

**COLLEGE EFFECTIVENESS REVIEW COMMITTEE (CERC)  
AY19 OPERATING GUIDELINES**

The following procedures will be in operation for each academic year and will be reviewed annually at the Closing Meeting.

**A. ROLE**

The CERC is a college-wide shared governance committee with extensive College-wide representation.

**B. FUNCTION**

The CERC's function is to receive all Comprehensive Program and Unit (P-U) Reviews and make recommendations for program/unit quality improvement. The CERC also makes recommendations to the Chancellor on campus planning.

**C. COMPOSITION**

- CERC seats #1, #2, and #3 are ex officio and do not participate in reviewing the Reviews and seats #4-#19 are selected by their respective constituencies for a term of two years.
  - Faculty representatives must be BOR-appointed, Bargaining Unit 7.
  - Administrative, Professional, and Technical (APT) representatives must be regular hires.
  - Clerical representatives must be regular hires.
1. Vice Chancellor for Academic Affairs (VCAA), Convener/Chair, Ex officio
  2. Vice Chancellor for Administrative Services (VCAS) or designee, Ex officio
  3. Institutional Assessment Coordinator, Ex officio
  4. 1 Administrative Team representative
  5. 1 APT representative
  6. 1 Clerical representative
  7. Academic Senate Chair or designee
  8. College Council Chair or designee
  9. Assessment Committee representative
  10. 1 faculty representative – Career and Technical Education
  11. 1 faculty representative – Liberal Arts & Public Services
  12. 1 Student Affairs representative – at large
  13. 1 Student Affairs representative – at large
  14. 1 Administrative Services representative – at large
  15. 1 Ho‘olulu Council representative
  16. 1 Pālanui representative – at large
  17. 1 EDvance representative – at large
  18. ASUH-HawCC president or designee

#### D. SELECTION OF CERC MEMBERS

1. The Chair of CERC will issue a call to the campus for CERC members to be selected; names must be forwarded to the Chair by the first Friday of December or other date designated by the Chair.
2. By the first Friday of December or other date designated by the Chair, if there are any unfilled seats on the CERC, the Chair will attempt to fill vacancies.

#### E. POLICIES AND PROCEDURES

1. CERC members shall use a designated evaluation tool to objectively read and evaluate all Comprehensive Program and Unit Reviews, based on the evidence presented and the best interests of the College.
2. CERC members deliberate as a body, composing a Response Memo with recommendations for continuous quality improvement for each program and unit, to be sent to the initiators and writers.
3. The CERC will review the Assessment Committee's Summary Memo to College Council and as appropriate will include its findings in CERC's recommendations to the Council.
4. The CERC will annually submit an Executive Summary of its Response Memos to the College Council for inclusion in the Council's Institutional Planning recommendations to the Chancellor.
5. The CERC annually will review the College Council's feedback to its Executive Summary.

#### F. TIMELINE

##### November to December

1. Comprehensive Program and Unit Reviews are due as a single electronic Word document to the respective program Division Chairs (DC), or Administrator for units without DCs.
2. The Chair of CERC issues campus-wide call for seats #4-#19 to be selected by their constituencies.
3. Names of CERC members in seats #4-#19 are selected by their constituencies.
4. Comprehensive Program and Unit Reviews are posted to the College's Program and Unit Review website.

##### January to April

1. The CERC is convened for an organization meeting by the VCAA.
2. CERC members do independent evaluations using a designated evaluation tool.
3. CERC members deliberate as a body and the Committee as a whole responds to initiators and writers of each program and unit with written feedback for quality improvements.
4. The CERC meets to discuss planning priorities.
5. The CERC's evaluations are finished and submitted to the Chancellor by April 1st.
6. The CERC reports to the College Council at its April meeting on evaluation of each program or unit, which will be included in Institutional Planning and recommendations to the Chancellor.

## August

1. The Chancellor convenes a Closing Meeting to ensure that all of the steps in the CERC's "Process Timeline" guide and the Annual Review and Budget Process (ARBP) have been completed; all documentation has been updated and approved; feedback from the College Council has been reviewed; and all documentation is ready for use in the fall semester. (Attendees: Administrators, Institutional Research Analyst, Webmaster, Division Chairs and CERC members including the Academic Senate Chair and College Council Chair.)