressed elsewhere in the Comprehensive Report, however explanation is unclear and weak and lacks evidence.</p>	<p>Narrative does not include discussion of other successes, challenges/barriers, concerns, and/or other issues not addressed elsewhere in the Comprehensive Report.</p>	

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
Part I. Analysis of Unit Comments and Recommendations				

**PART II: ACTION PLAN**

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
<b>2.1: The narrative describes and analyzes the Program's Action Plan for the next three years, including AY 2015-16, 2016-17, and 2017-18 (July 1, 2015 through June 30, 2018).</b>	Narrative clearly and thoroughly describes and analyzes the Program's Action Plan for the next three years, including AY 2015-16, 2016-17, and 2017-18 (July 1, 2015 through June 30, 2018).	Narrative describes and analyzes the Program's Action Plan for the next three years, including AY 2015-2016, 2016-17, and 2017-18 (July 1, 2015 through June 30, 2018), however description and analysis is unclear and weak.	Narrative does not describe and analyze the Program's Action Plan for the next three years, including AY 2015-16, 2016-17, and 2017-18 (July 1, 2015 through June 30, 2018),	
<b>2.2: The narrative clearly aligns the Program Action Plan with the new Hawai'i Community College 2015-2021 Strategic Plan. <a href="http://hawaii.hawaii.edu/docs/hawcc-strategic-directions-2015-2021.pdf">http://hawaii.hawaii.edu/docs/hawcc-strategic-directions-2015-2021.pdf</a></b>	Narrative clearly and thoroughly aligns the Program Action Plan with the new Hawai'i Community College 2015-2021 Strategic Plan.	Narrative aligns the Program Action Plan with the new Hawai'i Community College 2015-2021 Strategic Plan, however	Narrative does not align the program Action Plan with the new Hawai'i Community College 2015-2021 Strategic Plan.	

		alignment is unclear and weak.		
<b>2.3: For each action strategy or tactic, the narrative provides details about the goal, expected level of success, implementation timeline, and any anticipated challenges or barriers that may affect the Action Plan’s implementation or success.</b>	Each action strategy or tactic are provided details about the goal, expected level of success, implementation timeline, and any anticipated challenges or barriers that may affect the Action Plan’s implementation or success. Narrative is clear, thorough, and detailed.	Each action strategy or tactic are provided information about the goal, expected level of success, implementation timeline, and any anticipated challenges or barriers that may affect the Action Plan’s implementation or success. Narrative is not detailed and unclear.	Each action strategy or tactic lack details or information about the goal, expected level of success, implementation timeline, and any anticipated challenges or barriers that may affect the Action Plan’s implementation or success.	
<b>Part II. Action Plan Comments and Recommendations</b>				

**PART III: Budget Items**

**For this section, describe and discuss your Program’s cost-item “budget asks” for the 3 year period from July 1, 2015 through June 30, 2018. For each budget item, describe the needed item in detail, including cost(s) and timeline(s).**

<b>3.1: The narrative describes and provides overall justification for the Program’s budget requests for the next three years,</b>	<b>Narrative clearly and thoroughly</b>	<b>Narrative provides overall</b>	<b>Narrative does not provide overall</b>	
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<p>including AY 2015-16, 2016-17, and 2017-18 (July 1, 2015 through June 30, 2018).</p>	<p>describes and provides overall justification for the Program's budget requests for the next three years, including AY 2015-16, 2016-17, and 2017-18 (July 1, 2015 through June 30, 2018).</p>	<p>justification for the Program's budget requests for the next three years, including AY 2015-16, 2016-17, and 2017-18 (July 1, 2015 through June 30, 2018)., however justification is unclear and weak.</p>	<p>justification for the Program's budget requests for the next three years, including AY 2015-16, 2016-17, and 2017-18 (July 1, 2015 through June 30, 2018).</p>	
<p><b>3.2: The narrative discusses how the Program's budget requests align with the Hawai'i Community College 2015-2021 Strategic Plan.</b></p>	<p>Narrative clearly and thoroughly discusses how the Program's budget requests align with the Hawai'i Community College 2015-2021 Strategic Plan.</p>	<p>Narrative discusses how the Program's budget requests align with the Hawai'i Community College 2015-2021 Strategic Plan, however alignment is unclear and weak.</p>	<p>Narrative does not discuss how the Program's budget requests align with the Hawai'i Community College 2015-2021 Strategic Plan</p>	
<p><b>3.3: The narrative clearly identifies each budget item requested and discusses how each item aligns with one or more of the Strategic Plan's Initiatives, Goals, Action Strategies, and/or Tactics.</b></p>	<p>Narrative clearly and thoroughly identifies each budget item requested and discusses how each item aligns with one or more of the Strategic Plan's</p>	<p>Narrative identifies each budget item requested and discusses how each item aligns with one or more of the Strategic Plan's Initiatives,</p>	<p>Narrative does not identify each budget item requested and discusses how each item aligns with one or more of the Strategic Plan's Initiatives,</p>	



	<b>Initiatives, Goals, Action Strategies, and/or Tactics.</b>	<b>Goals, Action Strategies, and/or Tactics, however discussion is unclear and weak.</b>	<b>Goals, Action Strategies, and/or Tactics</b>	
<b>3.4: For <u>each</u> budget item requested, the narrative describes the needed item in detail, including approximate or estimated cost(s) and timeline(s).</b>	<b>For <u>each</u> budget item requested, the narrative clearly and thoroughly describes the needed item in detail, including approximate or estimated cost(s) and timeline(s).</b>	<b>For <u>each</u> budget item requested, the narrative describes the needed items, including approximate or estimated cost(s) and timeline(s), however descriptions lack detail.</b>	<b>For <u>each</u> budget item requested, the narrative does not describe the needed items, including approximate or estimated cost(s) and timeline(s).x</b>	
<b>Part III. Budget Items Comments and Recommendations</b>				
<b>TOTAL SCORE</b>				

**Overall Recommendations/Comments:**