

COLLEGE EFFECTIVENESS REVIEW COMMITTEE (CERC) OPERATING GUIDELINES

The following procedures will be in operation for each academic year and will be reviewed annually at the Closing Meeting.

A. ROLE

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

B. FUNCTION

The CERC's function is to receive all Comprehensive Program and Unit (P-U) Reviews and evaluate for program's or unit's contribution and needs using the appropriate P-U designated evaluation tool. After CERC members have 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.

C. COMPOSITION

- CERC seats #1 & #2 are ex-officio and do not participate in reviewing the Reviews and seats #3-#18 are selected by their respective constituencies for a 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. 1 Administrative Team representative or designee
- 4. 1 APT representative
- 5. 1 Clerical representative
- 6. Academic Senate Chair or designee
- 7. College Council Chair or designee
- 8. Assessment Coordinator or designee
- 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. 1 Ho`olulu Council representative
- 15. 1 Palamanui representative – at large
- 16. 1 Palamanui representative – at large
- 17. 1 OCET representative – at large
- 18. ASUH-HawCC president or designee

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, Chair will attempt to fill vacancies.

E. POLICIES AND PROCEDURES

1. CERC member shall independently 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.
4. CERC members shall evaluate Comprehensive Program and Unit Reviews objectively based on the best interest of the College.
5. CERC members shall evaluate Program and Unit Reviews based on the evidence presented and using the designated evaluation tool.
6. CERC members deliberate as a body and respond to initiators and writers of each program and unit with written feedback for quality improvements.
7. At the end of the process CERC will make recommendations to the Chancellor.

F. TIMELINE

November to December

1. Comprehensive Program and Unit Reviews are due as a single electronic Word document to the respective program Division Chairs (DC) or Administrator for units without DCs.
2. Chair of CERC issues campus-wide call for seats #2-#28 to be selected by their constituencies.
3. Names of CERC members in seats #3-#18 to be selected by their constituencies.
4. Comprehensive Program and Unit Reviews are posted to the College's Program and Unit Review website.

January to March

1. CERC is convened for an organization meeting by the VCAA.
2. CERC members do independent evaluations using designated evaluation tool.
3. CERC members electronically send completed evaluations of Comprehensive Program and Unit reviews to CERC Chair.
4. Analytical 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 by April 1st.

August

1. Chancellor 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 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)