

# HAWAI`I COMMUNITY COLLEGE ANNUAL UNIT REVIEW TEMPLATE

## Catalog Support

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July 1, 2012 to June 30, 2013

Initiator: Joni Onishi

Writer(s): Sherrie Ann Straslicka-Walker

Program/Unit Review at Hawai'i Community College is a shared governance responsibility related to strategic planning and quality assurance. It is an important planning tool for the college budget process. Achievement of Program/Unit Outcomes is embedded in this ongoing systematic assessment. Reviewed by a college-wide process, the Program/Unit Reviews are available to the college and community at large to enhance communication and public accountability.

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**CERC Comments and Feedback** (If you submitted a Comprehensive Unit Review in 2011 or 2012, please complete this section)

CERC gave recommendations intended as suggestions for improvement. Provide a brief response to the suggestions made. i.e. Were suggestion(s) valid? What change(s) were made as a result of the suggestion(s)?, etc.

**Unit Description** (In addition, give more in depth explanation of what the unit does, who it serves and generally describe its accomplishments)

## Part I: Quantitative Indicators

*NO ENTRY*

## Part II: Analysis of the Unit

### Alignment with College Mission and ILOs

Write a brief narrative describing the unit and how it supports the College's mission and Institutional Learning Outcomes (ILOs).

College's mission:

*Hawai'i Community College (Hawai'iCC) promotes student learning by embracing our unique Hawai'i Island culture and inspiring growth in the spirit of "E`Imi Pono." Aligned with the UH Community Colleges system's mission, we are committed to serving all segments of our Hawai'i Island community.*

#### **Unit Mission:**

This "unit" supports the College's Vision of promoting student learning by providing accurate and timely information about courses and classes.

#### **Describe how this unit supports the College's mission.**

This unit assists with the production of the College's annual catalog by compiling information from other units and departments regarding policies, programs, and courses. This unit maintains the course database in Banner, from which classes are scheduled. This unit trains clerical staff on the proper procedures to follow to create CRNs for class scheduling.

#### **Describe how this unit supports the College's Institutional Learning Outcomes below.**

ILO 1: Our graduates will be able to communicate effectively in a variety of situations.

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*Describe how the Unit supports ILO1:*

ILO 2: Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.

*Describe how the Unit supports ILO 2:*

This unit assists students in making the choice of which major to choose by presenting the current details of Program requirements and courses needed to fulfill that major. Course descriptions are listed too. This unit assists the clerical staff in entering classes properly into Banner; these classes appear on the Check Class Availability website so students are aware of what is being offered and when in a given semester. Students are made aware of policies and calendar dates by which processes (such as adding/dropping classes, making up "I" grades, applying for graduation, etc.) must be completed.

ILO 3: Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.

*Describe how the Unit supports ILO 3:*

## **Annual Report of Unit Data (ARPD)**

Based on the data from this Unit's ARPD, analyze the Unit's strengths and weaknesses in terms of demand, efficiency, effectiveness, and any other data provided. Disregard Indicators not relevant to your unit.

**Overall Health-- Healthy**

**Demand -- Healthy**

**Efficiency -- Healthy**

**Effectiveness -- Healthy**

**Other Data**

no data at this time

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## **Previous Unit Actions**

From previous Reviews, list the Unit Actions for this unit. Give a progress report for each Unit Action, describe the degree of achievement. Indicate "Delete" if this Unit Action will no longer be a priority Unit Action

Unit Actions	Progress Evaluation
n/a this time	

Significant Unit Actions for 2012-2013. (include gain/loss of positions, changes in procedures, etc.)

1.
2.
3.

## **Analysis of Strengths and Weaknesses**

Briefly describe the unit's top 3 strengths and 3 weaknesses. Provide an explanation and supporting evidence for each strength and weakness (e.g. assessment results, data elements from ARPD, surveys, etc.)

Strengths	Using supporting evidence, describe why this is a strength
S1. n/a this time	
S2.	
S3.	

Weaknesses	Using supporting evidence, describe why this is a Weakness
W1.	
W2.	
W3.	

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## **Trends and Other Factors**

Describe trends including comparisons to any applicable standards, such as government regulations, national standards from accrediting associations, etc. Include, if relevant, a summary of Satisfaction Survey Results, special studies and/or instruments used, e.g., CCSSE, etc. Describe any external factors affecting the unit or additional unit changes not included elsewhere.

n/a this time

## **Part III: Action Plan**

### **Goals and Planning**

List the top 3 immediate Unit Actions (Goals) for this unit for unit success. Identify the AMP Priorities (if applicable), College's ILOs, Strategic Plan Action Strategies, and UH System collaboration (if applicable) to which these Unit Action(s) align.

**For Academic Support Units:** List additional Unit Action(s), not included in the AMP to be implemented for unit success. Identify the AMP Priorities, College's ILOs, Strategic Plan Action Strategies, and UH System collaboration (if applicable) to which these Program Action(s) align.

Unit Action 1	AMP Priorities (disregard if NA)	ILO Alignment (select up to 3)	Strategic Plan Alignment (select best alignment; max 3)		UH System Collaboration
			Performance Measure	Action Strategy	
n/a this time	None	None	None	None	
	None	None	None	None	
	None	None	None	None	

[Link to Hawaii Community College Institutional Learning Outcomes](#)

[Link to Hawai'i Community College Strategic Plan](#)

[Link to Hawaii Community College Academic Master Plan](#)

Narrative of New Strategy for Strategic Plan:

1.
2.
3.

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Briefly explain how **Unit Action 1** aligns to the College's AMP Priorities (if applicable), ILOs, Strategic Plan, and UH System collaboration (if applicable):

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Calendar of planned activities for **Unit Action 1** – In chronological order, briefly describe the procedures/activities planned to achieve **Unit Action 1**

Activity(ies)	When will the activity take place
Example: Fire Drill	Fall 2014

Unit Action 2	AMP Priorities (disregard if NA)	ILO Alignment (select up to 3)	Strategic Plan Alignment (select best alignment; max 3)		UH System Collaboration
			Performance Measure	Action Strategy	
	None	None	None	None	
	None	None	None	None	
	None	None	None	None	

Narrative of New Action Strategy for Strategic Plan:

1.
2.
3.

Briefly explain how **Unit Action 2** aligns to the College's AMP Priorities (if applicable), ILOs, Strategic Plan, and UH System collaboration (if applicable):

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Calendar of planned activities for **Unit Action 2** – In chronological order, briefly describe the procedures/activities planned to achieve **Unit Action 2**

Activity	When will the activity take place

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<b>Unit Action 3</b>	<b>AMP Priorities</b> <small>(disregard if NA)</small>	<b>ILO Alignment</b> <small>(select up to 3)</small>	<b>Strategic Plan Alignment</b> <small>(select best alignment; max 3)</small>		<b>UH System Collaboration</b>
			<small>Performance Measure</small>	<small>Action Strategy</small>	
	None	None	None	None	
	None	None	None	None	
	None	None	None	None	

Narrative of New Strategy for Strategic Plan:

1.
2.
3.

Briefly explain how **Unit Action 3** aligns to the College's AMP Priorities (if applicable), ILOs, Strategic Plan, and UH System collaboration (if applicable):

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Calendar of planned activities for **Unit Action 3** – In chronological order, briefly describe the procedures/activities planned to achieve **Unit Action 3**

<b>Activity</b>	<b>When will the activity take place</b>

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## Part IV: Resource Implications

List Top 3 Cost Items needed for unit success. Identify alignment to the AMP Program Actions (if applicable), Strategic Plan Action Strategies and/or Strengths and/or Weaknesses to address.

Cost Item 1	Type	Cost	Strategic Plan Alignment (select best alignment; max 3)		AMP Alignment (select best alignment; max 3)	Strength	Weakness
				Action Strategy	Program Action from AMP (ie 4.3) or write "New Strategy"		
n/a (equipment already acquired)	Equipment		None	None		None	None
			None	None		None	None
			None	None		None	None

[Link to Hawaii Community College Institutional Learning Outcomes](#)

[Link to Hawai'i Community College Strategic Plan](#)

[Link to Hawaii Community College Academic Master Plan](#)

Briefly explain why **Cost Item 1** is necessary to meet priorities of unit and/or to address strengths and/or weaknesses.

Cost Item 2	Type	Cost	Strategic Plan Alignment (select best alignment; max 3)		Academic Master Plan Alignment (select best alignment; max 3)	Strength	Weakness
				Action Strategy	Program Action from AMP (ie 4.3) or write "New Strategy"		
	Equipment		None	None		None	None
			None	None		None	None
			None	None		None	None

Briefly explain why **Cost Item 2** is necessary to meet priorities of unit and/or to address strengths and/or weaknesses.



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Cost Item 3	Type	Cost	Strategic Plan Alignment (select best alignment; max 3)		Academic Master Plan Alignment (select best alignment; max 3)	Strength	Weakness
				Action Strategy	Action from AMP (ie 4.3) or write "New Strategy"	From Part II above	From Part II above
	Equipmen		None	None		None	None
			None	None		None	None
			None	None		None	None

Briefly explain why **Cost Item 3** is necessary to meet priorities of unit and/or to address strengths and/or weaknesses.

### Part V: Unit Outcomes

For the 2012-2013 year, list all Unit Outcomes and check mark those assessed this year.

	Check mark if Assessed this year	Unit Outcomes
1	<input type="checkbox"/>	n/a this year
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	

A) Expected Level of Achievement – Describe the different levels of achievement for each characteristic of the outcome(s) that were assessed. What represented “excellent,” “good,” “fair,” or “poor” performance using a defined rubric and what percentages were set as goals for student success. i.e. 85% of students will achieve good or excellent in the assessed activity  
n/a this year

B) Assessment Strategy/Instrument – Describe what, why, where, when, and from whom assessment artifacts were collected.  
n/a this year

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## C) Results of Unit Assessment

n/a this year

## D) Other Comments – Include any information that will clarify the assessment process report.

n/a this year

## E) Next Steps – Describe what the unit will do to improve the results.

n/a this year