

UNIT being evaluated:

Date:

CERC Member Name:

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

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

Part I: Analysis of the Unit

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

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
and analyzes the Unit's strengths and weaknesses.	thoroughly discusses and analyzes the Unit's strengths and weaknesses.	discussion and analysis of the Unit's strengths and weaknesses; however discussion and analysis are unclear and weak.	include discussion and analysis of the Unit's strengths and weaknesses.	
1.4: The narrative discusses how the Unit aligns with and supports the College Mission.	Narrative clearly and thoroughly discusses how the Unit aligns with and supports the College Mission.	Narrative includes discussion of how the Unit aligns with and supports the College Mission, however discussion is unclear and weak.	Narrative does not include discussion of how the Unit aligns with and supports the College Mission.	
1.5: The narrative discusses the Unit's effectiveness in its support/assistance in achieving the College Mission.	Narrative clearly and thoroughly discusses, with substantial evidence, the Unit's effectiveness in its support/assistance in achieving the College Mission.	Narrative includes discussion of the Unit's effectiveness in its support/assistance in achieving the College Mission, however discussion is unclear and weak and lacks evidence.	Narrative does not include discussion of the Unit's effectiveness in its support/assistance in achieving the College Mission.	
1.6: The narrative includes an explanation of the Unit's effectiveness in its support/assistance in achieving the College's Institutional Learning Outcomes (ILOs).	Narrative clearly and thoroughly discusses, with substantial evidence, the Unit's effectiveness in its support/assistance in achieving the College's Institutional Learning Outcomes (ILOs).	Narrative includes discussion of the Unit's effectiveness in its support/assistance in achieving the College's Institutional Learning Outcomes (ILOs), however discussion is	Narrative does not include discussion of the Unit's effectiveness in its support/assistance in achieving the College's Institutional Learning Outcomes (ILOs).	

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
		unclear and weak and lacks evidence.		
1.7: The narrative includes an explanation of the Unit's alignment with the 2008-2015 Strategic Plan.	Narrative clearly and thoroughly explains the Unit's alignment with the 2008-2015 Strategic Plan.	Narrative includes explanation of the Unit's alignment with the 2008-2015 Strategic Plan, however explanation is unclear and weak.	Narrative does not include explanation of the Unit's alignment with the 2008-2015 Strategic Plan.	
1.8: The narrative includes an explanation of the value of the Unit to the College in terms of achieving that Strategic Plan's goals and initiatives (1.7).	Narrative clearly and thoroughly explains, with substantial evidence, the value of the Unit to the College in terms of achieving that Strategic Plan's goals and initiatives (1.7).	Narrative includes explanation of the value of the Unit to the College in terms of achieving that Strategic Plan's goals and initiatives (1.7), however explanation is unclear and weak and lacks evidence.	Narrative does not include explanation of the value of the Unit to the College in terms of achieving that Strategic Plan's goals and initiatives (1.7).	
1.9: The narrative includes a discussion of the overall results of Unit assessments during the 3-year period under review.	Narrative clearly and thoroughly discusses the overall results of Unit assessments during the 3-year period under review.	Narrative includes discussion of the overall results of Unit assessments, however discussion is unclear and weak.	Narrative does not include discussion of the overall results of unit assessments.	
1.10: The narrative includes a discussion of how assessment results (1.9) demonstrate the Unit's	Narrative clearly and thoroughly discusses, with substantial evidence, how	Narrative includes discussion of how assessment results (1.9)	Narrative does not include discussion of how assessment results	

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
<p>achievements or challenges in meeting its Unit Outcomes (UOs).</p>	<p>assessment results (1.9) demonstrate the Unit's achievements or challenges in meeting its Unit Outcomes (UOs).</p>	<p>demonstrate the Unit's achievements or challenges in meeting its Unit Outcomes (UOs), however discussion is unclear and weak and lacks evidence.</p>	<p>(1.9) demonstrate the Unit's achievements or challenges in meeting its Unit Outcomes (UOs).</p>	
<p>1.11: The narrative includes a discussion of CERC's comments and feedback on the Unit's previous Comprehensive Review, if available. (If no CERC recommendations were provided from the most recent Comprehensive Review, or if this is the first Comprehensive Review submitted by the Unit, leave this SCORING section blank.)</p>	<p>Narrative clearly and thoroughly discusses CERC's comments and feedback on the Unit's previous Comprehensive Review.</p>	<p>Narrative includes discussion of CERC's comments and feedback on the Unit's previous Comprehensive Review, however discussion is unclear and weak.</p>	<p>Narrative does not include discussion of CERC's comments and feedback on the Unit's previous Comprehensive Review.</p>	
<p>1.12: The narrative analyzes the Unit'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 Unit, leave this SCORING section blank.)</p>	<p>Narrative clearly and thoroughly analyzes, with substantial evidence, the Unit's successes and/or challenges in implementing CERC's recommendations (1.11).</p>	<p>Narrative includes analysis of the Unit'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 Unit's successes and/or challenges in implementing CERC's recommendations, (1.11).</p>	

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
1.13: The narrative includes a discussion of other successes, challenges/barriers, concerns, and/or other issues not addressed elsewhere in the Comprehensive Report.	Narrative clearly and thoroughly discusses, with substantial evidence, other successes, challenges/barriers, concerns, and/or other issues not addressed elsewhere in the Comprehensive Report.	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.	Narrative does not include discussion of other successes, challenges/barriers, concerns, and/or other issues not addressed elsewhere in the Comprehensive Report.	
Part I. Analysis of Unit Comments and Recommendations				

PART II: ACTION PLAN

Criteria	2=Exceeds	1=Meets	0=Does Not Meet	Score
2.1: The narrative describes and analyzes the Unit'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 clearly and thoroughly describes and analyzes the Unit'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 Unit's Action Plan for the next three years, including AY 2015-16, 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 Unit's Action Plan for the next three years, including AY 2015-16, 2016-17, and 2017-18 (July 1, 2015 through June 30, 2018),	

<p>2.2: The narrative clearly aligns the Unit Action Plan with the new Hawai'i Community College 2015-2021 Strategic Plan. http://hawaii.hawaii.edu/docs/hawcc-strategic-directions-2015-2021.pdf</p>	<p>Narrative clearly and thoroughly aligns the Unit Action Plan with the new Hawai'i Community College 2015-2021 Strategic Plan.</p>	<p>Narrative aligns the Unit Action Plan with the new Hawai'i Community College 2015-2021 Strategic Plan, however alignment is unclear and weak.</p>	<p>Narrative does not align the Unit Action Plan with the new Hawai'i Community College 2015-2021 Strategic Plan.</p>	
<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	
<p>Part II. Action Plan Comments and Recommendations</p>				

PART III: Budget Items

For this section, describe and discuss your Unit'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).

<p>3.1: The narrative describes and provides overall justification for the Unit’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>Narrative clearly and thoroughly describes and provides overall justification for the Unit’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>Narrative provides overall justification for the Unit’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>Narrative does not provide overall justification for the Unit’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>3.2: The narrative discusses how the Unit’s budget requests align with the Hawai’i Community College 2015-2021 Strategic Plan.</p>	<p>Narrative clearly and thoroughly discusses how the Unit’s budget requests align with the Hawai’i Community College 2015-2021 Strategic Plan.</p>	<p>Narrative discusses how the Unit’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 Unit’s budget requests align with the Hawai’i Community College 2015-2021 Strategic Plan</p>	
<p>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.</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 Initiatives, Goals, Action Strategies, and/or Tactics.</p>	<p>Narrative 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, however discussion is unclear and weak.</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, Goals, Action Strategies, and/or Tactics</p>	
<p>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).</p>	<p>For <u>each</u> budget item requested, the narrative clearly and thoroughly describes the needed item in detail, including</p>	<p>For <u>each</u> budget item requested, the narrative describes the needed items, including approximate or estimated</p>	<p>For <u>each</u> budget item requested, the narrative does not describe the needed items, including approximate or estimated</p>	

	approximate or estimated cost(s) and timeline(s).	cost(s) and timeline(s), however descriptions lack detail.	cost(s) and timeline(s).x	
Part III. Budget Items Comments and Recommendations				
TOTAL SCORE				

Overall Recommendations/Comments: