

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

<i>Step</i>	<i>Task</i>	<i>Responsibility</i>	<i>Timeline</i>	<i>Check when complete</i>
1.	The <i>Vice Chancellor for Academic Affairs</i> (VCAA) will work with the VC's and Director's to develop an updated list of their programs that will be expected to perform comprehensive reviews. The <i>Initiator</i> will also be identified and the comprehensive schedule will be updated as needed.	VCAA	June	Complete
2.	The <i>Vice Chancellor for Academic Affairs</i> (VCAA) announces comprehensive program/unit review cycle to campus including the due date, data availability and link to ARPD website.	VCAA	August	Complete
3.	The <i>Vice Chancellor for Academic Affairs</i> (VCAA) will invite the IR to the first Admin Meeting in September, to communicate changes and share information about the upcoming program and unit review process.	VCAA	September	Complete
4.	<i>Institutional Research (IR)</i> prepares necessary training materials for P/U Reviews and notifies the VCAA when training is ready.	IR	October	Complete
5.	The VCAA notifies the Chancellor, and all other Vice Chancellors (VC) and Directors that training is ready and will be scheduled.	VCAA	October	Complete
6.	The IR provides data and training to Program/Unit initiators.	IR	October	Complete
7.	The VCs and Directors provide training specific to their groups (i.e. the VCAA provides training specific to the Academic Support group) The IR will provide assistance by request.	VCs Directors IR	October	Complete
8.	<i>Initiator</i> or other program/unit member writes PR/UR using the appropriate HawCC Comprehensive Program/Unit 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	Complete
9.	<i>Initiator</i> reviews and requests any necessary changes of the writers. Once the review is ready the initiator submits PR/UR to VCs and Directors by published deadline.	Initiator	Program-Unit Review Deadline	Complete
10.	VCs and Directors review and submit Comprehensive PR/UR to the <i>webmaster</i> for posting on the program & unit review website.	VCs Directors Webmaster	End of November	Complete
11.	VCAA finalizes the College Effectiveness Review Committee (CERC) membership and notifies them of the availability of the Comprehensive PRs/URs on the program & unit review website. <b>VCAA will provide training to CERC members.</b>	VCAA	Early December	Complete
12.	Total quality improvement will be sought to evaluate the program/unit review process every year. VCs and Directors will be invited to the feedback sessions as well as the feedback summary meeting by the IR, 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 IR and published to the program & unit review website by the <i>Webmaster</i> .	VCs Directors IR Webmaster	December January	Incomplete
13.	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	Chancellor IPRC Rep(s)	Next Scheduled UHCC IPRC Meeting Date	Complete

	Reps will provide a written summary of their meeting with the committee.			
14.	<b>CERC</b> completes standardized review using the Comprehensive PR/UR Evaluation Tool.	CERC VCAA	Mid - February	Complete
15.	CERC response memo is sent to program/unit writers/initiators as feedback for quality improvement. Webmaster will publish CERC response memos.	VCAA Webmaster	March-April	Incomplete
16.	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 program & unit review website.	CERC VCAA	Prior to Summer Break	Incomplete
17.	The <b>VCAA</b> will ensure that any documentation used in the evaluation of programs/units, i.e. CERC Evaluation Tools, and Comprehensive 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 VCAA IR	Prior to Summer Break	Incomplete
19.	The <b>VCAA</b> will invite participants of feedback summary group to the final Academic Year Comprehensive Program/Unit Review Closing Meeting to ensure that all of the steps in this process have been completed, and that all documentation has been updated, approved, and ready for use in the Fall.	VCAA VCs Directors IR Assessment Coordinator Webmaster	Prior to Summer Break	Incomplete

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

The Comprehensive 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
- 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 or Director

*Updated and approved by VCAA August 1, 2013*

*Jh edits 8-19-13*

*SF edits 11Aug14*