**HAWAIʻI COMMUNITY COLLEGE**

**UNIT ANNUAL REVIEW REPORT**

**[insert Unit 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.***

**UNIT DESCRIPTION**

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

**Comprehensive Review information**

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| Provide the year and URL for the location of this unit’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 unit. Discuss any significant changes to the unit since the last Comprehensive Review that are not discussed elsewhere in this review. |  |

**QUANTITATIVE INDICATORS**

**ARPD Data**

**IF ARPD data is available for the unit, please attach a copy of the ARPD data and submit with the Unit Review document.**

**If no ARPD data is available for the unit, please provide and discuss relevant and/or comparable data as available from the unit’s records.**

1. **If you will be submitting the Unit Review document in hard copy, print and staple a copy of the ARPD data tables, if available, or other unit data as applicable, to the submission; the icon to print the ARPD data tables is on the upper right side, just above the data tables.**

**OR**

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

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

**ANALYSIS OF THE UNIT’S DATA**

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| **Describe, discuss, analyze, and provide context for the unit’s data.** | |
| Discuss, analyze, and provide context for the unit’s ARPD health scores in the Demand, Efficiency, Effectiveness, and Overall Health categories as applicable. |  |
| Describe, discuss, analyze, and provide context for unit data that was collected based on its specific operations and functions. Examples could include, but are not limited to, work logs and activities records, meeting and session records, and any other relevant internal or external data, as appropriate. |  |
| Describe any trends, and any internal and/or external factors that are relevant to understanding the unit’s activities during the review period. |  |
| Discuss other strengths and challenges of the unit that are relevant to understanding the unit’s activities during the review period. |  |

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| **Report and discuss all major/meaningful actions and activities that occurred in the unit during the review period. For example:** | |
| Changes to the unit’s services, functions, and/or operations. |  |
| Changes to the clients it serves (students, faculty, staff, community, UH System etc.). |  |
| Personnel and position additions and/or losses. |  |
| Other major/meaningful activities, including responses to previous CERC feedback, if applicable. |  |

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| **Describe, analyze, and celebrate the unit’s successes and accomplishments. (For example, *more students were served* OR *the unit successfully integrated new strategies/technologies*.)** | |
| Discuss what the unit has been doing well that needs to be maintained and strengthened. |  |
| Validate these successes by discussing positive improvements in the unit.  Please provide evidence if applicable (ex: unit data reports, relevant URL links, etc.). |  |

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

**UNIT ACTION PLAN**

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| **Discuss the unit’s prior year's (AY14-15) action plan and results.** | |
| Describe the unit’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 unit’s success in achieving its goals. |  |
| Discuss any challenges the unit had in implementing that action plan or achieving its goals. |  |

* Did the unit 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.

Unit does not have a website.

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

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

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| **Discuss the unit’s overall action plan for AY16-17, based on analysis of the unit’s data and the overall results of unit outcomes assessments conducted during AY15-16.** | **Benchmarks and Timelines for implementation and achievement of goals.** |
| **Action Goal 1:** | **Benchmarks/Timelines:** |
| How can this Action Goal lead to improvements in unit services, functions, or operations, and support attainment of the unit’s outcomes (UOs)? | |
| **Action Goal 2:** | **Benchmarks/Timelines:** |
| How can this Action Goal lead to improvements in unit services, functions, or operations, and support attainment of the unit’s outcomes (UOs)? | |
| **Action Goal 3:** | **Benchmarks/Timelines:** |
| How can this Action Goal lead to improvements in unit services, functions, or operations, and support attainment of the unit’s outcomes (UOs)? | |

# 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 unit’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>

**UNIT OUTCOMES ASSESSMENT**

For all parts of this section, please provide information based on unit outcomes (UO) assessments conducted in AY 2015-16.

**Unit Outcomes Assessed**

* List all unit outcomes assessed during AY 2015-16.

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| **Assessed Unit Outcome #** | **Unit Outcome Text** |
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**Assessment Strategies**

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| **For each UO assessed in AY 2015-16 listed above, provide a brief description of the assessment strategy, including:** | |
| a description of the type of unit work or activity assessed, including unit service records, client satisfaction surveys, and other types of assessment instruments. |  |
| a description of who conducted the assessment, (e.g., an individual unit faculty/staff member, OR a group of unit faculty/staff). |  |
| a discussion of the assessment rubric/scoring guide that identifies criteria/categories and standards used in the assessment. |  |

**Expected Levels of Achievement**

* For each unit outcome (UO) assessed in AY 2015-16, indicate the benchmark goal for unit success.
  + example 1: “85% of students surveyed will rate the unit’s services as meeting or exceeding their expectation”;
  + example 2: “95% of service requests will be completed on time and to the satisfaction of the requester.”

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| **Assessed UO#** | **Benchmark Goal for Unit Success for Each UO Assessed** |
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**Results of Unit Assessments**

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| **For each UO assessed in AY 2015-16:** | |
| provide a description of the assessment results in terms of unit’s attainment of the UOs. |  |

**Other Comments**

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| **Include any additional information that will help clarify the unit’s UO assessment results.** | |
| Include comparisons to any applicable College or related UH-System service-unit standards, or to any national standards from industry, professional organizations, or accrediting associations, as applicable. |  |

**Next Steps – Assessment Action Plan**

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| **Describe the unit’s intended next steps to improve assessment of the UOs based on the unit’s overall AY 2015-16 assessment results.** Include any specific strategies, tactics, activities, or plans for revisions to assessment practices, and/or service or operational change, or increased student support: |

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| Changes to assessment practices, activities, or projects. |  |
| Modifications to the unit’s services, functions, operations, client relations, and/or faculty/staff professional development activities over the next 3 years. |  |
| Increases or changes in student support activities and services to support student learning and achievement. |  |