Unit Review – Notes/FAQs

The following notes were taken during the two training sessions offered on 1/23/2015, and later updated on 2/9/2015 based upon the newly revised template.

# Resources location on HawCC Website:

* Institutional Effectiveness webpage on our College Website (<http://hawaii.hawaii.edu/ieap>/)
  + Under “Planning”
    - Information about the Annual Review (and Budget) Process
    - Academic Master Plan (and appendix)
    - Technology Master Plan (and appendix)
  + Under “Program and Unit Review”
    - The Comprehensive Review schedule (under resources)
    - Previous reports (under archives)
* Annual Report of Program Data (ARPD) – For Student Services and Academic Support  
  (<http://www.hawaii.edu/offices/cc/arpd/index.php>)
  + Student Services Glossary  
    <http://www.hawaii.edu/offices/cc/arpd/docs/2014_Annual_Report_of_Student_Services_Data_Glossary.pdf>
  + Library Glossary (<http://www.hawaii.edu/offices/cc/arpd/docs/2014_Academic_Support_Services_Library_Glossary.pdf>)
  + Technology Resources Glossary  
    (<http://www.hawaii.edu/offices/cc/arpd/docs/2014_Academic_Support_Services_Technology_Glossary.pdf>)
  + Testing Services Glossary  
    (<http://www.hawaii.edu/offices/cc/arpd/docs/2014_Academic_Support_Services_Testing_Glossary.pdf>)
  + Tutoring Services Glossary  
    (<http://www.hawaii.edu/offices/cc/arpd/docs/2014_Academic_Support_Services_Tutoring_Glossary.pdf>)
* UH System Initiatives   
  (<http://uhcc.hawaii.edu/OVPCC/index.php>)

# Unit Review Template

*Due to number of changes made to the template:*

1. A new WORD template (dated 2/9/2015) has been distributed.
2. If you received a pre-populated template from your supervisor, it is no longer the correct version. You may use for reference, but you will need to complete and submit the new blank template.
3. PATH will NOT be used for submission this year. Complete this template and submit to your supervisor by March 2.

## Introduction

3yr Review Report Summary

* List MAJOR changes regardless of when your last Comprehensive Report was done. This includes, but not limited to, any grants received, exterior funding of some sort, any organizational changes, etc. It could also be change in personnel if it had an impact on the unit. So this three year period would be for: 2013-2014, 2012-2013, & 2011-2012.
* If your unit is up for Comprehensive then you should be very descriptive here. Reminder: You will not create a separate Comprehensive report. This will be the report given to CERC.

## Part I: Quantitative/Qualitative Indicators

I.A: Annual Report of Program Data (ARPD) Data Grid – ONLY for Library, Technology Resources, Testing Service and Tutoring Service. Copy data elements related to your unit from the ARPD site (see Resources section at top of this document for links)

I.B: ARPD Data Analysis - ONLY for Library, Technology Resources, Testing Service and Tutoring Service.

* + If your program is scheduled for Comprehensive Review your analyses for all sections in I.B should cover the last 3 years.
* These units will use data to make and analyze their own health calls (Healthy, Cautionary, Unhealthy).

I.C: Other Data, Trends & Other Factors – All units answer this section

* Use this section to discuss other any non-ARPD data, information, trends that have had an impact on your unit. This can include other available national data, survey results, or anything trending that you see, things learned from conferences, etc.

## Part II: Analysis of the Unit

II.A: Alignment with Institutional Mission & Learning Outcomes (ILOs)

* For each alignment field, you can copy over the descriptions from last year’s review. You may also make changes if you want to. Whatever is written in those boxes will be entered into PATH for future reports.

II.C: Strengths and Weaknesses

* There is a NEW column for “Proposed solution” under Weaknesses. This is where you will propose your solution, some examples are: “The unit will request funding for….” or “The unit will modify…” Make sure if you will be submitting a request for resources in the Resource Implications section to target weaknesses that you also refer to it in these fields.

## Part IIIA: Unit Outcomes and Assessment

All units answer this section

## Part IIIB: Course Assessment & 20% Course Review

ONLY for units with courses

A.1: Courses Assessed – List the course(s) (Alpha/#) assessed during this reporting period.

* Keep in mind that this review is for Year 2013-2014.

A.4: Results of Course Assessment

* In the second table, use the second column “Evaluation of the changes that were implemented,” to report the evaluation and results if the course was re-evaluated during the reporting period. If it was not re-assessed in 2013-14, it should be noted.

A.5: Next Steps

* Report future actions that will be taken based on course assessments performed, including changes to the assessment process, to the course, or to the unit.

B: 20% Course Review

Course Review is *NOT* the same thing as Assessment. HawaiiCC’s 5 year course review cycle (HawaiiCC policy 5.250) is based on the University Council on Articulation (UCA) policy requires that all of our previously articulated general education core courses be reviewed over a five-year period. More about the policy/process and the form can be found:  
<http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5-250.pdf>

B.1: Courses Reviewed

* List courses that were reviewed in the reporting year (2013-2014)

B.2: 20% Course Review Schedule

* Report the 20% course review scheduled for the next 5 years. DC/Supervisor may have a copy. If you are unable to locate a current schedule, create one and enter it into the table.

## Part IV: Action Plan

IV.A: Previous Goals (Unit Actions) & Planning

* If your Unit is listed in the Academic Master Plan Appendix:  
  All previous goals have been added to the AMP. Therefore, instructions in the new template direct you to go to the AMP Appendix and copy over all program actions listed for your program (not including those that have been ~~crossed out~~). Then, provide an update status on each. If the unit has abandoned or decided not to pursue an old goal, this should also be reported.
* If your Unit is NOT listed in the Academic Master Plan Appendix:  
  Looking back to last year’s report (2012-2013), list all “new goals” and any “old but uncompleted goals.” Then, provide an update status on each. If the unit has abandoned or decided not to pursue an old goal, this should also be reported
* Question: If a unit review has never been completed for my unit, what should I write in the box regarding goals?
  + Recommend noting something to the effect of “N/A – first unit review”

IV.B: New Goals and Alignment

* Keep in mind, that these would be new goals for 2014-2015.
* You can list *up to* three new goals.
* Units may have difficulty aligning directly to ILOs. You don’t HAVE to align with every ILO.
* Indicate to which and how goals align with ILO’s, Strategic Plan priorities, and Academic Master Plan Priorities. Documents can be found on the Institutional Effectiveness and Planning webpage (see Resources at top of this document for link)
* If there is no clear alignment to a Strategic Plan **Strategy**, indicate the Strategic Plan **Performance Measure** it aligns to, and a new strategy will be created and added to the Strategic Plan. Carefully write a “Proposed New SP Action Strategy” in general terms so that other programs/units can align their goals to them in the future.
* If your new goals align to the Academic Master Plan, indicate which Action Priorities it aligns to. Also, if your unit is not listed in the AMP but your goal aligns to it, check the box to have your unit (and goal) added in the next revision.
* If any goals aligns with the UH system initiatives or involves UH System Collaboration, be sure to talk about it here. (See Resources at top of this document for link to a list of system initiatives)

## Part V: Resources Implications

V.A: Cost Item 1 (same for Cost Items 2 & 3)

* 4 Types: Personnel, Facilities, Equipment, Health & Safety.
* Can identify more than one type. Health and Safety requests will be given a higher priority.
* Be sure to adequately align your requests with the Strategic Plan, Academic Master Plan, Unit Strengths, and Unit Weaknesses. (Helps reviewers establish the priority of your request.)

## Part VI: Justification for Program Existence

Use any and all evidence to justify why your unit is needed. Board of Regents is “cracking down” on campuses. All units (even if “healthy”) should use this field to provide justification for your unit.

Example: Use this area to explain the difference between the ARPD picture and what you feel is the reality of your unit. (Check the ARPD site and Glossaries or ask your supervisor if you would like more information or definitions about the ARPD data).