



HAWAI'I COMMUNITY COLLEGE
PROGRAM AND UNIT REVIEW PROCESS TIMELINE
for Instructional Programs and Service Units
Annual Reviews and 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	
2. Comp & Annual	The VCAcAf announces the program/unit review cycle to campus, including the due date.	VCAcAf	August	
3. Comp CERC	VCAcAf finalizes the College Effectiveness Review Committee (CERC) membership.	VCAcAf	September	
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	
5. Comp & Annual	IAC prepares necessary training materials for program/unit reviews and schedules APR/AUR and CPR/CUR trainings.	IAC	September	
6. Comp & Annual	IAC provides APR/AUR and CPR/CUR trainings to program/unit review initiators and writers.	IAC	October	
7. Comp & Annual	IAC provides on-going assessment and assessment reporting training to admin, faculty, and staff to support program/unit reviews.	IAC	On-going, January through December	
8. Comp & Annual	Writers complete program/unit review drafts and submit to Initiators for review; drafts may also be submitted to IAC for review/edit.	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 webpage.	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 inputs Student Affairs Unit review into UH System ARPD web submission site.	VCSA	Beginning of December and by system deadline	

12. COMP CERC	CERC convenes and evaluates program/unit 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. Evaluation	CERC, in conjunction with Admin Team, ensures that the entire program/unit review process is evaluated every year, once the review process has ended. Evaluation is done prior to summer break, and feedback from the campus drives the plan for the following year's review.	CERC Admin	April-May	
14. Comp & Annual	Feedback from the assessment of the program/unit review process is taken back to the University of Hawaii Community Colleges Instructional Program Review Committee (UHCC IPRC), when appropriate. This group evaluates the suggested process improvements and makes changes accordingly. This ensures that the College is improving the program/unit review process year over year. College IPRC Reps provide a written summary of their meeting with the committee.	Chancellor IPRC Rep(s)	Next Scheduled UHCC IPRC Meeting Date	
15. Comp CERC	The VCACAf ensures that any documentation used in the evaluation of programs/units, e.g., CERC evaluation templates and tools, is modified as needed. The approved documentation is forwarded to IAC for use in the next program/unit review cycle. The IAC works with Webmaster to ensure all appropriate documentation is published to the program/unit review webpage in a timely manner.	VCACAf CERC IAC Webmaster	August	
16. Evaluation	For total quality improvement, CERC convenes 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	
CERC PROCESS (December to April)				
1. Comp CERC	VCACAf finalizes the College Effectiveness Review Committee (CERC) membership.	VCACAf	September	Completed
2. Comp CERC	VCACAf provides training to CERC members. IAC creates evaluation tool; CERC members review and revise as necessary.	VCACAf IAC CERC	September	Completed
3. Comp CERC	VCACAf notifies CERC of the availability of the program/unit reviews.	VCACAf	December	
4. Comp CERC	CERC convenes and evaluates all submitted Comprehensive Reviews. CERC members review 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 memos and Chancellor's summary report and recommendation to IAC, who works with Webmaster to ensure appropriate publication on the CERC intranet webpage.	VCACaf IAC Webmaster	April	
8. Evaluation	CERC, in conjunction with Admin Team, ensures that the entire program/unit review process is evaluated every year, once the review process has ended. Evaluation is done prior to summer break, and feedback from the campus drives the plan for the following year's review.	CERC Admin	April-May	
9. Evaluation	For total quality improvement, CERC convenes 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 has 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)** produces the annual (APR/AUR) and comprehensive (CPR/CUR) review report.

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.