**HAWAIʻI COMMUNITY COLLEGE**

**UNIT COMPREHENSIVE 3-YEAR REVIEW REPORT**

**[insert Unit name here]**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Period**

**July 1, 2012 to June 30, 2015**

**AY 2012-13, AY 2013-14, and AY2014-15**

Initiator: [insert Initiator’s Name here]

Writer(s): [insert Writer(s) Name here]

***Program/Unit Review at Hawaiʻi Community College is a shared governance responsibility related to strategic planning and quality assurance. Annual and 3-year Comprehensive Reviews are important planning tools for the College’s budget process. This ongoing systematic assessment process supports achievement of Program/Unit Outcomes. Evaluated through a college-wide procedure, all completed Program/Unit Reviews are available to the College and community at large to enhance communication and public accountability. Please see*** [***http://hawaii.hawaii.edu/program-unit-review/***](http://hawaii.hawaii.edu/program-unit-review/)

**PART I: ANALYSIS OF UNIT**

**For this section, analyze your Unit for the 3 year period from July 1, 2012 through June 30, 2015. Provide a narrative analysis that, at a minimum, describes and discusses the following aspects of the Unit:**

* ARPD indicators: health factors, trends and other factors, strengths and weaknesses. ARPD website: [**https://www.hawaii.edu/offices/cc/arpd/index.php**](https://www.hawaii.edu/offices/cc/arpd/index.php%20)
* College Mission: how the Unit aligns with and supports the College Mission and the Unit’s effectiveness in its support/assistance in achieving the College Mission.
* Institutional Learning Outcomes (ILOs): the Unit’s effectiveness in its support/assistance in achieving the College’s ILOs.

ILO website: <http://hawaii.hawaii.edu/assessment/outcomes.php#ilo>

* 2008-2015 Strategic Plan: the Unit’s alignment with the 2008-2015 Strategic Plan and the value of the Unit to the College in terms of achieving that Strategic Plan’s goals and initiatives.

[Hawaii Community College Strategic Plan: 2008-2015](http://hawaii.hawaii.edu/docs/HawCCStrategicPlan_2008-2015_10-29-09.pdf)

[HawCC Strategic Outcomes and Performance Measures 2008-2015 listed with funding sources and responsible parties.](http://blog.hawaii.edu/hawcccollegecouncil/files/2012/01/HawCCStrategicOutcomesPerformances2008-2015_sorted_102710.pdf)

* Assessment results: discuss how the overall results of course-level assessments during the 3-year period under review demonstrate the Unit’s achievements or challenges in meeting its Unit Outcomes (UOs).
* CERCcomments and feedback: based on the CERC comments and feedback from your most recent Comprehensive Review, discuss CERC’s recommendations and your Unit’s successes and/or challenges in implementing them.
* Other successes, challenges/barriers, concerns, and/or other issues not addressed elsewhere in this Comprehensive Report.

**PART II: ACTION PLAN**

**For this section, describe and discuss your Unit’s Action Plan for the 3 year period from July 1, 2015 through June 30, 2018. For each action strategy or tactic, provide details about the goal, expected level of success, implementation timeline, and any challenges or barriers you anticipate may affect implementation or success.**

**Action Plans must align with the new Hawaiʻi Community College 2015-2021 Strategic Plan. Discuss how the Unit’s Action Plan aligns with and supports the 2015-2021 Strategic Plan’s Initiatives, Strategies, and Tactics.**

[http://hawaii.hawaii.edu/docs/hawcc-strategic-directions-2015-2021.pdf](http://blog.hawaii.edu/hawcccollegecouncil/files/2012/01/UHCC-System-Strategic-Directions-HawCC-2015-DRAFT-1.pdf)

**PART III: Budget Items**

**For this section, describe and discuss your Unit’s cost-item “budget asks” for the 3 year period from July 1, 2015 through June 30, 2018. For each budget item, describe the needed item in detail, including cost(s) and timeline(s).**

**Budget asks for all categories of cost items may be included in the 3-year Comprehensive Review. Explain how the item aligns with the Hawaiʻi Community College 2015-2021 Strategic Plan (see link above in Part II). Identify and discuss how each item aligns with the Strategic Plans Initiatives, Goals, Action Strategies, and Tactics.**