

# 2013 Instructional Program Review Process Improvement Questionnaire



## 1. Did you find the annual program review training helpful?

		Response Percent	Response Count
Yes		57.1%	8
No		42.9%	6

If not, what could be done differently to better suit your needs? 9

answered question 14

skipped question 4

## 2. For those programs that used a template this year (either comprehensive or annual), did the templates suit your needs?



		Response Percent	Response Count
Yes		71.4%	10
No		28.6%	4

If not, what can we do to improve them? 7

answered question 14

skipped question 4



**3. All program review presentation material, templates, and documentation are made available to you through the Hawaii Community College websites. Do you find this method of delivery useful?**

		Response Percent	Response Count
Yes		82.4%	14
No		17.6%	3

If not, what could be done differently to better suit your needs? 3

answered question	17
skipped question	1



**4. This year we provided three separate training sessions (one for CTE programs, one for the Liberal Arts program, and one for Units) to better fit your individual needs. Was this helpful?**

		Response Percent	Response Count
Yes		73.3%	11
No		26.7%	4

Should we continue this practice? 9

answered question	15
skipped question	3



**5. Again this year, your annual reports of program data (ARPD) were delivered to you completely on-line. Did you encounter any issues with this form of delivery?**

		Response Percent	Response Count
Yes		23.1%	3
No		76.9%	10
	Other (please specify)		4
answered question			13
skipped question			5

**6. In general terms, what can be done to improve the existing program review process?**

	Response Count
	13
answered question	13
skipped question	5

**7. Do you feel that appropriate resources are allocated to conduct a program review of meaningful quality?**

		Response Percent	Response Count
Yes		58.3%	7
No		41.7%	5
	If not, what resources do you need? Please be specific.		6
answered question			12
skipped question			6

**8. Is there anything else that you would like to add that you feel would create a more inclusive and positive environment to develop your program review?**

**Response  
Count**

9

**answered question**

**9**

**skipped question**

**9**

**Q1. Did you find the annual program review training helpful?**

1	f2f	Jan 28, 2014 4:18 PM
2	Are lecturers included in the program review process? [REDACTED]	Jan 13, 2014 10:39 AM
3	As a junior faculty who is still new to the system, I still don't think I understand it. I don't feel I've been given a proper orientation, so I just listened on the periphery. Still don't understand it. Conversation seemed mostly centered on forms and procedures. Left me feeling disconnected and disinterested. Not good, I know !	Jan 12, 2014 8:12 AM
4	I know it's hard to accommodate everybody, but should try to put more choices of training days!!	Jan 10, 2014 4:16 PM
5	The training was helpful but it did not alleviate the pain of filling out the document.	Jan 9, 2014 10:09 PM
6	Offered at different time-conflicted with classes	Jan 9, 2014 2:46 PM
7	Did not attend; however, the ppt was helpful.	Jan 9, 2014 2:45 PM
8	It was mostly helpful. I feel it would be more helpful if a walkthrough from beginning to end. Challenges could be addressed when needed.	Dec 20, 2013 11:29 AM
9	unable to attend	Dec 20, 2013 11:27 AM

**Q2. For those programs that used a template this year (either comprehensive or annual), did the templates suit your needs?**

1	f2f The template is not self-evident and needs additional documentation (user manual?) The template does not lend itself to different "inputs". It is difficult to keep continuity if more than one person is entering the information. Eliminate the duplication of data input	Jan 28, 2014 4:18 PM
2	Still a little confusing?	Jan 10, 2014 4:16 PM
3	It was hard to cut-and-paste some of the data.	Jan 9, 2014 5:00 PM
4	I attended the session for information, but will not be completing a program review until later this year.	Jan 9, 2014 3:56 PM
5	There should have been more comprehensive training using the template. Many areas that referred to the AMP and strategic plan were confusing. A sample would have been very helpful.	Jan 9, 2014 3:04 PM
6	Much easier than before	Jan 9, 2014 2:45 PM
7	I don't really understand why we have to input all of the information that is found elsewhere on the Hawaii CC website. It takes a long time to track it all down, cut it, paste it into the right little blank, etc. It could be dealt with with a link or two done at the institutional level rather than taking up (increasingly) valuable time of program faculty. There were so many little (tedious) blanks to fill in. Not sure why half of them were needed or how it improves our review of the program. Also, why only 3 strengths, 3 weaknesses? And then you're supposed to tie your funding needs back to these, but what if your needs come from more than these 3? I feel like it under-represents the work programs are doing and need still to do	Dec 20, 2013 11:27 AM

**Q3. All program review presentation material, templates, and documentation are made available to you through the Hawaii Community College websites. Do you find this method of delivery useful?**

1	f2f	Jan 28, 2014 4:18 PM
2	Poor browser. Instead of searching within the website, searches brought in the rest of the world to weed through. Some info buried-couldn't find without asking outside for a "map".	Jan 9, 2014 2:46 PM
3	All in one place!	Jan 9, 2014 2:45 PM

**Q4. This year we provided three separate training sessions (one for CTE programs, one for the Liberal Arts program, and one for Units) to better fit your individual needs. Was this helpful?**

1	f2f	Jan 28, 2014 4:18 PM
2	Missed the one for liberal arts.	Jan 12, 2014 8:12 AM
3	Provide more than 1 training session per!!	Jan 10, 2014 4:16 PM
4	hold them earlier in the year so there is more time to complete the forms.	Jan 9, 2014 5:00 PM
5	Yes, but one session is not enough. Though this year's template can be used as a guide next year, we should have feedback if this year's submissions made sense.	Jan 9, 2014 3:04 PM
6	Find times that work for all.	Jan 9, 2014 2:46 PM
7	Did not attend	Jan 9, 2014 2:45 PM
8	Please continue	Jan 9, 2014 8:49 AM
9	Yes, please continue this practice.	Dec 20, 2013 11:29 AM

**Q5. Again this year, your annual reports of program data (ARPD) were delivered to you completely on-line. Did you encounter any issues with this form of delivery?**

1	f2f N/A Data was entered through VCAA Office	Jan 28, 2014 4:18 PM
2	N/A	Jan 9, 2014 3:56 PM
3	since we was unable to attend training, mush was a mystery to us	Jan 9, 2014 2:46 PM
4	Errors in computation of personnel expenses	Jan 9, 2014 2:45 PM

**Q6. In general terms, what can be done to improve the existing program review process?**

1	f2f Better feedback to improve how we are doing with the reporting. Feedback and dialog to improve how the report aligns with the strategic (and other) plan(s) An exemplar report may be helpful to see the expectations. This year was more meaningful and helped connect things The annual review seemed more like an exercise to put together information and report it rather than an opportunity to discuss and provide a meaningful dialog within a program or department Survey for finding out what is giving the most difficulty Eliminate the duplication (redundancy)of data input	Jan 28, 2014 4:18 PM
2	*****	Jan 10, 2014 4:16 PM
3	hire new leadership	Jan 10, 2014 8:42 AM
4	It is very redundant. There is only so many ways to say the same thing. It created more work then necessary for the reporter.	Jan 9, 2014 10:09 PM
5	Slides are OK. Maybe extract some of the key definitions and/or how-tos into a single page, front/back handout.	Jan 9, 2014 5:00 PM
6	No input at this time.	Jan 9, 2014 3:56 PM
7	The template is fine, but needs to be explained in greater detail.	Jan 9, 2014 3:04 PM
8	None	Jan 9, 2014 2:54 PM
9	training better suited to all programs.	Jan 9, 2014 2:46 PM
10	Much easier than before with document emailed to Division Chair for Web input.	Jan 9, 2014 2:45 PM
11	I appreciated that information was shared so that I had a greater understanding - I keep learning more each year. I think I would like to learn more about the budget items - what would be considered and what should be included in this portion. Now that I see it will be included in the annual program review I need to be more aware of what is appropriate to put in this section.	Dec 23, 2013 11:18 AM
12	Make the training more user friendly	Dec 20, 2013 11:29 AM
13	Let's streamline it! There is no reason to spend this much time on it. I think that reviewing one's program on a regular basis is valuable and helps programs and units to reflect and improve. But changing the template every few years and making it this complex just feels like busy work. We're all busy enough without this added stress	Dec 20, 2013 11:27 AM



**Q7. Do you feel that appropriate resources are allocated to conduct a program review of meaningful quality?**

1	f2f Dedicated time One-on-one assistance	Jan 28, 2014 4:18 PM
2	****	Jan 10, 2014 4:16 PM
3	My program in particular does not have the manpower to write a document like this without extra help.	Jan 9, 2014 10:09 PM
4	Time.	Jan 9, 2014 5:00 PM
5	Not sure. Is it meaningful to admin?	Jan 9, 2014 3:04 PM
6	If you mean digital access to program-relevant data, I think it's pretty good. If you mean time to do something that takes so much time, then the resources just aren't there.	Dec 20, 2013 11:27 AM

**Q8. Is there anything else that you would like to add that you feel would create a more inclusive and positive environment to develop your program review?**

1	f2f If we are doing a "comprehensive" view within the annual review why not expand the annual to include a five year snapshot and eliminate the five-year comprehensive, i.e. only have one review that functions as both.	Jan 28, 2014 4:18 PM
2	****	Jan 10, 2014 4:16 PM
3	N/A	Jan 9, 2014 10:09 PM
4	I will be better equipped to complete this survey after having completed a program review.	Jan 9, 2014 3:56 PM
5	The process has morphed over the past years and even small changes make a big difference when dealing with such reporting. I also keep advocating to include a complete sample submission with explanations to why and how answers were chosen. Quite a "cloudy" experience.	Jan 9, 2014 3:04 PM
6	No	Jan 9, 2014 2:54 PM
7	Keep it shorter.	Jan 9, 2014 2:45 PM
8	I feel that the questions that I had were given answers to in a timely manner. Thank you [REDACTED]	Dec 23, 2013 11:18 AM
9	I liked the old template. Sure, it had room for improvement, but it was focused and really made me think about where our program was succeeding and failing to succeed. With the new one, I was so caught up in filling in every little blank that I did very little reflection on our program itself.	Dec 20, 2013 11:27 AM