

**2015 HAWAII COMMUNITY COLLEGE
Program and Unit Review Process and Timeline**

| Step | Task | Responsibility | Timeline |
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| 1. Comp & Annu | The Institutional Assessment Coordinator will work with the Vice Chancellor for Academic Affairs (VCAcAf), VCs and Directors to update the comprehensive review schedule of programs & units. | IAC | June |
| 2. Comp & Annu | The VCAcAf announces the program/unit review cycle to campus including the due date. | VCAcAf | August |
| 3. Comp CERC | VCAcAf finalizes the College Effectiveness Review Committee (CERC) membership. | VCAcAf | September |
| 4. Comp CERC | VCAcAf will provide training to CERC members. CERC members will create evaluation tool. | VCAcAf | September/ October |
| 5. Comp & Annu | Institutional Research (IR) prepares necessary training materials for program/unit reviews and schedules ARPD training. | IR | September |
| 6. Comp & Annu | The IR provides ARPD training to program/unit review initiators and writers. | IR | October |
| 7. Comp & Annu | The VCs, Deans and Directors provide scheduling and training, specific to their sectors, including PATH training. (e.g. the VCAcAf provides training specific to the Academic Support group). The IAC and IR will provide assistance by request. | VCs, Deans Directors IAC IR | October |
| 8. Comp & Annu | Writers/Initiators enter information into PATH. PATH will be set up to notify supervisors and request their approval when docs have been submitted. | Writers Initiators | Two weeks prior to Program/Unit Review Deadline |
| 9. Comp & Annu | Once docs are approved by DCs on PATH, the system will notify Deans, Directors and VCs to approve/accept or send back for review/editing. | Initiators Supervisors VCs, Deans Directors | Comprehensive & Program/Unit Review Deadline |
| 10. Comp & Annu | VCs and Directors review and submit program/unit reviews to the webmaster for posting on the program & unit review website. | VCs Directors Webmaster | One week after deadline. |
| 11a. Program Annu | VCAcAf will assign someone to cut/paste pertinent information from program reviews to web submission | VCAcAf | Beginning of December and by system deadline |
| 11b. ASU Annu | VCAcAf or designee will input Academic Support Unit (ASU) review into web submission. | VCAcAf | Beginning of December and by system deadline |

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| 11c. Student Affairs Annu | VCSA or designee will input Student Affairs Unit review into web submission | VCSA | Beginning of December and by system deadline |
| 11d. Admin Affairs Annu | VCAdminAffairs will complete the Admin Affairs Unit review per process outlined by Assoc VP for Admin Affairs. | VCAdminAffairs | Beginning of December and by system deadline |
| 12. Annu | Supervisors meet with respective annual program & unit review writers to establish budget request priorities. | Division Chairs, Deans, Directors, VCs, Initiators/Writers | December and January |
| 13. Comp CERC | CERC completes standardized review of "comprehensive" program and unit reviews using the Evaluation Tool. | CERC under direction of VCACAf | January - February |
| 14a. Annu Instruction Only | Instructional Program Division Chairs submit summary report to respective Deans | Division Chairs | DUE February 15 |
| 14b. Annu Instruction Only | Deans write summary report including prioritized budget requests and submit to VCACAf. | Deans | DUE March 15 |
| 15. Annu | Sector leads (VCACAf, VCAdAf, and VCStuAf, and Directors) write Annual Review & Budget Report | VCs and Directors | December through March |
| 16. Annu | VCACAf compiles information into Annual Review and Budget Report and submits to Academic Senate for review and comment. | VCAC Affairs | April Academic Senate Meeting |
| 17. Annu | Sector leads compile information into Annual Review and Budget Report and submit to College Council for review and comment. | VCs and Directors | April College Council Meeting |
| 18. Evaluation | The CERC in conjunction with the Admin Team will ensure that the entire program-unit review process is evaluated every year. The evaluation will be prior to Summer break, and feedback from the campus will drive the plan for the following year's review. The institutional research office (IRO) will develop the survey. | CERC Admin Initiators/Writers IRO | April |
| 19. Evaluation | CERC will evaluate and publish an Action Plan highlighting changes needed, based on the feedback from the campus program and unit review evaluation survey (i.e. what do we plan to do differently next year, based on campus feedback). This will include who is responsible for completing the new reforms and in what timeframe. | CERC Admin | April |
| 20. Evaluation | CERC will send recommendations for changes needed to the program and unit review templates to the Institutional Assessment Coordinator (IAC) for updates as needed. | CERC IAC | April |
| 21. Evaluation | CERC will send recommendations for changes needed to the program and unit review process to the Institutional Research Office IRO for updates as needed. | CERC IRO | April |

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| 22. Evaluation | CERC will send recommendations for data changes within the instructional program review to the Instructional Program Review Council (IPRC) as needed. Our local IPRC will work with the UHCC IPRC to ensure that instruction program review data or issues are brought to the table. | CERC Chancellor IPRC Rep(s) | April |
| 23. Evaluation | CERC will send recommendations for changes to the CERC evaluation tools and CERC process to the Vice Chancellor for Academic Affairs (VCAcAf) to be used in the development of next year's tools/process. | CERC VCAcAf | April |
| 24. Evaluation | For total quality improvement, CERC will convene the Closing meeting which provides an annual evaluation of the College's integrated planning process including this timeline, and assures all documentation have been updated, approved, and ready for use in the Fall. | VCs, Deans Directors IRO IAC Webmaster CERC | Prior to Summer Break |
| 25. Annu | College Council and Academic Senate review reports and send comments to respective admin sector leads. Note: Academic Senate will review only Academic Reports | Chairs of College Council and Academic Senate | Comments DUE May 15 |
| 26. Annu | Administrative Team writes College Annual Budget and Action Plan Report including updates to AMP, TMP & RMP. | Admin | May through August |
| 27. Annu | Annual Budget and Action Plan Report is published college-wide. | Admin and Webmaster | August |
| 28. Annu | Chancellor announces publication of Report at All-College meeting | Chancellor | August at All College Meeting |
| 29. Annu | College Council Chair acknowledges receipt of Report at first Council meeting. | College Council Chair | August at College Council Meeting |

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

The 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
- Coordinates departmental surveys and focus groups
- 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, DC or Director