

## **Hawai'i Community College Program and Unit Review Process**

Program and unit review at Hawai'i Community College is a process of identifying and planning for actions and resources needed to support a vibrant college that responds to the educational needs of Hawai'i Island. It is a two-part process, with College-wide involvement.

The first part of the process is an annual review by programs and units that is used to update the College's master plans, including the Academic Master Plan, the Resources Master Plan, and the Technology Master Plan. The second part of program review is a three-year comprehensive review that includes information from the annual reviews and is used to demonstrate the contribution of the academic program or service unit to the College. The comprehensive reviews inform the College's strategic planning and budgeting processes.

The goal of the Program and Unit Review Process (PURP) is to identify and plan for actions and resources needed to sustain and improve the College's programs and units. Responsibility for initiating annual reviews and budget reports rests with the College's lead administrators, including the chancellor, vice chancellor for academic affairs, the vice chancellor for student affairs, the vice chancellor for administrative affairs, the director of the Office of Continuing Education and Training, and the director of the UH Center, West Hawai'i.

### **Annual Program and Unit Review**

Essential components of the Annual Program Review for the instructional programs include the following:

- analysis of the Annual Review of Program Data (ARPD) supplied by the University of Hawai'i Community College (UHCC) System institutional research office;
- assessment of learning outcomes;

Program reviews serve to analyze demand, efficiency, and effectiveness; identify needed improvements; determine necessary actions; and request needed resources required based on demonstrated evidence.

Essential components of the Annual Unit Review for the service units include the following:

- analysis of the Annual Review of Program Data (ARPD), when available;
- assessment of unit outcomes

Unit reviews assist in improving effectiveness and efficiency in service delivery; identify needed improvements; determine necessary actions; and request needed resources required based on demonstrated evidence.

The lead administrators read the program and unit reviews for their respective administrative sectors. The administrative team develops institutional initiatives, sets priorities, and updates the College's Academic Master Plan (AMP), Technology Master Plan (TMP), and Resources Master Plan (RMP).

## **College Sectors**

**Academic Affairs** is comprised of instructional programs and academic support service units. Instructional programs fall under Career and Technical Education (CTE) and Liberal Arts and Public Services. Academic division chairs report to the dean of CTE or the dean of Liberal Arts and Public Services. The heads of the academic support units report directly to the vice chancellor for academic affairs.

Program faculty and academic support unit faculty and staff write an Annual Program or Unit Review for their respective instructional programs or service units. Reviews are sent to the division chairs, deans or vice chancellor for academic affairs. The vice chancellor for academic affairs submits ARPD reports to the UHCC System and writes executive summaries for instructional programs and academic support service units.

**Student Affairs** is comprised of units in which faculty and staff write an annual unit review. Reviews are sent to the vice chancellor for student affairs. The vice chancellor for student affairs submits an ARPD report to the UHCC System and writes an executive summary for student affairs.

**Administrative Affairs** is comprised of units in which the head of each unit, assisted by staff, writes an annual unit review. Reviews are sent to the vice chancellor for administrative affairs.

**The Office of Continuing Education and Training** is comprised of units in which the head of each unit, assisted by staff, writes an annual unit review. Reviews are sent to the director of the Office of Continuing Education and Training.

**The Pālanui Campus** hosts the UH Center at West Hawai'i functions as a single unit providing operational support to the College's West Hawai'i campus. The center director writes Annual and comprehensive reviews focusing on support services provided at the campus.

## **The Comprehensive Program and Unit Review Process**

Every three years, following a rotating schedule, each academic program and service unit writes a summative report analyzing their effectiveness in addressing program or unit outcomes, Mission, Institutional Learning Outcomes (ILOs), and the College's Strategic Plan goals. Responsibility for initiating the comprehensive review process rests with the College's administrators, including the chancellor, vice chancellor for academic affairs, vice chancellor for student affairs, vice chancellor for administrative affairs, director of the Office of Continuing Education and Training, and the director of the UH Center, West Hawai'i.

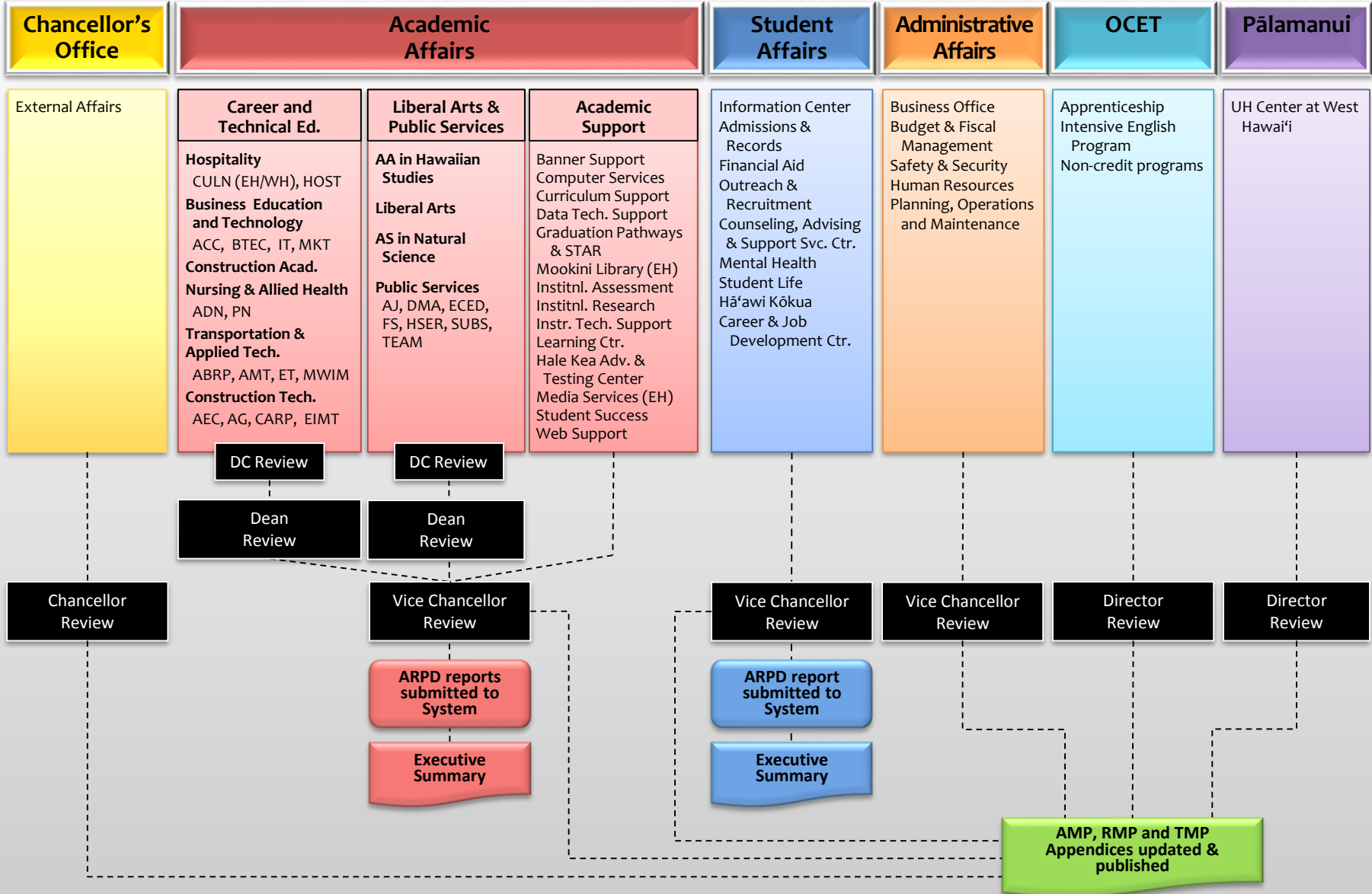
Program and unit faculty and staff write a Comprehensive Program/Unit Review summarizing data from the prior three years' annual program/unit reviews. Programs/units also look at current trends, anticipating changes three years forward. Reports include a summary of the following:

1. program/unit health indicators;

2. program/unit effectiveness related to the College Mission and ILOs, alignment with the Strategic Plan, improvements implemented and goals achieved, strengths and weaknesses, outcome assessment; and trends;
3. new goals and plans for achievement; and
4. a statement of the program's or unit's contribution to the College.

The process of writing and reporting comprehensive reviews follows the same structure as the annual reviews and reports. Final reports are sent to the respective vice chancellor or director, who submits the report to the College Effectiveness Review Committee (CERC), which includes extensive college-wide representation. Each comprehensive review is evaluated by the CERC. Each program or unit receives an individualized response memo with feedback for quality improvement from the CERC, to be addressed in the program or unit annual review the following year. The CERC submits a summary report and recommendations to the chancellor for discussion with the administrative team and consideration in integrated strategic planning, resource allocation, and continuous improvement efforts.

# Annual Review Process



# Comprehensive Review and Budget Process (three year cycle)

