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# Hawai'i Community College

## The Program and Unit Review Process

### **Program and Unit Review**

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 five-year comprehensive review that includes information from the annual review and is used to demonstrate the value of the academic program or service unit to the college.

### **The Annual Review and Budget Process (ARBP)**

The goal of the Annual Review and Budget Process (ARBP) 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 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.

### **Programs and Units: The Annual Review and Budget Report**

Essential components of the Annual Review and Budget Report for the instructional programs include the following:

1. analysis of the Annual Review of Program Data (ARPD) supplied by the University of Hawai'i Community College (UHCC) System institutional research office;
2. assessment of program and course learning outcomes;
3. alignment with the College's Mission, Institutional Learning Outcomes, Strategic Plan goals, and the Academic Master Plan.

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

Essential components of the Annual Review and Budget Report for the service units include the following:

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

3. alignment with the College's Mission, Institutional Learning Outcomes, and Strategic Plan goals.

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

### **Annual Review and Budget Reports and the Hawai'i Community College Annual Budget and Action Plan Report**

Based on program and unit reports, the administrator for each of the College's five administrative sectors writes an overall Annual Review and Budget Report, which is sent to the College Council and Academic Senate for review and comment. These reports are forwarded to the administrative team, which includes the chancellor, three vice chancellors, two deans, and two directors. The team develops institutional initiatives, sets priorities, and writes the Hawai'i Community College Annual Budget and Action Plan Report. The Hawai'i Community College Annual Budget and Action Plan Report is published College-wide and informs the updating of the College's Academic Master Plan (AMP), Technology Master Plan (TMP), and Resources Master Plan (RMP).

### **Breaking It Down: The Annual Review and Budget Process by College Sector**

**Academic Affairs:** 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. CTE is comprised of four divisions with 17 programs offering 44 degrees and certificates. Liberal Arts and Public Services is comprised of four divisions with 12 programs offering 21 degrees and certificates. Academic division chairs report to the dean of CTE or the dean of Liberal Arts and Public Services. The academic support service units include Academic & Administrative, Banner, Computer Services, Curriculum Support, Data Technology, Mo'okini Library, Institutional Assessment, Institutional Research, Instructional Technology Support Office, Learning Center and Hale Kea Advising & Testing Center, Web Development, Media Services, Web Support, and West Hawaii Library & Learning Center. 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 Review and Budget Process Report for their respective instructional programs or service units. Reports are sent to the division chairs or vice chancellor for academic affairs, who write comprehensive reports for their division, prioritizing actions and budget items. Division-chair reports are sent to the respective dean or vice chancellor for academic affairs, who reviews the reports and assists the vice chancellor for academic affairs in writing the Annual Review and Budget Report for Academic Affairs.

**Student Affairs:** Student Affairs is comprised of ten units: Admissions & Records, Career & Job Development Center, Counseling, Financial Aid, First Year Experience, Graduation Pathways & STAR, Ha'awi Kokua, Information Center, Student Life, and Transfer Center.

Each unit's faculty and staff write an Annual Review and Budget Process Report. Reports are sent to the vice chancellor for student affairs, who writes the Annual Review and Budget Report for Student Affairs.

**Administrative Affairs:** Administrative Affairs is comprised of four units: Budget & Fiscal Management, Business Office, Human Resources, and Planning, Operations, & Maintenance.

The head of each unit, assisted by staff, writes an Annual Review and Budget Process Report. Reports are sent to the vice chancellor for administrative affairs, who writes the Annual Review and Budget Report for Administrative Affairs.

**Office of Continuing Education and Training.** The Office of Continuing Education and Training is comprised of three units: Apprenticeship, the Intensive English Program, and Non-credit Programs.

The head of each unit, assisted by staff, writes an Annual Review and Budget Process Report. Reports are sent to the director, who writes the Annual Review and Budget Report for the Office of Continuing Education and Training.

**UH Center at West Hawai'i:** The UH Center at West Hawai'i functions as a single unit providing operational support to the College's West Hawai'i campus.

Faculty and unit heads write an Annual Review and Budget Process Report focusing on support services provided to the center. Reports are sent to the center's director, who writes the Annual Review and Budget Report for the UH Center, West Hawai'i.

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

Every five years, following a rotating schedule, each academic program and service unit writes a summative report analyzing their effectiveness in addressing program or unit outcomes, Institutional Learning Outcomes, and the College's Strategic Plan goals. Responsibility for initiating the comprehensive review process rests with the College's administrators, including the 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 Instructional/Unit Program Review summarizing data from the prior five years' annual program reviews. Programs also look at current trends, anticipating changes five years forward. Reports include a summary of the following:

1. program/unit health indicators;
2. program effectiveness related to the College Mission and ILOs; alignment with the AMP and the Strategic Plan; improvements implemented and goals achieved; strengths and weaknesses; learning outcome assessment; and trends;
3. new goals and plans for achievement;

4. a statement of the program's or unit's value to the College.

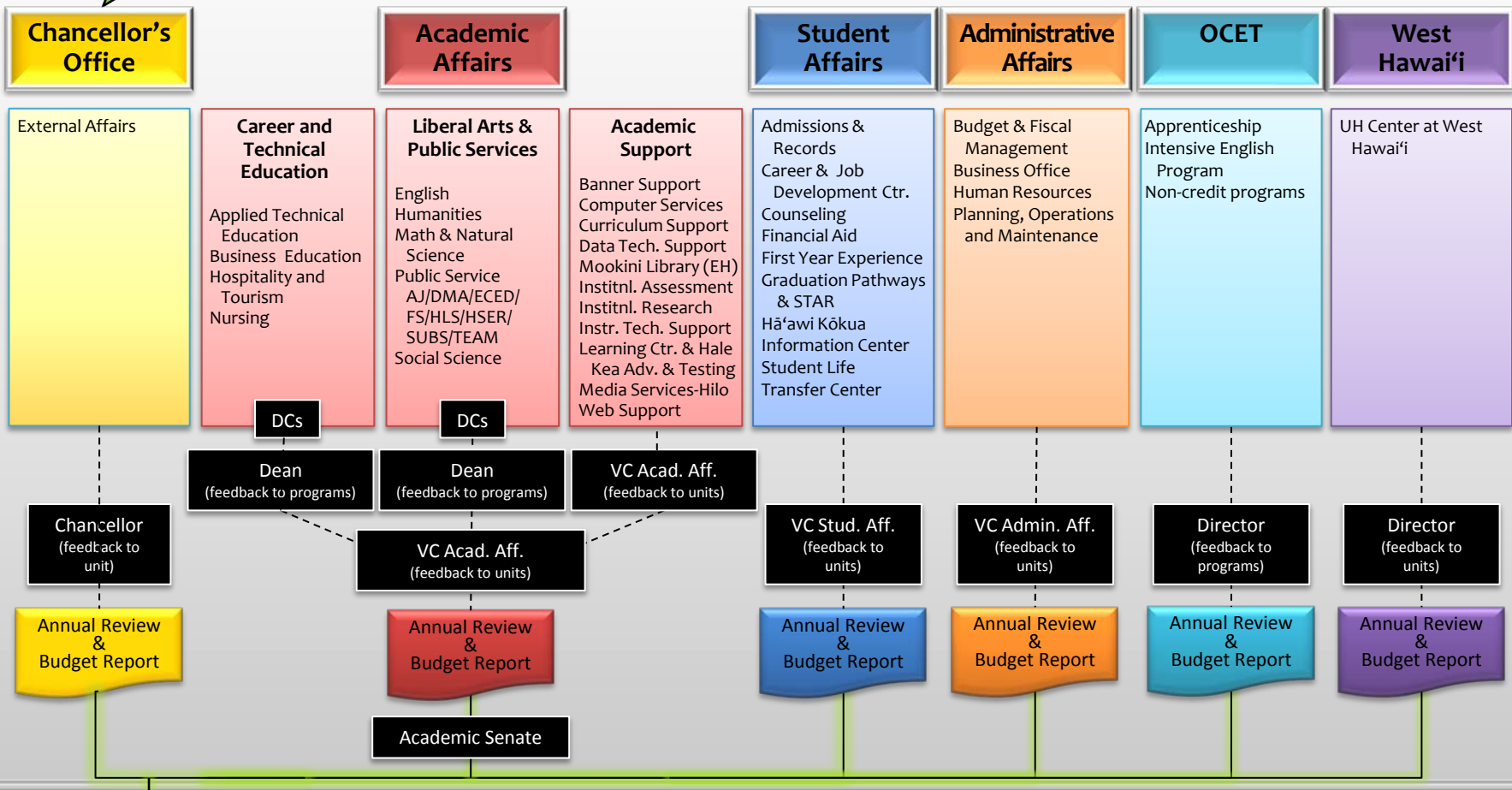
The process of writing and reporting comprehensive reviews follows the same structure as the annual reviews and reports. Final reports are sent to the respective vice chancellor or director who submits the report to the College Effectiveness Review Committee (CERC). Each comprehensive report is reviewed by the College Effectiveness Review Committee (CERC). The CERC includes extensive College-wide representation and serves to evaluate each program's or unit's worth to the College. Each program or unit receives an individualized report from the CERC. Feedback from the CERC is to be included in the program or unit annual review the following year.

# Annual Review and Budget Process

Input from CERC  
(to each sector)

ARPD, Assessment,  
Campus Strategic Plan

Establish  
Priorities



**College Council**

Review and Comment

**Administrative Team**

Develop Institutional Initiatives, Priorities, and Reports

**Update AMP, TMP, RMP & College Strategic Plan**  
Published College-wide

**College Annual Budget and Action Plan Report**  
Send to College Council for College-wide publication



# Comprehensive Program & Unit Review Process

Comprehensive Reviews  
(every three years)

