

Integrated Planning for Institutional Effectiveness

Purpose:

This policy identifies the various components that Hawai‘i CC uses to plan for, implement support for, evaluate and improve student success. Each planning component provides evidence for Hawai‘i CC to continuously modify and sustain process improvement, which ensures institutional effectiveness. The integration of the planning components also provides a means for Hawai‘i CC to determine the effectiveness of meeting its mission and providing higher education opportunities in response to community needs.

Background:

During spring and fall 2011, the Chancellor convened several meetings of campus leaders (Chancellor; Vice Chancellors for Academic Affairs and Administrative Services; Deans of Liberal Arts and Career and Technical Education; Academic Senate and College Council Chairs; Accreditation Liaison Officer; UH Center at West Hawai‘i Director; Kauhale Director; Institutional Researcher; and the co-Chairs for the Self evaluation Steering Committee) to discuss the need for developing a policy that connects the various planning processes that occur on campus. On October 17, 2011, the draft was approved by this group. The College Council approved it on November 4, 2011. On November 18, 2011, the Academic Senate approved it. This policy was revised and the revisions approved by the College Council on May 4, 2018

Relevant UH System policies on planning:

- University of Hawai‘i Board of Regents (BOR), [Chapter 4, Planning](#): **RP 4.201**, basic requirements for mission statements; **RP 4.203**, [Unit Academic Plans](#); **RP 4.205**, [Institutional Accountability and Performance](#); **RP 4.207**, [Community Colleges System](#).
- UH Executive policy, [E 4.201](#), [Integrated Long-Range Planning Framework](#), serves as the implementing policy for BOR Chapter 4 by containing statements on “(1) the purposes of university planning; (2) the planning concepts and processes that provide the foundation for University of Hawai‘i planning; (3) the major components (outcomes/documents) of long-range planning at the University; (4) assessment and evaluation activities; (5) lead responsibility for planning implementation; and (6) the planning calendar.”
- [University of Hawai‘i Budget Office](#) web site has links to several documents for overall UH System budget planning.
- University of Hawai‘i Community Colleges (UHCC)
 - Original policies for UHCC planning were developed as part of the Chancellor for Community Colleges Memo (CCCM) series.
 - As a result of the decentralization of the Chancellor for Community Colleges’ office, some CCCMs were delegated to UHCC Chancellors and others were incorporated into a new set of policies, University of Hawai‘i Community Colleges Policy (UHCCP) series. A chart of the conversion is on the UHCC web page at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf
 - Strategic planning for the UHCC system is in [UHCCP 4.101](#), Strategic Academic Planning.
 - Program Review for the UHCC system is in [UHCCP 5.202](#), Review of Established Programs

Components of planning

Mission

The Hawai'i CC [mission](#) provides the impetus for all of the college's planning efforts. For planning purposes, a [vision](#) statement and the institutional learning outcomes (ILOs) are also included with the mission.

The College Council-in coordination with the administration, is responsible for regularly reviewing the mission and vision and the [ILOs](#).

Kauhale

Through [Kauhale](#), Hawai'i CC strives for excellence to meet its mission and outcomes, and to ensure student success. Kauhale maximizes "community" in Hawai'i CC's mission through dialogue, planning, innovation, and assessment across traditional college divisions and units. Kauhale assists in the integration of the College's planning efforts.

Planning

Planning at Hawai'i CC begins with instructional programs and non-instructional units. These provide the means by which Hawai'i CC provides curriculum and support to students and the community served.

Planning Documents

Hawai'i CC's [Strategic Plan](#) is aligned with the UH system and UHCC system strategic plans, all of which chart the course for the future direction of Hawai'i's public postsecondary education in response to changing academic, workforce and economic needs.

Strategic Plan

Responsibility for the development of the Strategic Plan belongs with the Chancellor and Administrative Team in consultation with faculty, staff and students. The Strategic Plan may include UH System initiatives.

The Chancellor provides to the College Council annually an update on the College's progress toward the achievement of specific action strategies in the Strategic Plan and implementation plans and processes. The College Council oversees the regular review of these institutional effectiveness components.

Implementation Plans

The development and regular review of implementation plans is the responsibility of the Vice Chancellor or Director for each respective Division in consultation with deans, department/division chairs and their respective faculty and staff; and the Academic Senate and College Council as appropriate. Implementation plans identify actionable initiatives that will be pursued for each division; describe how the initiative(s) align to the College's strategic goals; identify personnel responsible for implementation and evaluation; and detail project completion timelines. Implementation plans are reviewed and updated annually, and are guided by action plans and outcomes as determined through the Program/Unit Annual and Comprehensive Reviews process.

Evaluation and Continuous Process Improvement

How well students are learning and supported is determined by Hawai'i CC regularly gathering and evaluating evidence College-wide. All instructional programs and non-

instructional units complete comprehensive reviews at least once every five years in accordance with [UHCCP 5.202](#) as part of the Program and Unit Review Process (PURP; [HawCC Program-Unit Review](#)). Action Plans in each comprehensive review include connections to the Strategic Plan and specific implementation plans, an analysis of goals met since the previous comprehensive review submission, and self-identified strengths and weaknesses. Comprehensive Reviews are considered and evaluated by the College Effectiveness Review Committee (CERC), which sends feedback and recommendations for improvements to the programs and units, the College Council and the Chancellor.

Assessment results reported in the Comprehensive reviews are evaluated by the College Council's Assessment Committee, which sends feedback and recommendations for improvements to the programs and units and the College Council.



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Chancellor

Oct 18, 2022

Date






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