

COLLEGE EFFECTIVENESS REVIEW COMMITTEE (CERC)
OPERATING GUIDELINES

The following procedures will be in operation for the AY 2013-2014, after which they will be reviewed for subsequent academic years.

A. ROLE

The CERC is a college-wide shared governance committee with extensive College-wide representation.

B. FUNCTION:

This committee's function is to receive all Comprehensive Program and Unit (P-U) Reviews and to evaluate each program's or unit's worth to the College using the appropriate P-U designated evaluation tool. After each CERC member has independently reviewed all P-U Reviews, the CERC deliberates as a body and responds to initiators and writers of each program and unit with feedback for quality improvement. The CERC also makes recommendations to the Chancellor on campus planning. In addition the CERC convenes the Closing Meeting which provides an annual evaluation of the College's integrated planning process.

C. COMPOSITION:

- CERC seats #1-#3 are ex-officio and do not participate in reviewing the Reviews and seats #4-#18 are selected by their respective constituencies for a *recommended* term of two years.
- Faculty representatives must be BOR-appointed, Bargaining Unit 7.
- APT representatives must be regular hires
- Clerical representatives must be regular hires
 1. Vice Chancellor for Academic Affairs, Chair, ex-officio
 2. Vice Chancellor for Administrative Affairs, ex-officio
 3. Administration Rep, ex-officio
 4. APT representative
 5. Clerical representative
 6. Academic Senate Chair or designee
 7. College Council Chair or designee
 8. Assessment Committee representative
 9. 1 faculty representative – Career and Technical Education
 10. 1 faculty representative – Liberal Arts & Public Services
 11. 1 Student Services representative – at large
 12. 1 Student Services representative – at large
 13. 1 Administrative Services representative – at large
 14. Ho'olulu Council representative
 15. 1 West Hawaii representative – at large
 16. 1 West Hawaii representative – at large
 17. 1 OCET representative – at large
 18. ASUH-HawCC president or representative

D. SELECTION OF CERC MEMBERS

1. The Chair of CERC will issue a call to the campus for CERC members to be selected; names must be forwarded to the Chair by the first Friday of December or other date designated by the Chair.
2. By the first Friday of December or other date designated by the Chair, if there are any unfilled seats on CERC, those seats will remain vacant until the program review cycle for the following year begins.

E. POLICIES AND PROCEDURES

1. Each CERC member must read and evaluate all Comprehensive Program and Unit Reviews that have been submitted for the current review cycle.
2. Anonymity of CERC members in the initial review will be maintained by the issuance of an ID number/code by the Chair.
3. If a CERC member does not submit an evaluation for all comprehensive reviews, that individual's ratings will not count.
4. CERC members should evaluate Comprehensive Program and Unit Reviews based on a College-wide view, not special interests.
5. CERC members must evaluate Program and Unit Reviews based on the evidence presented and using an evaluation tool.
6. CERC members deliberate as a body and responds to initiators and writers of each program and unit with written feedback for quality improvements.

F. TIMELINE

November – December 2013

1. **November 27** - Comprehensive Program and Unit reviews are due as a single electronic Word document to the respective program Divisions Chairs (DC) or Administrator for units without DCs.
2. Chair of CERC issues campus-wide call for seats #3-#18 to be selected by their constituencies.
3. Names of CERC members in seats #3-#18 are forwarded by e-mail to VCAA.
4. Comprehensive Program and Unit Reviews are posted to the College's Program and Unit Review website.

January – March 2014

1. CERC is convened for an organizational meeting by the VCAA.
2. CERC members do independent evaluations using evaluation tool.

3. CERC members electronically send completed evaluations of Comprehensive Program and Unit reviews to CERC Chair.
4. Excel spreadsheet is completed of CERC members' ratings.
5. CERC members deliberate as a body and responds to initiators and writers of each program and unit with written feedback for quality improvements.
6. CERC meets to discuss planning priorities.
7. CERC's evaluations are finished and submitted to the Chancellor.

August 2014

1. VCAA as chair of CERC convenes a Closing Meeting to ensure that all of the steps in CERC and the Annual Review and Budget Process (ARBP) have been completed, and that all documentation has been updated, approved, and ready for use in the fall semester. (Administrators, IR, Assessment Coordinator, Webmaster, CERC members, Academic Senate Chair, College Council Chair, Division Chairs)