**HAWAIʻI COMMUNITY COLLEGE**

**ANNUAL UNIT REVIEW (AUR)**

**EDvance: General and Non-Credit Programs**

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

**Review Period**

**July 1, 2017 to June 30, 2018**

Initiator: Jessica Yamamoto

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 evaluation and assessment process supports achievement of Program/Unit and Institutional 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/>

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

**PART 1: UNIT DATA AND ACTIVITIES**

**Unit Description**

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| **Provide the short description as listed in the current catalog.**  **If no catalog description is available, please provide a short statement of the unit’s services, operations, functions and clients served.** |  |

**Comprehensive Review Information** (required by UH System)

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| **Provide the year and URL for the location of this Unit’s last Comprehensive Review on the HawCC Program/Unit Review website:** [**http://hawaii.hawaii.edu/files/program-unit-review/**](http://hawaii.hawaii.edu/files/program-unit-review/) | |
| **Year** |  |
| **URL** |  |
| **Provide a short summary of the CERC’s evaluation and recommendations from the unit’s last Comprehensive Review.**    **Discuss any significant changes to the unit that were aligned with those recommendations but are not discussed elsewhere in this report.** |  |

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# Unit Data: Key Performance Indicators and Analysis of Unit Data

**List each KPI for your unit in the table below. In the text boxes below, briefly describe and analyze summary data for each KPI for the review period. Discuss previous KPI benchmarks and any targets for the following fiscal year. Be sure to describe any changes or findings from this review period that impact student success.**

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| **UNIT** | **Key Performance Indicators** | **KPI**  **MEASURE(S)** | **UNIT GOAL**  **or Benchmark** |
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| **DEVELOPMENT:** |
| **OPERATIONS:** |
| **MARKETING:** |
| **OTHER, including COLLEGE-WIDE:** |

**What else is relevant to understanding the Unit’s data?**

**Describe any trends, internal/external factors, strengths and/or challenges that can help the reader understand the Unit’s data but are not discussed above.**

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| **DEVELOPMENT:** |
| **OPERATIONS:** |
| **MARKETING:** |
| **OTHER, including COLLEGE-WIDE:** |

**UNIT ACTIVITIES**

**Report and discuss all major actions and activities that occurred in the unit during the review period in the context of your unit’s current resources, including meaningful accomplishments and successes. Describe how these unit activities helped contribute to student success and the success of unit operations.**

**Also discuss the challenges or obstacles the unit faced in meeting its goals and supporting student success and unit operations. Explain what the unit did to address those challenges.**

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| **DEVELOPMENT:** |
| **OPERATIONS:** |
| **MARKETING:** |
| **OTHER, including COLLEGE-WIDE:** |

**UNIT WEBSITE**

Has the unit recently reviewed its website? Please check the box below that best applies and follow through as needed to keep the unit’s website up-to-date.

The unit does not have a website.

Unit faculty/staff have reviewed the website in the past six months, no changes needed.

Unit faculty/staff reviewed the website in the past six months and submitted a change request to the College’s webmaster on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

Unit faculty/staff recently reviewed the website as a part of the annual unit review process, found that revisions are needed, and will submit a change request to College’s webmaster in a timely manner.

*Please note that requests for revisions to Unit websites must be submitted directly to the College’s webmaster at*

http://hawaii.hawaii.edu/web-developer

**PART 2: UNIT ACTION PLAN**

**AY18-19 ACTION PLAN**

**Provide a detailed narrative discussion of the unit’s overall action plan for AY18-19, based on analysis of the unit’s AY17-18 data and the overall results of Unit Outcomes (UOs) assessments conducted during the AY17-18 review period (reported below, Part 3).**

**This Action Plan should identify the unit’s specific goals and objectives for AY18-19 and must provide benchmarks or timelines for achieving each goal.**

**Please provide attachments and additional documentation as appropriate.**

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**ACTION ITEMS TO ACCOMPLISH ACTION PLAN**

**What strategies, actions, resources, or other changes would help the unit improve its services to the College and the community?**

For each Action Item below, describe the strategies, tactics, initiatives, innovations, activities, etc., that the unit faculty/staff plan to implement in order to accomplish the goals described in the Action Plan above.

For each Action Item below, discuss how implementing this action will help the College accomplish its goals for student success.

For each Action Item below, identify how implementing this action will help the unit achieve its Unit Outcomes (UOs).

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| **DEVELOPMENT**  **Action Item 1:**  **Action Item 2:** |
| **OPERATIONS**  **Action Item 1:**  **Action Item 2:** |
| **MARKETING**  **Action Item 1:**  **Action Item 2:** |
| **OTHER, including COLLEGE-WIDE**  **Action Item 1:**  **Action Item 2:** |

**RESOURCE IMPLICATIONS**

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| *NOTE: General “budget asks” are included in the 3-year Comprehensive Review.*  *Budget asks for the following three categories only may be included in the APR:*  *1) health and safety needs, 2) emergency needs, and/or 3) necessary needs to become compliant with Federal/State laws/regulations*. |

**BUDGET ASKS**

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| For budget ask in the allowed categories (see above): | |
| Describe the needed item(s) in detail. |  |
| Include estimated cost(s) and timeline(s) for procurement. |  |
| Explain how the item(s) aligns with one or more of the strategic initiatives of 2015-2021 Strategic Directions:  <http://hawaii.hawaii.edu/sites/default/files/docs/strategic-plan/hawcc-strategic-directions-2015-2021.pdf> |  |

**PART 3: UNIT OUTCOMES ASSESSMENTS**

**For all parts of this section, please provide information based on assessments of Unit Outcomes (UOs) and/or Student Learning Outcomes (SLOs) conducted in AY17-18**

**Unit Outcomes**

Provide the full text of the unit’s current approved Unit Outcomes (UOs) and Student Learning Outcomes (SLOs); indicate each UO’s/SLO’s alignment to one or more of the Institutional Learning Outcomes (ILOs). The College’s ILOs may be found on the Assessment website:

[HawCC ASSESSMENT](http://hawaii.hawaii.edu/files/assessment/)

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| **UO#** | **UNIT OUTCOMES (text)** | **Aligned to ILO #** |
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| **SLO#** | **STUDENT LEARNING OUTCOMES (text)** | **Aligned to ILO #** |
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**Assessments Strategies**

For each UO/SLO assessed in AY17-18, discuss the assessment strategy, including a description of the type of assessment tool/instrument used, e.g., student surveys provided to all student participants in an activity or event, or a log/count of services provided, etc. Describe criteria used to determine success, and timelines for assessment. Attach documentation and other materials as necessary to help the reader understand the unit’s assessment activities.

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| **UO #** | **Assessment Strategies** |
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**Results of Unit Outcomes and Student Learning Outcomes Assessments**

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| **For each UO/SLO assessed in AY17-18 listed above, provide:**   * **a statement of the quantitative results;** * **a brief narrative analysis of those results.**   If applicable, compare results of outcomes assessments conducted during this review period to previous assessment results. |
| **UO/SLO#:** |
| **UO/SLO#:** |
| **UO/SLO#:** |

**Other Comments**

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| **Include any additional information that will help clarify the unit’s assessment results, successes and challenges.** |
| **Discuss, if relevant, a summary of student survey results, CCSSE, special evaluations, or other special assessment projects that are relevant to understanding the unit’s services, operations, functions and clients.** |

**Next Steps – ASSESSMENT ACTION PLAN for AY18-19**

Describe and discuss the unit’s intended next steps in assessment to support improvements in student success and achievement of its unit outcomes, based on the unit’s overall AY17-18 assessment results. Include any specific strategies, tactics, activities or plans for improvement to the unit’s future assessments of its services, operations or functions. Include any course-specific assessments of student learning and satisfaction with the unit’s course offerings that are planned for the upcoming review period.

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