HAWAIʻI COMMUNITY COLLEGE

COMPREHENSIVE UNIT REVIEW (CUR)

[insert Unit name here]

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

3-Year Review Period:

July 1, 2015 to June 30, 2018

AY15-16, AY16-17 and AY17-18

Initiator: [insert Vice Chancellor’s or Director’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: UNIT DATA AND ACTIVITIES

Unit Description

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| Provide the short unit description as listed in the current catalog. If no catalog description is available, please provide a short statement of the unit’s services, operations, functions and clients served. |
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Previous Comprehensive Unit Review Information

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| --- | --- |
| Provide the year and URL for the location of this unit’s last Comprehensive Unit 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 unit’s last Comprehensive Review.  Discuss any significant changes to the unit that were aligned with those recommendations but are not discussed elsewhere in this report. |  |

ARPD and OTHER DATA: Analysis of Quantitative Indicators

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

Please attach a copy of the unit’s ARPD data tables, if available,

with this Comprehensive Unit Review (CUR).

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

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| Describe, discuss, and provide context for the unit’s contributions to its Division’s data in all CCSSE categories, as applicable. |

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

UNIT ACTIVITIES

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| Report and discuss all major actions and activities that occurred in the unit during the 3-year review period, including the unit’s meaningful accomplishments and successes.  Also discuss the challenges or obstacles the unit faced in supporting student success. Explain what the unit has done to address those challenges.  For example, discuss:   * Changes to the unit’s services, operations and/or functions; * Personnel and/or position additions and/or losses; * Changes to the unit’s operating facilities or other major resources; * Changes or expansions/contractions in client groups served. |
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Unit Outcomes Assessments

Provide the full text of the unit’s current approved Unit Outcomes (UO) and Student Learning Outcomes (SLOs) (if applicable). Indicate each UO’s/SLO’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.

UNIT OUTCOMES & STUDENT LEARNING OUTCOMES

|  |  |  |
| --- | --- | --- |
| UO # | UNIT OUTCOMES (text) | Aligned to ILO # |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| SLO# | STUDENT LEARNING OUTCOMES (text) | Aligned to ILO # |
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| Discuss the unit’s successes and challenges in achieving its UOs/SLOs. |

Unit Outcomes

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| --- | --- |
| List all UOs and SLOs that were assessed during the 3-year review period. | AY assessed |
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| Discuss and summarize the overall results of all UO & SLO assessments conducted during the 3-year review period. Describe how the unit’s faculty/staff used UO/SLO assessment results to plan for and implement improvements in unit services, operations and functions. Discuss how these improvements help the College achieve its mission of supporting student success. |

PART II: 3-YEAR ACTION PLAN & RESOURCE ALLOCATIONS

Resource Gap Analysis

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

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| --- | --- | --- | --- |
| Resource Category | Resources the unit needs to operate effectively: | Resources the unit already has: | What is the unit’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 unit 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 success and attainment of the unit’s outcomes (UOs/SLOs) 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 unit’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 unit 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 success and attainment of the unit’s outcomes (UOs/SLOs) 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 unit’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 unit 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 success and attainment of the unit’s outcomes (UOs/SLOs) 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 unit’s Action Plan.  Include the total cost and timeline for purchase or re-allocation. |