**HAWAIʻI COMMUNITY COLLEGE**

**ANNUAL UNIT REVIEW (AUR)**

**[insert Unit name here]**

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

**Review Period**

**July 1, 2016 to June 30, 2017**

Initiator: [insert Vice Chancellor’s or Director’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 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** (required by UH System)

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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/> | |
| 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. |  |

**ARPD Data: Analysis of Quantitative Indicators** (required by UH System)

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

**Please attach a copy of the unit’s data tables**

**and submit with this Annual Unit Review (AUR).**

1. **If you will be submitting the APR in hard copy, print and staple a copy of the data tables to the submission; the icon to print the data tables is on the upper right side, just above the data tables.**

**OR**

1. **If you will be submitting the APR in digital form (WORD or PDF), attach a PDF copy of the data tables along with the digital submission; the icon to download the data tables as a PDF is in the upper right of the screen, just above the data tables.**

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| **Analyze the Unit’s ARPD and other data for the review period.** |
| Describe, discuss, and provide context for the unit’s 2016-17 data related to its services, operations and functions, including the unit’s contributions, as applicable, to its Division’s health scores in the Demand, Efficiency, Effectiveness and Overall Health categories. |
| Describe, discuss, and provide context for the unit’s contributions to its Division’s data in all CCSSE categories, as applicable. |
| What else is relevant to understanding the unit’s data? Describe any trends, internal/external factors, strengths and/or challenge that can help the reader understand the Unit’s data but are not discussed above. |

**UNIT ACTIVITIES**

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| **Report and discuss all major actions and activities that occurred in the unit during the review period, including meaningful accomplishments and successes. Describe how these unit activities contributed to achievement of the unit’s goals and helped support student success.**  **Also discuss the challenges or obstacles the unit faced in meeting its goals and helping to support student success, and explain what the unit did to address those challenges.** |
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**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**

**AY17-18 ACTION PLAN**

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| **Provide a detailed narrative discussion of the unit’s overall action plan for AY17-18, based on analysis of the unit’s AY16-17 data and the overall results of Unit Outcomes (UOs) assessments and other unit evaluations of its services conducted during the AY16-17 review period and reported below.**  **This Action Plan should identify the unit’s specific goals and objectives for AY17-18 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**

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| **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 and SLOs as applicable).** |
| **Action Item 1:** |
| **Action Item 2:** |
| **Action Item 3:** |

**RESOURCE IMPLICATIONS**

*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*.

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| **Provide a brief statement about any implications of or challenges due to the unit’s current operating resources.** |

**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 AY16-17.**

**Unit Outcomes**

Provide the full text of the unit’s current approved Unit Outcomes (UO) 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: <http://hawaii.hawaii.edu/files/assessment/outcomes.php#ilo>

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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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**Assessment Strategies**

For each UO/SLO assessed in AY16-17, 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 a log/count of services provided, etc.

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| **Assessment Strategies** |
| **UO/SLO#:** |
| **UO/SLO#:** |
| **UO/SLO#:** |
| **UO/SLO#:** |
| **UO/SLO#:** |

**Results of Unit Outcomes and Student Learning Outcomes Assessments**

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| **For each UO/SLO assessed in AY16-17 listed above, provide:**   * **a statement of the quantitative results;** * **a brief narrative analysis of those results.** |
| **UO/SLO#:** |
| **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, any additional evaluations or assessment projects relevant to understanding the unit’s services, operations, functions and clients, including any UH System-wide data or national/industry data trends.** |

**Next Steps – ASSESSMENT ACTION PLAN for AY17-18**

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| **Describe the unit’s intended next steps to support improvements in services, operations and functions in support of student success and to help the unit achieve its UOs/SLOs.**  Include any specific strategies, tactics, activities or plans for improvement to the unit’s future assessments of its services, operations and functions |
|  |