**HAWAII COMMUNITY COLLEGE**

**PROGRAM REVIEW REPORT**

**[PROGRAM NAME]**

**Date**

**July 1, 2013 to June 30, 2014**

Initiator: [Initiator Name]

Writer(s): [Writer(s) Name]

***Program/Unit Review at Hawaii 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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**Program Description**

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|  *(Official Description from Catalog - then provide more in depth explanation of what this program does, who it serves and generally describe its accomplishments)* |
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**3yr Review Report Summary –** *If this Program is scheduled for Comprehensive Review, this section must be more robust and detailed explaining changes made to the program in the past 3 years; funding received since last 3 years and results from funding, etc.*

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**CERC Comments and Feedback --**

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| *CERC Comments as listed in most recent Comprehensive Review.* |
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| *CERC provided recommendations intended as suggestions for improvement. Provide a brief response to the suggestions made. i.e., Were the suggestion(s) valid? What change(s) were made as a result of the suggestion(s)?, etc.* * *If no changes were made at all, write “None.”*
* *If no changes were made during this review period but you plan to in future periods, write “None in 2013-2014 however changes will be made in (AYs) and will be reported in that review.*
* *If no changes were made during this review period but changes were made in previous review periods, write “None in 2013-2014; however changes were made in (AYs).”*
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**Part I: Quantitative/Qualitative Indicators**

**A. Annual Report of Program Data (ARPD) Data Grid**

Look up ARPD data at: <http://www.hawaii.edu/offices/cc/arpd/instructional.php?year=2014&action=quantitativeindicators&college=HAW>

Print for convenience since you will need to use information to discuss your Program’s indicators.

**B. ARPD Data Analysis**

*Based on the data from the ARPD, analyze the program’s strengths and weaknesses in terms of demand, efficiency, and effectiveness.*

*If this Program is scheduled for Comprehensive Review, analyze program over 3 years.*

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| **Demand Health** | **Efficiency Health** | **Effectiveness Health** |
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| **Overall Health** |
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**Distance Education: Completely Online Classes --** *List and provide an analysis of courses taught completely online. (i.e., compare success to face-to-face; action strategies implemented to increase success and completion rates, e.g., working with ITSO on strategies)*

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**Perkins IV Core Indicators --** *Identify core indicators (1P1, 2P1, 3P1, 4P1, 5P1, 5P2) that were* ***not*** *met and specify action strategies.*

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**Performance Funding (Graduation, Native Hawaiian, STEM, Transfer, Degree) --** *Describe how your program contributed to performance funding in these areas? If not, why and how do you plan to contribute in the future?*

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**C. Trends & Other Factors --** *Describe trends including comparisons to any applicable standards, such as college, program, or 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 this program or additional program changes not included elsewhere.*

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**Part II: Analysis of the Program**

**A. Alignment with Institutional Mission & Learning Outcomes (ILOs)**

**1) College Mission Alignment**

*Hawai`i Community College (HawCC) 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.*

***Copy/Paste from your 2012-2013 Program Review, your description of how this Program supports the College’s Mission. Review and revise as you feel necessary. The description you finalize in the field below will be input into PATH for future reports.***

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| *Example: The SUBS program’s faculty and staff fosters excellence in education, workforce development, academic advising and co-curricular activities that focus on engaging, challenging and transforming students to strive for academic excellence, personal growth, contributing members of the Hawai`i Island Community.* |
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**2) ILO Alignment**

**a) ILO1:** *Our graduates will be able to communicate effectively in a variety of situations.*

***Copy/Paste from your 2012-2013 Program Review, your description of how this Program supports this ILO. Review and revise as you feel necessary. The description you finalize in the field below will be input into PATH for future reports. If Program doesn’t support this ILO, write “No alignment to ILO1”***

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| *Example: The SUBS program’s curriculum prepares our graduates to communicate effectively by requiring the students to participate in: 1) small and large group discussions, both online and face-to-face; 2) individual and group presentations; 3) role play of interviewing and counseling skills; 3) fieldwork at practicum sites; 4) service learning activities on campus and in the greater community.*  |
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**b) ILO2:** *Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.*

***Copy/Paste from your 2012-2013 Program Review, your description of how this Program supports this ILO. Review and revise as you feel necessary. The description you finalize in the field below will be input into PATH for future reports. If Program doesn’t support this ILO, write “No alignment to ILO2”***

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**c) ILO3:** *Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.*

***Copy/Paste from your 2012-2013 Program Review, your description of how this Program supports this ILO. Review and revise as you feel necessary. The description you finalize in the field below will be input into PATH for future reports. If Program doesn’t support this ILO, write “No alignment to ILO3”***

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**B. Program Mission –** *Write Official Program Mission*

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**C. Strengths and Weaknesses**

**1) Strengths (Top 3 defined)**

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| **State Strength** | **Using supporting evidence, describe why this is a strength** |
| *Example:**Program Curriculum* | *Example:**1) Approved by the State Department of Health as meeting the addictions requirements for Certified Substance Abuse Counseling, and Certified Prevention Specialist educational requirements.**2) STEM Courses - SUBS 132, 268, 270**3) Contains sufficient SUBS core requirement courses to develop an AA Degree in SUBS**4) Indigenous course - SUBS 141 Ho`oponopono* |
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**2) Weaknesses (Top 3 defined)**

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| **State Weakness** | **Using supporting evidence, describe why this is a Weakness** | **Proposed solution** |
| *Example:**Lacks 2-year Degree Program* | *Example:**Does not meet HawCC AMP Priorities (pp 5-10): Increasing Graduates in Science, Technology, Engineering and Math (STEM).* | *Example:**Proposal being made for New AMP Action Strategies that would allow and support the addition of a 2-yr Degree Program for SUBS.* |
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**Part III: Course/Program Assessment**

**A. Course(s) Assessed --** *List the course(s) (Alpha/#) assessed during this reporting period.*

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| *Example:**Courses: SUBS 140, 245, 268**PLO#1: Satisfy the addiction studies educational requirements for Hawaii State Department of Health Alcohol and Drug Divisionʻs (ADAD) Certification:**Embedded in PLO#1 are PLOʻs 2, 3, 4, & 5* |
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**B. Expected Level of Achievement --** *Describe the different levels of achievement for each characteristic of the learning outcome(s) that were assessed. That 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.”*

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**C. Assessment Strateg(y/ies) & Instrument(s) --** *Describe what, why, where, when, and from whom assessment artifacts were collected.*

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| *Example:**SAMPLING: College records for seven (all) 2009 program graduates* |
| *Strategy/Instrument 2:*  |
| *Strategy/Instrument 3:*  |
| *Strategy/Instrument 4:*  |

**D. Results of Course Assessment -** *Provide a summary of assessment results.*

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| *Example:**RESULTS: 86% (6/7) program graduates met or exceeded expectations: completed SUBS 140,245, 268 with a “C” grade or better. 1/7 students received an incomplete grade.* |
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| **Changes Implemented as a result of Assessment** | **Evaluation of the changes that were implemented** |
| *Change 1:* | *Evaluation of Change 1:*  |
| *Change 2:* | *Evaluation of Change 2:* |
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**E. Next Steps --** *Based on your experience with Assessment so far, what do you plan to do in the future? Include any changes that are planned for the Program as a result of course assessments. For example, changes to rubrics, changes to level of expectation, any Program and/or curriculum modifications, etc.*

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**F. Evidence of Industry Validation for CTE Programs --** *Provide documentation that the program has submitted evidence and achieved certification or accreditation from an organization granting certification in an industry or profession. If the program/degree/certificate does not have a certifying body, the recommendations for, approval of, and/or participation in, assessment by the program’s advisory council can be submitted. Describe the documentation; i.e. 9/27/2013 Minutes of ACC Advisory Council; Completed Rubrics by Advisory Council Members.*

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**Part IV Action Plan**

**A. 20% Course Review**

**a) Courses Reviewed --** *List the Course Alpha/Number and Course Title of courses that were reviewed in AY 2013-2014.*

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| **Course Alpha Number** | **Course Title** |
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**b) 20% Course Review Schedule**

*Input the Program’s 20% Course Review Schedule for the next 5 years. If a schedule cannot be located, refer to HAW 5.250 Course Review Policy (*[*http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5-250.pdf*](http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5-250.pdf)*) to create a new schedule.*

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| **Course Alpha Number**  | **2014-2015** | **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** |
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**B. Previous Goals (Program Actions) & Planning**

*All previous goals from last year’s report are used to update the program actions in the Academic Master Plan (AMP) Appendix.*

* *List and discuss all program actions listed for your program in the AMP Appendix, not including crossed out items. (*[*http://hawaii.hawaii.edu/docs/academic-master-plan-appendix-priority-actions.pdf*](http://hawaii.hawaii.edu/docs/academic-master-plan-appendix-priority-actions.pdf)*)*
* *Review and specify which program actions were addressed or completed during Review Period AY 2013-2014.*
* *Give a progress report for each program action that is not yet address/completed and describe the degree to which the goal was achieved over the review period.*
* *Specify program actions that are no longer being pursued by the program and should be deleted from the AMP.*

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| **AMP Program Actions** | **Progress Evaluation & Evidence of Achievement** |
| *Example:**26.1 2009-2010: Recruit and Hire New SUBS -- FTE BOR Appointed Faculty* | *Example:**The CERC and HawCC administration approved new faculty position for program, which was submitted to UH system. However, this writer was informed that the position request got “lost” in the UH system, and therefore never forwarded to the State legislature for approval.* |
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**C. New Goals (Action Strategies) and Alignment –** *Describe New Goals, if any*

**Define Goal (Action Strategy) 1**

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| *Example: Establish AA Degree in SUBS* |
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**Alignment of Goal 1 to ILO(s)**

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| **Explain how Goal 1 aligns with ILO(s) and provide supporting rationale** |
| Example: Goal 1 aligns with ILO2 (Critical Thinking) by …Goal 1 aligns with ILO3 (Community contribution) by ... |
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**Alignment of Goal 1 to Strategic Plan (SP)**

<http://hawaii.hawaii.edu/docs/HawCCStrategicPlan_2008-2015_10-29-09.pdf>

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| **Explain how Goal 1 aligns with an Action Strategy in the Strategic Plan (SP). Include SP Reference(s) and provide supporting rationale. If Goal 1 does not align with a listed strategy, explain how it aligns to a SP Performance measure. Then, propose a new action strategy in the next field.** |
| *Examples:**Goal 1 aligns with SP Action Strategy A1.1.c Increase Native Hawaiian enrollment by 3% per year particularly in regions that are underserved) by ...**Goal 1 does not align to a listed strategy, but aligns with SP Performance Measure A1.1 (Increase Native Hawaiian enrollment by 3% per year particularly in regions that are underserved) by …* |
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| **Proposed New SP Action Strategy/Strategies (if applicable) –** *If Goal 1 does not align with a listed HawCC Action Strategy, indicate above how it aligns with a Performance Measure, and then use the field below to propose a new Action Strategy to be added to the HawCC Strategic Plan. New action strategies should be written in generalized terms so that other Programs and Units could also align their goals to them in the future.* |
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**Alignment of Goal 1 to Academic Master Plan (AMP)**

Academic Master Plan: <http://hawaii.hawaii.edu/docs/HawCCStrategicPlan_2008-2015_10-29-09.pdf>

AMP Appendix: <http://hawaii.hawaii.edu/docs/academic-master-plan-appendix-priority-actions.pdf>

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| **Indicate which Academic Master Plan (AMP) Action Priorities Goal 1 aligns with and provide supporting reasoning.**  |
|  | **STEM** | **Graduation Remediation Workforce** | **Student Transfer** | **Underserved Populations** | **Green Curricula** | **Program Development** |
| *Example: Establishing an AA Degree in SUBS will increase the number of STEM Degree programs at HawCC and meet the Workforce push for more STEM graduates.* | **X** | **X** |  |  |  | **X** |
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| **UH System Collaboration (if applicable)*** *Include collaboration efforts w/other campuses.*
* *Include alignment with the UHCC Initiatives* [*http://uhcc.hawaii.edu/OVPCC/*](http://uhcc.hawaii.edu/OVPCC/) *(listed on the left of John Morton's picture).*
 |
| *Example: There is dialogue among MauiCC, KauaiCC, and HawaiiCC to establish a common AA Degree in SUBS.*  |
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**Calendar of planned activities for Goal 1 --** *In chronological order, briefly describe the procedures/activities planned to achieve Goal 1*

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| **Activity** | **When will the activity take place** |
| *Example:**Collaborating with other CCs complete SUBS AA Degree Authorization to Plan (AtP)* | *Example:**Fall 2015* |
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**Define Goal (Action Strategy) 2**

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**Alignment of Goal 2 to ILO(s)**

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**Alignment of Goal 2 to Strategic Plan (SP)**

<http://hawaii.hawaii.edu/docs/HawCCStrategicPlan_2008-2015_10-29-09.pdf>

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| **Explain how Goal 2 aligns with an Action Strategy in the Strategic Plan (SP). Include SP Reference(s) and provide supporting rationale. If Goal 2 does not align with a listed strategy, explain how it aligns to a SP Performance measure. Then, propose a new action strategy in the next field.** |
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| **Proposed New SP Action Strategy/Strategies (if applicable) –** *If Goal 2 does not align with a listed HawCC Action Strategy, indicate above how it aligns with a Performance Measure, and then use the field below to propose a new Action Strategy to be added to the HawCC Strategic Plan. New action strategies should be written in generalized terms so that other Programs and Units could also align their goals to them in the future.* |
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**Alignment of Goal 2 to Academic Master Plan (AMP)**

*Academic Master Plan:* [*http://hawaii.hawaii.edu/docs/HawCCStrategicPlan\_2008-2015\_10-29-09.pdf*](http://hawaii.hawaii.edu/docs/HawCCStrategicPlan_2008-2015_10-29-09.pdf)

*AMP Appendix:* [*http://hawaii.hawaii.edu/docs/academic-master-plan-appendix-priority-actions.pdf*](http://hawaii.hawaii.edu/docs/academic-master-plan-appendix-priority-actions.pdf)

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| **Indicate which Academic Master Plan (AMP) Action Priorities Goal 2 aligns with and provide supporting reasoning.**  |
|  | **STEM** | **Graduation Remediation Workforce** | **Student Transfer** | **Underserved Populations** | **Green Curricula** | **Program Development** |
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| **UH System Collaboration (if applicable) –** * *Include collaboration efforts w/other campuses.*
* *Include alignment with the UHCC Initiatives* [*http://uhcc.hawaii.edu/OVPCC/*](http://uhcc.hawaii.edu/OVPCC/) *(listed on the left of John Morton's picture).*
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**Calendar of planned activities for Goal 2 --** *In chronological order, briefly describe the procedures/activities planned to achieve Goal 2*

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| **Activity** | **When will the activity take place** |
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**Define Goal (Action Strategy) 3**

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**Alignment of Goal 3 to ILO(s)**

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**Alignment of Goal 3 to Strategic Plan (SP)**

[*http://hawaii.hawaii.edu/docs/HawCCStrategicPlan\_2008-2015\_10-29-09.pdf*](http://hawaii.hawaii.edu/docs/HawCCStrategicPlan_2008-2015_10-29-09.pdf)

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| **Explain how Goal 3 aligns with an Action Strategy in the Strategic Plan (SP). Include SP Reference(s) and provide supporting rationale. If Goal 3 does not align with a listed strategy, explain how it aligns to a SP Performance measure. Then, propose a new action strategy in the next field.** |
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| **Proposed New SP Action Strategy/Strategies (if applicable) –** *If Goal 3 does not align with a listed HawCC Action Strategy, indicate above how it aligns with a Performance Measure, and then use the field below to propose a new Action Strategy to be added to the HawCC Strategic Plan. New action strategies should be written in generalized terms so that other Programs and Units could also align their goals to them in the future.* |
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**Alignment of Goal 3 to Academic Master Plan (AMP)**

*Academic Master Plan:* [*http://hawaii.hawaii.edu/docs/HawCCStrategicPlan\_2008-2015\_10-29-09.pdf*](http://hawaii.hawaii.edu/docs/HawCCStrategicPlan_2008-2015_10-29-09.pdf)

*AMP Appendix:* [*http://hawaii.hawaii.edu/docs/academic-master-plan-appendix-priority-actions.pdf*](http://hawaii.hawaii.edu/docs/academic-master-plan-appendix-priority-actions.pdf)

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| **Indicate which Academic Master Plan (AMP) Action Priorities Goal 3 aligns with and provide supporting reasoning.**  |
|  | **STEM** | **Graduation Remediation Workforce** | **Student Transfer** | **Underserved Populations** | **Green Curricula** | **Program Development** |
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| **UH System Collaboration (if applicable) –** * *Include collaboration efforts w/other campuses.*
* *Include alignment with the UHCC Initiatives* [*http://uhcc.hawaii.edu/OVPCC/*](http://uhcc.hawaii.edu/OVPCC/) *(listed on the left of John Morton's picture).*
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**Calendar of planned activities for Goal 3 - In chronological order, briefly describe the procedures/activities planned to achieve Goal 3**

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| **Activity** | **When will the activity take place** |
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**Part V: Resource Implications**

**A. Cost Item 1**

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| **Description** | **Type*** Personnel
* Facilities
* Equipment
* Health/Safety
* Others (Define)
 | **Estimated Cost** |
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**Alignment of Cost Item 1 to Strategic Plan (SP)**

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| **Explain how Cost Item 1 aligns with the Strategic Plan (SP). Include SP Reference(s) and provide supporting rationale** |
| Example: Cost Item 1 aligns with SP A1.1 (Increase Native Hawaiian enrollment by 3% per year particularly in regions that are underserved.) by ... |
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**Alignment of Cost Item 1 to Academic Master Plan (AMP)**

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| **Explain how Cost Item 1 aligns with the Academic Master Plan (AMP) Action Priorities.**  |
| Example: Cost Item 1 aligns with Action Priority STEM because an instructor is necessary to develop the program.  |
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**Alignment of Cost Item 1 to Strength(s)**

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| **Explain how Cost Item 1 aligns with program Strength (From Part II. Section C). Address and provide supporting rationale. If there’s no alignment, write “No Alignment.”** |
| Example: No Alignment |
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**Alignment of Cost Item 1 to Weaknesses(s)**

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| **Explain how Cost Item 1 aligns with Weakness (From Part II. Section C). Address and provide supporting rationale. If there’s no alignment, write “No Alignment.”** |
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**B. Cost Item 2**

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| **Description** | **Type*** Personnel
* Facilities
* Equipment
* Health/Safety
* Others (Define)
 | **Estimated Cost** |
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**Alignment of Cost Item 2 to Strategic Plan (SP)**

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| **Explain how Cost Item 2 aligns with the Strategic Plan (SP). Include SP Reference(s) and provide supporting rationale** |
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**Alignment of Cost Item 2 to Academic Master Plan (AMP)**

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| **Explain how Cost Item 2 aligns with the Academic Master Plan (AMP) Action Priorities.**  |
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**Alignment of Cost Item 2 to Strength(s)**

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| **Explain how Cost Item 2 aligns with program Strength (From Part II. Section C). Address and provide supporting rationale. If there’s no alignment, write “No Alignment.”** |
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**Alignment of Cost Item 2 to Weaknesses(s)**

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| **Explain how Cost Item 2 aligns with Weakness (From Part II. Section C). Address and provide supporting rationale. If there’s no alignment, write “No Alignment.”** |
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**C. Cost Item 3**

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| **Description** | **Type*** Personnel
* Facilities
* Equipment
* Health/Safety
* Others (Define)
 | **Estimated Cost** |
|  |  |  |

**Alignment of Cost Item 3 to Strategic Plan (SP)**

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| **Explain how Cost Item 3 aligns with the Strategic Plan (SP). Include SP Reference(s) and provide supporting rationale** |
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**Alignment of Cost Item 3 to Academic Master Plan (AMP)**

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| **Explain how Cost Item 3 aligns with the Academic Master Plan (AMP) Action Priorities.**  |
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**Alignment of Cost Item 3 to Strength(s)**

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| **Explain how Cost Item 3 aligns with program Strength (From Part II. Section C). Address and provide supporting rationale. If there’s no alignment, write “No Alignment.”** |
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**Alignment of Cost Item 3 to Weaknesses(s)**

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| **Explain how Cost Item 3 aligns with Weakness (From Part II. Section C). Address and provide supporting rationale. If there’s no alignment, write “No Alignment.”** |
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**Part VI: Justification for Program Existence**

**Write a brief statement describing the value of this Program to the College. Is your Program sustainable? If so, briefly state why. If not, briefly state why the College should continue to keep your Program open.**

(Sources include Industry Validation, ARPD Data Validation, Trends and Other Factors.)

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