

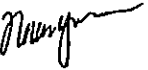


UNIVERSITY of HAWAII
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August 21, 2014

TO: 2013-2014 College Effectiveness Review Committee (CERC)

FROM: Noreen Yamane 
Chancellor

RE: Report from CERC on Comprehensive Program/Unit Reviews,
AY 2009-2013

Thank you for providing me with CERC's comments and recommendations for campus planning and the comprehensive program/unit review process, as well as providing an in depth analysis of the reports submitted by programs and units identifying the strengths and weakness, areas of commendations and suggestions for improvement. CERC reviewed five programs (AMT, DISL, MWIM, PN, and NURS) and two units (ASU and Student Life) and expressed disappointment that the Admin Services: Planning, Operating and Maintenance (POM) did not submit its Comprehensive Unit Review for the second year in a row. The Comprehensive Unit Review for Student Services: Information Center and the Culinary Program will submit their Comprehensive Review in Fall 2014.

Based on CERC's review of the five programs and two units, recommendations were provided to me. The following are my responses to the recommendations:

1. In order for the SUBS program to achieve and maintain its goals, there is a need for a faculty position.

Response: The SUBS program review clearly identified a need for a faculty position. As part of the Integrated Planning and Budget Process, a faculty position in SUBS must be supported by the Department/Division as a high priority to become a high priority for the College.

2. Within Strategic Outcome E. Resources and Stewardship, CERC recommends the following Performance Measure Addition – "E.5. Acquisition of Equipment for Student Learning."

Response: Revisions/Additions of Performance Measures for each of the Strategic Outcomes is coordinated through the Strategic Planning Council. As a member of the Strategic Planning Council, I will bring forth this recommendation to add Acquisition of Equipment for Student Learning as a performance measure

for the next Strategic Plan 2015-2020 to include data elements to determine its success.

3. Program and Unit Reviews should be thoroughly reviewed by their respective Department/Division Chairs and/or administration prior to submission. Some of the reviews were incomplete, lacked substantive evidence, and required editing due to spelling and grammatical errors.

Response: Administrators will continue to strongly encourage the Department/Division Chairs and Unit Managers to complete a more thorough review prior to submission. I will also encourage administrators to do the same.

4. CERC urges that the PATH reporting program be completed for implementation in Fall 2014 cycle of program/unit reviews.

Response: Developers will do a demonstration of PATH at the Assessment Summit on Aug 22, 2014 before its made available to programs and units.

5. Action Strategy E4.a. Seek funding for an assessment resource office to include a coordinator and support staff for outcomes assessment has been partially met with the hiring of the Assessment Coordinator. CERC recommends hiring professional staff who can provide training and support, i.e. data collection, report writing, proofreading, developing assessment tools.

Response: Recommendation is noted as a necessary step to fully meet this action strategy of the Strategic Plan at HawCC.

6. E.4.c. Increase capacity for institutional research in areas of program review, Achieving the Dream, tracking East and West Hawai'i students separately, and other data dependent initiatives. CERC recommends that the proposed Institutional Effectiveness Office produce data reports on a regular basis. The Student Success Committee should reconvene and determine the data required and a schedule.

Response: As one of the responsibilities of the proposed Institutional Effectiveness Office, the Vice Chancellor for Academic Affairs will be able to ensure that data reports are produced on a regular basis. I will ask the Vice Chancellor for Student Affairs to reconvene the Student Success Committee and task them to identify data to be collected and its schedule of delivery.

7. CERC recommends each subunit of ASU complete and submit its own review.

Response: The Vice Chancellor for Academic Affairs will address this recommendation for future submittals.

8. CERC did a “self-assessment” and recommends eliminating preparation of the Comprehensive Program/Unit Reviews. In its place, CERC recommends a three year comprehensive program/unit review process using the Annual Program/Unit Reviews since these reviews include data for three years.

Response: At the August 18, 2014 Administration Meeting, Administration is supporting this recommendation of moving from a 5 year comprehensive review to a 3 year comprehensive/annual review process. Revisions are currently being made to consolidate both the annual and comprehensive review process into a single process; revisions are also being made to the diagrams. The 3 year Annual/Comprehensive process will be presented to the College Council and Academic Senate for endorsement.

9. CERC provided input on the format of the Annual Program Review Reports and the Annual Unit Review Reports.

Response: response not need for this recommendation

10. CERC reviewed and revised the Comprehensive Program/Unit Review Process Check-Off List created by Shawn Flood.

Response: response not need for this recommendation

Thank you for completing a thorough review of the submittals for a Comprehensive Program/Unit Review!