

June 26, 2015

TO: 2014-2015 College Effectiveness Review Committee (CERC)

FROM: Noreen Yamane
Chancellor

SUBJECT: Report from CERC on Comprehensive Program/Unit Reviews,
AY 2011-2014

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. To streamline the process, one Review was required for both the Annual and Comprehensive Reviews in which some questions in the Review were elaborated on for those programs/units scheduled for a Comprehensive Review. While CERC completed its evaluation of the comprehensive reviews, due to the delay in delivery of the ARPDs, CERC will continue its task to review and recommend changes (if any) to Program/Unit Review templates and to the check-off list for comprehensive reviews.

CERC reviewed eight programs (ABRP, ACC, CARP, ECED, ET, HLS, MKT, TEAM) and four units (Apprenticeship, Career & Job Development Center, Computer Services, Curriculum Support) citing improvement to the overall quality of the submittals. As recommended by CERC, each subunit of Academic Support Unit (ASU) and Student Affairs submitted its own review. There were two new unit review submittals from Curriculum Support and Career and Job Development Center (CJDC).

CERC did not receive comprehensive reviews from Administrative Affairs: Planning, Operation, and Maintenance for the third consecutive year, Mookina Library due to its late submittal dated April 17, 2015, Budget & Fiscal Management, Financial Aid, Graduation Pathways & STAR. As recommended by CERC, these units will not be considered for budgetary allocations for this upcoming year.

Based on CERC's review of the eight programs and four units, CERC offered these twelve recommendations. The following are my responses to the recommendations:

1. As Chancellor, continue to instill in all administrators the importance and value of the Program/Unit Review for sustainable continuous quality improvement in the areas of Program Review, Planning, and Student Learning Outcomes. If the templates that are vetted through CERC do not meet their program/unit needs, administrators are encouraged to work with their constituents and create a template that will meet their needs.

Response: While I believe most of the Administrators do understand the importance and value of program/unit reviews, an increase level of participation and responsibility will ensure that unit reviews are submitted. Unit review templates should be reviewed over the summer and revised to better reflect their needs.

2. As Chancellor, continue to instill in all administrators the need for the reviews to be thoroughly reviewed by respective administrators prior to submission. Although the quality of the reviews has improved significantly, some reviews were incomplete, lacked substantive evidence, and required editing due to spelling and grammatical errors.

Response: I will encourage Administrators to complete a more thorough review prior to submission.

3. PATH reporting program will be completed for implementation in the Fall 2015 cycle of program/unit reviews.

Response: acknowledged

4. Provide faculty/staff ongoing training and support in the areas of data collection, report writing, proofreading, developing, assessment tools, etc.

Response: Shawn Flood will continue to provide training on ARPDs data elements in the program template. With the hiring of a new Assessment Coordinator, faculty and staff will be able better able to engage in assessment of student learning and unit outcomes to ensure continuous quality improvements.

5. "Institutional Effectiveness Office" produce data reports on a regular basis receiving direction from the Student Success Committee.

Response: The Student Success Committee should identify the data reports that should be produced on a regular basis by IEC. The term "regular basis"

should be defined in order for the IEC to produce the data reports in a timely manner.

6. Provide help to Units/Programs who are having difficulty aligning to the ILOs. The U(nit)/P(rogram)-W(orking) A(ssessment) G(group) (UWAGS/PWAGS) should be revived.

Response: I believe that the UWAGS/PWAGS was initially a group of volunteers to help faculty/staff with program/unit reviews and assessment. These groups can/should be revived and organized through the Assessment Coordinator/Committee. I will initiate the conversation with the Assessment Coordinator.

7. Very few Units have ARPD Data so those Units should be provided a separate training more appropriate for the Units without ARPD Data.

Response: Units without ARPD Data need help to identify data elements that should be collected in order for the unit to complete a meaningful and quality review. Because they are uniquely so different, individualized support is needed. Units should determine if similar units on other campus are collecting data and what are they collecting; determine if the UHCC System plans to collect uniformed data system wide for their area, etc.. The Administrator should provide support to identify data elements to ensure a level of quality of operations and services they provide to the College.

8. Provide the programs a mechanism to help track students after graduation.

Response: UHCC Administrators have identified and supported the need to track student after graduation. One program the UHCC system is reviewing to accomplish this kind of tracking is VIRIDIS (from their website):

Viridis Learning seeks to enable students and job seekers to identify and pursue long-lasting, fulfilling and highly individualized career pathways, and guide them from enrollment, education and certification onward through the employment process while offering access to real-time jobs, data to measure and track their progress throughout the progression via their Viridis Skill Passport.

Viridis Learning provides educators and workforce organizations with a one-stop case management system that empowers administrative workers to tangibly measure and interact with students' progress seamlessly throughout the junctures of education, certification, and onward through the employment process.

Viridis Learning enable employers with an ideal source for a real-time human capital pipeline of highly skilled and specialized workers, with access to real-

time data and a qualified candidate base, evaluated through a proprietary Employability Score that allows them to save time, capital, and increase employee retention rates. - See more at:
<https://www.viridislearning.com/#about-us>

9. Fill the vacant Electronics faculty position ASAP so the program can achieve and maintain its goals

Response: Position filled. Effective date of hire – August 1, 2015

10. Support CARP's equipment requests as they are relevant to the program and the will solve health and safety issues.

Response: Will be listed as a high priority on the upcoming Annual Budget and Action Plan Report, August 2015 as a recommendation from CERC.

11. Support ABRP's equipment requests so the students can be challenged with a more rigorous curriculum using up-to-date equipment.

Response: Will be listed as a high priority on the upcoming Annual Budget and Action Plan Report, August 2015 as a recommendation from CERC.

12. Support ECED's request for marketing materials so they can address the need to increase enrollment and develop a cohort for West Hawai'i.

Response: Will be listed as a high priority on the upcoming Annual Budget and Action Plan Report, August 2015 as a recommendation from CERC.

The CERC Committee proposed new strategies to Hawai'i Community College's Strategic Plan. The current plan covers the period from 2008 to 2015. During Summer 2015, a new Hawai'i Strategic Plan reflecting the UH System Strategic Directions Plan, 2015-2021 will be drafted for college input in the Fall semester. The strategies will be incorporated into Hawai'i Strategic Plan, 2015-2021.

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