

<b>HAWAII COMMUNITY COLLEGE PROGRAM AND UNIT REVIEW &amp; BUDGET PROCESS Timeline (Instructional Programs and Service Units)</b>			
<b>Step</b>	<b>Task</b>	<b>Responsibility</b>	<b>Timeline</b>
1. Comp & Annu	The Vice Chancellor for Academic Affairs (VCAcAf) will work with the VCs and Directors to update the comprehensive review schedule of programs & units.	VCAcAf	June
2. Comp & Annu	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 will provide training to CERC members. CERC members will create evaluation tool.	VCAcAf	September/ October
5. Comp & Annu	Institutional Research (IR) prepares necessary training materials for program/unit reviews and schedules ARPD training.	IR	September
6. Comp & Annu	The IR provides ARPD training to program/unit review initiators and writers.	IR	October
7. Comp & Annu	The VCs, Deans and Directors provide scheduling and training, specific to their sectors, including PATH training. (e.g. the VCAcAf provides training specific to the Academic Support group). The IR will provide assistance by request.	VCs, Deans Directors IR	October
8. Comp & Annu	Writers/Initiators enter information into PATH. Writers submit reports to respective supervisor (e.g. faculty writer submits report to Division Chair; Counseling submits report to VCSA).	Writers Initiators	Two weeks prior to Program/Unit Review Deadline
9. Comp & Annu	Initiators and supervisors (at all levels) review reports, requests edits, and submits to VCs, Deans, and/or Directors.	Initiators Supervisors	Comprehensive & Program/Unit Review Deadline
10. Comp & Annu	VCs and Directors review and submit program/unit reviews to the webmaster for posting on the program & unit review website. Those reviews scheduled for Comprehensive Review will be tagged as such on the Program and Unit Review website.	VCs Directors Webmaster	One week after deadline.
11a. Program Annu	VCAcAf will assign someone to cut/paste pertinent information from program reviews to web submission	VCAcAf	Beginning of December and by system deadline
11b. ASU Annu	VCAcAf or designee will input Academic Support Unit (ASU) review into web submission.	VCAcAf	Beginning of December and by system deadline

11c. Student Affairs Annu	VCSA or designee will input Student Affairs Unit review into web submission	VCSA	Beginning of December and by system deadline
11c. Admin Affairs Annu	VCAdminAffairs will input Admin Affairs Unit review into web submission	VCAdminAffairs	Beginning of December and by system deadline
12. COMP CERC	CERC convenes and evaluates program/units scheduled for a Comprehensive review for each program/unit's worth to the college and modifies templates and evaluation tools (if needed). See below for CERC timeline.	CERC	December to April
13. Annu	Supervisors meet with respective annual program & unit review writers to establish budget request priorities.	Division Chairs, Deans, Directors, VCs, Initiators/Writers	December and January
14a. Annu Instruction Only	Instructional Program Division Chairs submit summary report to respective Deans	Division Chairs	DUE February 15
14b. Annu Instruction Only	Deans write summary report including prioritized budget requests and submit to VCACAf.	Deans	DUE March 15
15. Annu	Sector leads (VCACAf, VCAdAf, and VCStuAf, and Directors) write Annual Review & Budget Report	VCs and Directors	December through March
16. Annu	VCACAf compiles information into Annual Review and Budget Report and submits to Academic Senate for review and comment.	VCAC Affairs	April Academic Senate Meeting
17. Annu	Sector leads compile information into Annual Review and Budget Report and submit to College Council for review and comment.	VCs and Directors	April College Council Meeting
18. Evaluation	The CERC in conjunction with the Admin Team will ensure that the entire program-unit review process is evaluated every year, once the review process has ended. The evaluation will be prior to Summer break, and feedback from the campus will drive the plan for the following year's review. IR will develop the survey and will ensure that a summary of this work is published every year.	CERC Admin Initiators/Writers IR	April-May
19. Annu	College Council and Academic Senate review reports and send comments to respective admin sector leads. Note: Academic Senate will review only Academic Reports	Chairs of College Council and Academic Senate	Comments DUE May 15
20. Annu	Administrative Team writes College Annual Budget and Action Plan Report including updates to AMP, TMP & RMP.	Admin	May through August
21. Annu	Annual Budget and Action Plan Report is published college-wide.	Admin and Webmaster	August
22. Annu	Chancellor announces publication of Report at All-College meeting	Chancellor	August at All College Meeting

23. Annu	College Council Chair acknowledges receipt of Report at first Council meeting.	College Council Chair	August at College Council Meeting
24. Comp & Annu	Feedback from the assessment of our program review process will be taken back to the University of Hawaii Community Colleges Instructional Program Review Committee (UHCC IPRC) where appropriate. This group will evaluate the suggested process improvements and make changes accordingly. This will ensure that we are improving our program review process year over year. Our IPRC Reps will provide a written summary of their meeting with the committee.	Chancellor IPRC Rep(s)	Next Scheduled UHCC IPRC Meeting Date
25. Comp CERC	The VCACAf will ensure that any documentation used in the evaluation of programs/units, i.e. CERC Evaluation Tools, and templates, will be modified as needed. The approved documentation will be forwarded to the IR for use in the next program/unit review cycle.	CERC VCACAf IR Webmaster	August
26. Evaluation	For total quality improvement, CERC will convene the Closing meeting which provides an annual evaluation of the College's integrated planning process including this timeline, and assures all documentation have been updated, approved, and ready for use in the Fall.	VCs, Deans Directors IR Assessment Coordinator Webmaster CERC	August
<b>CERC PROCESS (December to April)</b>			
1. Comp CERC	VCACAf finalizes the College Effectiveness Review Committee (CERC) membership.	VCACAf	September
2. Comp CERC	VCACAf will provide training to CERC members. CERC members will create evaluation tool.	VCACAf	September/ October
3. Comp CERC	VCACAf notifies CERC of the availability of the program/unit reviews on the website.	VCACAf	December
4. Comp CERC	CERC convenes and evaluates each program/unit's worth to the college and modifies templates and evaluation tools (if needed). See below for CERC timeline.	CERC	December to April
5. Comp CERC	CERC completes standardized review of "comprehensive" program and unit reviews using the Evaluation Tool.	CERC under direction of VCACAf	January - February
6. Comp CERC	CERC deliberates as a body and writes response memos to initiators/writers of each program/unit with feedback for quality improvement.	CERC under direction of VCACAf	February - March

7. Comp CERC	CERC writes recommendation to Chancellor on campus planning.	CERC under direction of VCACAf	March
8. Comp CERC	VCACAF will submit Response and Chancellor memos to Webmaster for publishing on the CERC intranet site.	VCACAf Webmaster	April
9. Comp CERC	CERC will modify templates and evaluation tools, if needed, taking into consideration feedback from writers/initiators. The approved documentation will be forwarded to the IR for use in the next program/unit review cycle.	CERC	April
10. Evaluation	The CERC in conjunction with the Admin Team will ensure that the entire program-unit review process is evaluated every year, once the review process has ended. The evaluation will be prior to Summer break, and feedback from the campus will drive the plan for the following year's review. IR will develop the survey and will ensure that a summary of this work is published every year.	CERC Admin Initiators/Writers IR	April-May
11. Evaluation	For total quality improvement, CERC will convene the Closing meeting which provides an annual evaluation of the College's integrated planning process including this timeline, and assures all documentation have been updated, approved, and ready for use in the Fall.	VCs, Deans Directors IR Assessment Coordinator Webmaster CERC	August

Responsibilities of the Program/Unit Review (PR/UR) writer and initiator

The PR/UR **writer** conducts the actual program review. The **initiator's** responsibilities include the following:

- Recruits PR/UR writer
- Communicates to PR/UR writer all PR/UR needs
- Coordinates self-study
- Coordinates departmental surveys and focus groups
- Provides motivation and direction to the PR/UR writer
- Sets meeting schedule
- Moderates discussions
- Coordinates development and writing of the PR/UR
- Completes and submits PR/UR to respective VC, DC or Director