**HAWAIʻI COMMUNITY COLLEGE**

**PROGRAM ANNUAL REVIEW REPORT**

**[insert Program name here]**

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

**Review Period**

**July 1, 2015 to June 30, 2016**

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 and Institutional 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/>

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

**PROGRAM DESCRIPTION**

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| **Describe the Program** |
| Provide the short description as listed in the current catalog. |  |
| Provide and discuss the program’s mission (or goals and objectives if no program mission statement is available). |  |

**Comprehensive Review information: Required for ARPD Web Submission**

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

**QUANTITATIVE INDICATORS**

**ARPD Data**

**Please attach a copy of the program’s ARPD data tables and submit with the Program Review document.**

1. **If you will be submitting the Program Review document in hard copy, print and staple a copy of the data tables to the submission; the icon to print the data tables is on the upper right side, just above the data tables.**

**OR**

1. **If you will be submitting the Program Review document in digital form, attach a PDF copy of the data tables along with the digital submission; the icon to download the data tables as a PDF is in the upper right side, just above the data tables.**

**Program data can be found on the ARPD website:** [**http://www.hawaii.edu/offices/cc/arpd/**](http://www.hawaii.edu/offices/cc/arpd/)

**ANALYSIS OF THE PROGRAM’s DATA**

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| **Analyze the program’s ARPD data for the review period.** Describe, discuss, and provide context for the data, including the program’s health scores in the following categories: |
| Demand |  |
| Efficiency |  |
| Effectiveness |  |
| Overall Health |  |
| Distance Education  |  |
| Perkins Core Indicators(if applicable) |  |
| Performance Funding Indicators (if applicable) |  |
| Describe any trends, and any internal and/or external factors that are relevant to understanding the program’s data. |  |
| Discuss other strengths and challenges of the program that are relevant to understanding the program’s data.  |  |

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| **Analyze the program’s IRO data for the year under review.** Discuss how data/analysis provided by the Institutional Research Office has been used for program improvement. (For example, how results from CCSSE or IRO research requests have impacted program development.)  |
| Describe, discuss, and provide context for the data. |  |
| Discuss changes made as a result of the IRO data. |  |

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| **Report and discuss all major/meaningful actions and activities that occurred in the program during the review period. For example:** |
| 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 position additions and/or losses. |  |
| Other major/meaningful activities, including responses to previous CERC feedback.  |  |

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| **Describe, analyze, and celebrate the program’s successes and accomplishments. (For example, *more students were retained/graduated* OR *the program successfully integrated new strategies/technologies*.)** |
| Discuss what the program has been doing well. Are there areas that needs to be maintained and strengthened?Please provide evidence if applicable (ex: program data reports, relevant URL links, etc.).  |  |

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| **Describe, analyze, and discuss any challenges and/or obstacles the program has faced.**  |
| Identify and discuss the program’s challenges/obstacles. |  |
| Discuss changes and actions taken to address those challenges, and any results of those actions. |  |
| Discuss what still needs to be done in order to successfully meet and overcome these challenges.  |  |

**PROGRAM ACTION PLAN**

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| **Discuss the program’s prior year's (AY14-15) action plan and results.** |
| Describe the program’s action plan from the prior review period and discuss how it was implemented in AY15-16. |  |
| Discuss the results of the action plan and the program’s success in achieving its goals. |  |
| Discuss any challenges the program had in implementing that action plan or achieving its goals. |  |

* Did the program review its website during AY15-16? Please check the box below that applies.

 Reviewed website, no changes needed.

 Reviewed website and submitted change request to webmaster on \_\_\_\_\_(date)\_\_\_\_\_\_\_\_\_.

 Reviewed website and will submit change request to webmaster.

*Please note that requests for revisions to program websites must be submitted directly to the College’s webmaster at*

<http://hawaii.hawaii.edu/web-developer>

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| **Discuss the program’s overall action plan for AY16-17, based on analysis of the Program’s data and the overall results of course assessments of student learning outcomes conducted during the AY15-16 review period.**  | **Benchmarks and Timelines for implementation and achievement of goals.** |
| **Action Goal 1:** | **Benchmarks/Timelines:** |
| How can this action Goal lead to improvements in student learning and attainment of the program’s learning outcomes (PLOs)? |
| **Action Goal 2:** | **Benchmarks/Timelines:** |
| How can this action Goal lead to improvements in student learning and attainment of the program’s learning outcomes (PLOs)? |
| **Action Goal 3:** | **Benchmarks/Timelines:** |
| How can this action Goal lead to improvements in student learning and attainment of the program’s learning outcomes (PLOs)? |

# RESOURCE IMPLICATIONS

*NOTE: General budget asks are included in the 3-year Comprehensive Review.*

*Budget asks for the following categories only may be included in the Annual review: health and safety needs, emergency needs, and/or necessary needs to become compliant with Federal/State laws/regulations*.

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| **Please provide a brief statement about any implications of or challenges with the program’s current operating resources.**  |

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| For budget asks in the allowed categories (see above): |
| Describe the needed item(s) in detail. |  |
| Include estimated cost(s) and timeline(s) for procurement. |  |
| Explain how the item(s) aligns with one or more of the strategic initiatives of 2015-2021 Strategic Directions. |  |

<http://hawaii.hawaii.edu/sites/default/files/docs/strategic-plan/hawcc-strategic-directions-2015-2021.pdf>

**LEARNING OUTCOMES ASSESSMENT**

For all parts of this section, please provide information based on CLO (course learning outcomes) assessments conducted in AY 2015-16, and information on the aligned (PLOs) program learning outcomes assessed through those course assessments.

If applicable, please also include information about any PLO assessment projects voluntarily conducted by the program’s faculty/staff.

**Evidence of Industry Validation and Participation in Assessment (for CTE programs only)**

Provide documentation that the Program has submitted evidence and achieved certification or accreditation from an organization granting certification in an industry or profession.  If the program/degree/certificate does not have a certifying body, you may submit evidence of the program’s advisory committee’s/board’s recommendations for, approval of, and/or participation in assessment(s). **Please attach copy of industry validation for the year under review and submit with the document.**

**Courses Assessed**

* List all program courses assessed during AY 2015-16, including those courses for which a follow-up “Closing the Loop” assessment was implemented during the review year.

List all courses assessed in the program during AY2015-16, including courses for which afollow-up “Closing the Loop” assessment was conducted during the review period.

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| **Assessed Course Alpha, No., & Title** | **Semester assessed** | **CLOs assessed****(CLO# & text)** | **CLO-to-PLO alignment****(aligned PLO# & text)** |
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| **“Closing the Loop” Assessments Alpha, No., & Title** | **Semester assessed** | **CLOs assessed****(CLO# & text)** | **CLO-to-PLO alignment****(aligned PLO# & text)** |
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**Assessment Strategies**

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| **For each course assessed in AY 2015-16 listed above, provide a brief description of the assessment strategy, including:** |
| a description of the type of student work or activity assessed (e.g., research paper, lab report, hula performance, etc.); |  |
| a description of who conducted the assessment (e.g., the faculty member who taught the course, or a group of program faculty, or the program’s advisory council members, etc.); |  |
| a description of how student artefacts were selected for assessment (did the assessment include summative student work from all students in the course or section, OR were student works selected based on a representative sample of students in each section of the course?); |  |
| a brief discussion of the assessment rubric/scoring guide that identifies criteria/categories and standards. |  |

**Expected Levels of Achievement**

* For each course assessed in AY 2015-16, indicate the benchmark goal for student success for each CLO assessed.
	+ example 1: “85% of students will Meet Standard or Exceed Standard for CLO#1”;
	+ example 2: “80% of students will attain Competency or Mastery of CLO#4.”

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| **Assessed Course Alpha, No., & Title** | **Benchmark Goal for Student Success for Each CLO Assessed** |
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**Results of Course Assessments**

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| **For each course assessed in AY 2015-16:** |
| provide a description of the summative assessment results in terms of students’ attainment of the CLOs and aligned PLOs. |  |

**Other Comments**

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| **Include any additional information that will help clarify the program’s course assessment results.**  |
| Include comparisons to any applicable College or related UH-System program standards, or to any national standards from industry, professional organizations, or accrediting associations.  |  |
| Include, if relevant, a summary of student survey results, CCSSE, e-CAFE, graduate-leaver surveys, special studies, or other assessment instruments used that are not discussed elsewhere in this report.  |  |

**Next Steps – Assessment Action Plan**

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| **Describe the program’s intended next steps to improve student learning, based on the program’s overall AY 2015-16 assessment results.** Include any specific strategies, tactics, activities, or plans for instructional change, revisions to assessment practices, and/or increased student support. |
| Instructional changes may include, for example, revisions to curriculum, teaching methods, course syllabi, course outlines of record (CORs), and other curricular elements. |  |
| Proposals for program modifications may include, for example, re-sequencing courses across semesters, or re-distribution of teaching resources, etc. |  |
| Revisions to assessment strategies or practices may include, for example, revisions to learning outcome statements (CLOs and/or PLOs), department or course assessment rubrics (criteria and/or standards), development of multi-section/course summative assignments or exams, etc. |  |
| Student support and outreach initiatives may include, for example, wrap-around student services, targeted tutoring and/or mentoring, etc. |  |

**Part VI. Cost Per SSH**

 **Please provide the following values used to determine the total fund amount and the cost per SSH for your program:**

General Funds = $\_\_\_\_\_\_\_\_\_\_

Federal Funds = $\_\_\_\_\_\_\_\_\_\_

Other Funds = $\_\_\_\_\_\_\_\_\_\_

Tuition and Fees = $\_\_\_\_\_\_\_\_\_\_

**Part VII. External Data**

If your program utilizes external licensures, enter:

Number sitting for an exam \_\_\_\_\_

Number passed \_\_\_\_\_