HAWAIʻI COMMUNITY COLLEGE

COMPREHENSIVE PROGRAM REVIEW (CPR)

[insert Program name here]

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3-Year Review Period:

July 1, 2015 to June 30, 2018

AY15-16, AY16-17 and AY17-18

Initiator: [insert Initiator’s Name here]

Writer(s): [insert Writer’s Name(s) 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/files/program-unit-review/*](http://hawaii.hawaii.edu/files/program-unit-review/)

*Please remember that this review should be written in a professional manner. Mahalo.*

PART I: PROGRAM DATA AND ACTIVITIES

Program Description

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| Provide the short program description as listed in the current catalog. |
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Previous Comprehensive Program Review Information

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| --- | --- |
| Provide the year and URL for the location of this program’s last Comprehensive Program Review on the HawCC Program/Unit Review website: <http://hawaii.hawaii.edu/files/program-unit-review/> | |
| Year |  |
| URL |  |
| Provide a short summary of the CERC’s evaluation and recommendations from the program’s last Comprehensive Review.  Discuss any significant changes to the program that were aligned with those recommendations but are not discussed elsewhere in this report. |  |

ARPD DATA: Analysis of Quantitative Indicators

Program data can be found on the ARPD website: <http://www.hawaii.edu/offices/cc/arpd/>

Please attach a copy of the program’s data tables for the three years under review

and submit with this Comprehensive Program Review (CPR).

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| Analyze the program’s ARPD data for the 3-year review period. |
| Describe, discuss, and provide context for the program’s AY16 through AY18 data, including the program’s health scores in the Demand, Efficiency, Effectiveness and Overall Health categories. |

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| Describe, discuss, and provide context for the program’s data in the Distance Education, Perkins Core Indicators, and Performance Funding Indicators categories, as applicable. |

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| What else is relevant to understanding the program’s data? Describe any trends, internal/external factors, strengths and/or challenge that can help the reader understand the program’s data for the three years under review that are not discussed above. |

Program Activities

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| Report and discuss all major actions and activities that occurred in the program during the 3-year review period, including the program’s meaningful accomplishments and successes.  Also discuss the challenges or obstacles the program faced in supporting student success and explain what the program has done to address those challenges.  For example, discuss:   * Changes to the program’s curriculum due to course additions, deletions, modifications (CRC, Fast Track, GE-designations), and re-sequencing; * New certificates/degrees; * Personnel and/or position additions and/or losses; * Other changes to the program’s operations or services to students |
|  |

LEARNING-OUTCOMES ASSESSMENTS

For assessment resources, please see the [HawCC ASSESSMENT](http://hawaii.hawaii.edu/files/assessment/) website. Submitted course assessment reports can be accessed on the Campus Labs OUTCOMES system via the [Campus Labs Resources page](http://www.hawaii.hawaii.edu/files/assessment/index.php?category=Resources&page=Campus_Labs.php) and the [HawCC Course Reports ARCHIVE](http://hawaii.hawaii.edu/files/assessment/index.php?category=reports&page=index.php) .

The program faculty/staff have reviewed the program record on Kuali KSCM and hereby affirm that all information, including all program learning outcomes (PLOs), are correct.

The program faculty/staff have reviewed the program record on Kuali KSCM and have found that all or some information is incorrect and hereby affirm that the program will submit proposal(s) for revision(s), as appropriate.

Kuali KSCM: [https://hawaii.kuali.co/cm/#/courses](https://hawaii.kuali.co/cm/%23/courses)

*If the program’s information on Kuali KSCM needs revision (for example, program description, entry or completion requirements, PLOs), program faculty may propose revision through the Curriculum Review Committee or Fast Track processes, as appropriate. Both types of revision proposals may be submitted via Kuali.*

Program Learning Outcomes (PLOs)

List the Program Learning Outcomes (PLOs) as recorded on Kuali KSCM and indicate each PLO’s alignment to one or more of the Institutional Learning Outcomes (ILOs). The College’s ILOs may be found on the [HawCC ASSESSMENT](http://hawaii.hawaii.edu/files/assessment/) website.

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| **PLO#** | **Program Learning Outcomes (text)** | **Aligned to ILO #** |
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| Discuss the program’s successes and challenges in helping program majors achieve its overall Program Learning Outcomes (PLOs).  Include a summary discussion of the results of any PLO assessments voluntarily undertaken by the program’s faculty. |

Course Learning Outcomes (CLOs) Assessed

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| List all program courses (alpha/#/title) that were assessed during the 3-year review period. |

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| Discuss and summarize the overall results of course assessments conducted during the 3-year review period, focusing on students’ achievement of Course Learning Outcomes (CLOs).  Describe how the program’s faculty/staff used course assessment results to plan for and implement improvements in student learning, and analyze the effects on students’ learning of implementing those improvements. |

PART II: 3-YEAR ACTION PLAN & RESOURCE ALLOCATIONS

Resource Gap Analysis

Describe the program’s current resources and resource needs in each category below.

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| --- | --- | --- | --- |
| Resource Category | Resources the program needs to operate effectively: | Resources the program already has: | What is the program’s resource gap? |
| 1. Personnel |  |  |  |
| 1. Positions (Functions) |  |  |  |
| 1. Professional Development |  |  |  |
| 1. Operating Resources |  |  |  |
| 1. Supplies |  |  |  |
| 1. Contracts |  |  |  |
| 1. Equipment |  |  |  |
| 1. Space and Facilities |  |  |  |
| 1. Technology |  |  |  |
| 1. Hardware |  |  |  |
| 1. Apps or Software |  |  |  |
| 1. Tech Support |  |  |  |
| 1. Tech-related Professional Development |  |  |  |
| 1. Tech labs / facilities |  |  |  |

Action Plan

*Where are you going? How are you going to get there?*

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| Provide a brief narrative of your overall Action Plan for the next 3 years. Focus on how this Action Plan will help improve student success. Describe how this Action Plan can help the College achieve our Initiatives in the *Strategic Directions 2015-2021* plan. <http://hawaii.hawaii.edu/sites/default/files/docs/strategic-plan/hawcc-strategic-directions-2015-2021.pdf> |

Action Items

Provide details below for each Action Item needed to accomplish this 3-Year Action Plan.

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| Action Item 1:  What specific strategies, tactics, initiatives, innovations and/or activities will the program implement to accomplish one or more of the goals described in the 3-year Action Plan above? |
| How will implementing this Action Item help lead to improvements in student learning and their attainment of the program’s learning outcomes (PLOs) over the next 3 years? |
| Budget & Resource Asks: Describe in detail any additional or reallocated resources that will be needed to accomplish this Action Item. *If no additional or reallocated resources are required to accomplish this Action Item, enter “N/A” below.*  Provide justification why this resource is necessary to accomplish this Action Item and the program’s Action Plan.  Include the total cost and timeline for purchase or re-allocation. |

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| Action Item 2:  What specific strategies, tactics, initiatives, innovations and/or activities will the program implement to accomplish one or more of the goals described in the 3-year Action Plan above? |
| How will implementing this Action Item help lead to improvements in student learning and their attainment of the program’s learning outcomes (PLOs) over the next 3 years? |
| Budget & Resource Asks: Describe in detail any additional or reallocated resources that will be needed to accomplish this Action Item. *If no additional or reallocated resources are required to accomplish this Action Item, enter “N/A” below.*  Provide justification why this resource is necessary to accomplish this Action Item and the program’s Action Plan.  Include the total cost and timeline for purchase or re-allocation. |

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| Action Item 3:  What specific strategies, tactics, initiatives, innovations and/or activities will the program implement to accomplish one or more of the goals described in the 3-year Action Plan above? |
| How will implementing this Action Item help lead to improvements in student learning and their attainment of the program’s learning outcomes (PLOs) over the next 3 years? |
| Budget & Resource Asks: Describe in detail any additional or reallocated resources that will be needed to accomplish this Action Item. *If no additional or reallocated resources are required to accomplish this Action Item, enter “N/A” below.*  Provide justification why this resource is necessary to accomplish this Action Item and the program’s Action Plan.  Include the total cost and timeline for purchase or re-allocation. |