

**HAWAII COMMUNITY COLLEGE  
COMPREHENSIVE PROGRAM/UNIT REVIEW PROCESS**

<i>Step</i>	<i>Task</i>	<i>Responsibility</i>	<i>Timeline</i>
1.	The <b>Vice Chancellor for Academic Affairs</b> (VCAA) announces comprehensive program/unit review cycle to campus including the budget cycle, due date, data availability and link to ARPD website. Also asks if any Program/Unit that is not scheduled would like to submit CPR/UR. If so, non-scheduled program notifies VCAA and appropriate administrator of intent to “jump.”	VCAA	August
2.	<b>Initiator</b> for the Program/Unit Review (PR/UR) is identified. This includes Initiators for “jumpers” as well. VCAA notifies the IR of the jumpers.	Administrative Team	August
3.	The <b>Vice Chancellor for Academic Affairs</b> (VCAA) provides budgetary information to instructional units to be used in their annual program reviews.	VCAA	September
4.	<b>IR</b> prepares necessary training materials for P/U Reviews and notifies the VCAA when training is ready.	Institutional Researcher	October
5.	<b>The VCAA</b> notifies the Chancellor, and all other Vice Chancellors and Directors that training is ready and will be scheduled through the VCAA office and secretaries.	VCAA	October
6.	Institutional Researcher provides data and training to Program initiators.	Institutional Researcher	October
7.	The <b>Vice Chancellor’s and Directors</b> provide training specific to their groups. (i.e. the Vice Chancellor for Academic Affairs provides training specific to the Academic Support group.)	VC’s Directors	October
8.	<b>Initiator</b> or other program/unit member writes PR/UR using the appropriate HawCC Program Review Template. If writer is not the initiator, then writer will submit PR/UR to Initiator for review at least one (1) week prior to VCAA published deadline.	Initiator/PR/UR writer(s)	August – November 15
9.	<b>Initiator</b> reviews and requests any necessary changes of the writers. Once the review is ready the initiator submits PR/UR to VCAA by published deadline.	Initiator	Program-Unit Review Deadline
10.	<b>VCAA</b> reviews and submits PR/UR to the webmaster for posting on the assessment website.	VCAA	End of November
11.	<b>VCAA</b> finalizes the College Effectiveness Review Committee (CERC) membership and notifies them of the availability of the PRs/URs on the Assessment website.	VCAA	Early December
12.	Total quality improvement will be sought to evaluate the program/unit review process every year. VC’s and Directors will be invited to the feedback sessions as well as the feedback summary meeting, so that they can act on needs within their respective areas. Changes to the program/unit review process that occur due to this evaluation will be documented by the <b>IR</b> and published to the Assessment website by the Webmaster.	VCAA, VC’s, Directors, Institutional Researcher	December January
13.	The VCAA will ensure that improvements to the process highlighted in the feedback summary are completed by the party listed as responsible.	VCAA	December January
14.	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.	Chancellor and Designee	Next Scheduled UHCC IPRC Meeting Date

15.	<b>CERC</b> completes standardized review using the PR/UR Evaluation Tool to: a) Recommend biennium and/or supplemental budget requests and consider internal allocation of budget items; b) evaluate program effectiveness; and c) review the possible need for revision of the Strategic Plan. Submit report to Chancellor.	CERC and VCAA	Mid - February
16.	CERC response memo is sent to program/unit writers/initiators as feedback for quality improvement. Webmaster will publish CERC response memos and comprehensive summary of individual program/unit reviews.	VCAA	March-April
17.	The <b>CERC</b> will do a formal evaluation of its effectiveness, through feedback from the PR Initiators /Writers, and CERC members, which is then given to the VCAA. The VCAA will review the feedback for process improvement. The Webmaster will publish the summary of the planned improvements to the assessment website.	CERC and VCAA	Prior to Summer Break
18.	The <b>VCAA</b> will ensure that any documentation used in the evaluation of programs/units, i.e. CERC Evaluation Tools, and Program/Unit 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, IR, and VCAA	Prior to Summer Break
19.	The <b>VCAA</b> will invite participants of feedback summary group to the final Academic Year Program/Unit Review Closing Meeting to ensure that all of the steps in this process have been completed, improvements to the process have been completed, and that all documentation has been updated, approved, and ready for use in the Fall.	VCAA	Prior to Summer Break

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

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

- Recruits PR writer
- Communicates to PR writer all PR needs
- Coordinates self-study
- Coordinates departmental surveys and focus groups
- Provides motivation and direction to the PR writer
- Sets meeting schedule
- Moderates discussions
- Coordinates development and writing of the PR
- Completes and submits PR to VCAA