**HAWAIʻI COMMUNITY COLLEGE**

**UNIT COMPREHENSIVE 3-YEAR REVIEW REPORT**

**[insert Unit name here]**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Period**

**July 1, 2013 to June 30, 2016**

**AY 2013-14, AY2014-15, and AY2015-16**

Initiator: [insert Initiator’s Name here]

Writer(s): [insert Writer’s Name(s) here]

***Program/Unit Review at Hawaiʻi Community College is a shared governance responsibility related to strategic planning and quality assurance. Annual and 3-year Comprehensive Reviews are important planning tools for the College’s budget process. This ongoing systematic assessment process supports achievement of Program/Unit Outcomes. Evaluated through a college-wide procedure, all completed Program/Unit Reviews are available to the College and community at large to enhance communication and public accountability.***

***Please see*** [***http://hawaii.hawaii.edu/files/program-unit-review/***](http://hawaii.hawaii.edu/files/program-unit-review/)

***Please remember that this review should be written in a professional manner. Mahalo.***

**PART I: UNIT SUMMARY**

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| **Describe the Unit** |
| Provide the official description ofthe unit from the catalog (if applicable), and also provide a thorough explanation of what the unit does (its functions and operations), and who it serves. |  |
| Provide and discuss the unit’s mission (or goals and objectives, if no unit mission statement is available). |  |

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| **Report and discuss all major/meaningful actions and activities that occurred in the unit over the past three years, from July 1, 2013 through June 30, 2016. For example:** |
| Changes to the unit’s services, functions, and/or operations. |  |
| Changes to the clients it serves (students, faculty, staff, community, UH System etc.).  |  |
| Personnel and position additions and/or losses. |  |
| Other major/meaningful activities, including responses to previous CERC feedback.  |  |

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| **Describe, analyze, and celebrate the unit’s successes and accomplishments. (For example, *more students were served* OR *the unit successfully integrated new strategies/technologies*.)** |
| Discuss what the unit has been doing well that needs to be maintained and strengthened.  |  |
| Validate these successes by discussing positive improvements in the unit. Please provide evidence if applicable (ex: unit data reports, relevant URL links, etc.).  |  |

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| **Describe, analyze, and discuss any challenges and/or obstacles the unit has faced.**  |
| Identify and discuss the unit’s challenges/obstacles. |  |
| Discuss changes and actions taken to address those challenges.  |  |
| Describe and explain the results of these actions.  |  |
| Discuss what still needs to be done in order to successfully meet and overcome these challenges.  |  |

**ARPD Data**

**If ARPD data is available for the unit, please attach a copy of the ARPD data tables for the three years under review and submit with the Unit Review document.**

**If no ARPD data is available for the unit, please provide and discuss relevant and/or comparable data for the three years under review as available from the unit’s records.**

1. **If you will be submitting the Unit Review document in hard copy, print and staple a copy of the ARPD data tables, if available, or other unit data as applicable, to the submission; the icon to print the ARPD data tables is on the upper right side, just above the data tables.**

**OR**

1. **If you will be submitting the Unit Review document in digital form, attach a PDF copy of the ARPD data tables, if available, or other unit data as applicable, along with the digital submission; the icon to download the ARPD data tables as a PDF is in the upper right side, just above the data tables.**

**Unit ARPD data, if available, can be found on the ARPD website:** [**http://www.hawaii.edu/offices/cc/arpd/**](http://www.hawaii.edu/offices/cc/arpd/)

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| Describe, discuss, analyze, and provide context for the ARPD data, including the unit’s health scores in the Demand, Efficiency, Effectiveness, and Overall Health categories. |  |
| Describe, discuss, analyze, and provide context for unit data that was collected based on its specific operations and functions. Examples could include, but are not limited to work logs and activities records, meeting and session records, and any other relevant internal or external data, as appropriate.  |  |
| Describe any trends, and any internal and/or external factors that are relevant to understanding the unit’s activities during the review period. |  |
| Discuss other strengths and challenges of the unit that are relevant to understanding the unit’s activities during the review period. |  |

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| **Contributions to the College: Discuss how the unit aligns with and supports the College’s institutional effectiveness and how it contributes to the shared goals of the campus Kauhale.** |
| College Mission:“Hawaiʻi Community College (Hawai'i CC) promotes student learning by embracing our unique Hawaiʻi Island culture and inspiring growth in the spirit of "E ʻImi Pono." Aligned with the UH Community Colleges system's mission, we are committed to serving all segments of our Hawaiʻi Island community.” |  |
| Institutional Learning Outcomes (ILOs):  | ILO 1: Our graduates will be able to communicate effectively in a variety of situations. |
| ILO 2: Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions. |
| ILO 3: Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture. |

**The Unit’s Outcomes Assessments**

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For assessment resources and PDF copies of all submitted assessment reports from the unit during the review period, please see the following websites:

Assessment website: <http://hawaii.hawaii.edu/files/assessment/>

Assessment Reports/Resources: <http://hawaii.hawaii.edu/files/assessment/reports/>

[ ]  The unit faculty/staff have reviewed the unit’s outcomes as listed on the assessment website (URL above) and hereby affirm that the listed service outcomes are correct.

[ ]  The unit faculty/staff have reviewed the unit’s outcomes as listed on the assessment website (URL above) and hereby affirm that service outcomes are not correct and need to be revised, or are not listed and need to be listed.

*If the unit outcomes listed on the assessment website needs revision or are not listed, please contact the Institutional Assessment Coordinator at* reshelad@hawaii.edu *.*

**Unit Outcomes (UOs)**

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| Please list the approved Unit Outcomes (UOs) as listed on the assessment website or the unit’s website or other official records. |  |
| Provide a summary discussion of the overall results of all UO assessments undertaken during the 3-year review period. Include a discussion of the unit’s successes and challenges in meeting its Unit Outcomes. |  |
| Describe how the unit’s faculty/staff regularly discussed and used overall assessment results to plan for improvement.  |  |
| Discuss the implementation of these improvement plans and consequences for overall unit improvement.  |  |

**PART II: UNIT ACTION PLAN**

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| **Describe and discuss the unit’s action plan to improve services, functions, and operations, and to support student learning for the next 3 years, from July 1, 2016 through June 30, 2019.**  | **Benchmarks and Timelines** |
| **Action Goal 1:** | **Benchmarks/Timelines:** |
| How can this action Goal lead to improvements services, functions, and/or operations, support student learning, and lead to achievement of the unit’s outcomes (UOs)? |
| **Action Goal 2:** | **Benchmarks/Timelines:** |
| How can this action Goal lead to improvements services, functions, and/or operations, support student learning, and lead to achievement of the unit’s outcomes (UOs)? |
| **Action Goal 3:** | **Benchmarks/Timelines:** |
| How can this action Goal lead to improvements services, functions, and/or operations, support student learning, and lead to achievement of the unit’s outcomes (UOs)? |

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| **Describe and discuss any specific strategies, tactics, activities, or plans for:**  |
| Modifications to the unit’s services, functions, operations, client relations, and/or faculty/staff professional development activities over the next 3 years. |  |
| Changes to assessment practices, activities, or projects. |  |
| Increases or changes in student support activities and services to support student learning and achievement. |  |

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| Discuss how the unit’s action plan will help the Kauhale achieve the four Initiatives in the College’s ***Strategic Directions 2015-2021*** plan:<http://hawaii.hawaii.edu/sites/default/files/docs/strategic-plan/hawcc-strategic-directions-2015-2021.pdf> |
| Hawaiʻi Graduation Initiative |  |
| Hawaiʻi Innovation Initiative |  |
| 21st Century Facilities (21CF) – Modern Teaching and Learning Environments |  |
| High Performance Mission-Driven System |  |

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| **Explain how the unit’s action plan contributes to the College’s achievement of the performance-based measures below.** |
| Degrees & Certificates  |  |
| Native Hawaiian Degrees & Certificates  |  |
| STEM Degrees & Certificates (include 4-Year Degrees) |  |
| Pell Grant Recipients Degrees & Certificates |  |
| Transfers to UH 4 Year/Transfers to non-UH 4 Year |  |
| IPEDS Success Rate |  |

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| **Suggestions for Improvement:**If there are any suggestions the unit’s faculty/staff would like to share with the College about improvements to/for the unit, raising the College’s overall enrollment, improving overall student engagement and success, or any other matter that can help the College increase our overall institutional effectiveness, please provide this feedback below. |
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**PART III: Resources Needed**

***Note: “Budget asks” for all categories may be included in the Comprehensive Review.***

Based on the unit’s overall AY 2014-16 assessment results, other relevant unit information and data, and the unit’s overall action plan to improve services, functions, operations, and support for student learning, describe and discuss below the unit’s resource needs and cost-item “budget asks” for the 3-year period from July 1, 2016 through June 30, 2019.

**Resource Inventory**

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| **Describe the status of the following faculty/staff unit resources, as applicable:** |
| Adequate Academic Support Resources (Library, tutoring, learning and testing facilities). |  |
| Adequate Student Support Services (academic advising, counseling, career guidance). |  |
| Safe workplace. |  |
| Adequate and up-to-date computers and software (for unit needs). |  |
| Adequate computer access to allow faculty/staff to do their jobs. |  |
| Adequate training in computer technology (applications, operating systems, hardware, etc.). |  |
| Adequate training in audiovisual technology (projectors, ELMOs, polycom, etc.). |  |

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| **Resource Category** | **Resources the unit needs to operate effectively:** | **Resources the unit already has:** | **What is the unit’s resource gap?** |
| 1. **Personnel**
 |  |  |  |
| 1. Positions (Functions)
 |  |  |  |
| 1. Professional Development
 |  |  |  |
| 1. **Operating Resources**
 |  |  |  |
| 1. Supplies
 |  |  |  |
| 1. Contracts
 |  |  |  |
| 1. Equipment
 |  |  |  |
| 1. Space and Facilities
 |  |  |  |
| 1. **Technology**
 |  |  |  |
| 1. Hardware
 |  |  |  |
| 1. Apps or Software
 |  |  |  |
| 1. Tech Support
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| 1. Tech-related Professional Development
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| 1. Tech labs / facilities
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| **RESOURCE REQUESTS:****For each “budget-ask” item, provide the following information:** |
| Describe the needed item in detail. |  |
| Provide complete information about known or estimated cost(s). |  |
| Provide details about timeline(s) for procurement and activation/implementation. |  |
| How does this align with the unit’s Action Plan above? |  |
| Identify how the item aligns with one or more of the ***2015-2021 Strategic Directions’*** four Initiatives. |  |
| Discuss how the item will help the unit support improvements in student learning and attainment of the unit’s outcomes and the College’s institutional learning outcomes.  |  |

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| **RESOURCE REQUESTS:****For each “budget-ask” item, answer the following questions:** |
| What are the implications or consequences for the unit if this request is not funded? |  |
| How can the unit build, create, or develop the needed resources within its existing capacity? |  |
| Can other resources be re-purposed to accommodate this need?  |  |
| Are there other sources to fund this need, such as grants, community partnerships, etc.? |  |
| Can this need be deferred? If so, for how long? What are the consequences if deferred? |  |