**HAWAIʻI COMMUNITY COLLEGE**

**PROGRAM ANNUAL REVIEW (APR)**

**[insert Program name here]**

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

**Review Period**

**July 1, 2016 to June 30, 2017**

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 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.***

**PART 1: PROGRAM DATA AND ACTIVITIES**

**Program Description** (required by UH System)

|  |  |
| --- | --- |
| Provide the short description as listed in the current catalog. |  |

**Comprehensive Review information** (required by UH System)

|  |  |
| --- | --- |
| 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 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** (required by UH System)

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

**Please attach a copy of the program’s data tables**

**and submit with this Annual Program Review (APR).**

1. **If you will be submitting the APR 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 APR in digital form (WORD or PDF), 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 of the screen, just above the data tables.**

|  |  |
| --- | --- |
| **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) |  |
|  |  |
| 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 but are not discussed above. |  |

**PROGRAM ACTIVITIES**

|  |
| --- |
| **Report and discuss all major actions and activities that occurred in the program during the 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 did 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. |
|  |

**PROGRAM WEBSITE**

Has the program recently reviewed its website? Please check the box below that best applies and follow through as needed to keep the program’s website up-to-date.

Program faculty/staff have reviewed the website in the past six months, no changes needed.

Program faculty/staff reviewed the website in the past six months and submitted a change request to the College’s webmaster on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

Program faculty/staff recently reviewed the website as a part of the annual program review process, found that revisions are needed, and will submit a change request to College’s webmaster in a timely manner.

*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>

**PART 2: PROGRAM ACTION PLAN**

**AY17-18 ACTION PLAN**

|  |
| --- |
| **Provide a detailed narrative discussion of the program’s overall action plan for AY17-18, based on analysis of the Program’s AY16-17 data and the overall results of course learning outcomes assessments conducted during the AY16-17 review period.**  **This Action Plan should identify the program’s specific goals and objectives for AY17-18, and must provide benchmarks or timelines for achieving each goal.** |
|  |

**ACTION ITEMS TO ACCOMPLISH ACTION PLAN**

|  |
| --- |
| **For each Action Item below, describe the strategies, tactics, initiatives, innovations, activities, etc., that the program plans to implement in order to accomplish the goals described in the Action Plan above.**  **For each Action Item below, discuss how implementing this action will help lead to improvements in student learning and their attainment of the program’s learning outcomes (PLOs).** |
| **Action Item 1:** |
| **Action Item 2:** |
| **Action Item 3:** |

# RESOURCE IMPLICATIONS

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

*Budget asks for the following three categories only may be included in the APR:*

*1) health and safety needs, 2) emergency needs, and/or 3) necessary needs to become compliant with Federal/State laws/regulations*.

|  |
| --- |
| **Provide a brief statement about any implications of or challenges due to the program’s current operating resources.** |

**BUDGET ASKS**

|  |  |
| --- | --- |
| For budget ask 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> |  |

**PART 3: LEARNING OUTCOMES ASSESSMENTS**

**For all parts of this section, please provide information based on CLO (course learning outcomes) or PLO (program learning outcomes) assessments conducted in AY16-17.**

**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 (if applicable) from an organization granting certification/accreditation in the program’s industry/profession.  If the program/degree/certificate does not have a certifying body, you must submit evidence of the program’s advisory committee’s/board’s recommendations for, approval of, and/or participation in the program’s assessment(s).

**Please attach copy of industry validation for the year under review.**

**Courses Assessed**

|  |  |  |  |
| --- | --- | --- | --- |
| **List all program courses assessed during AY16-17, including Initial and “Closing the Loop” assessments.** | | | |
| **Assessed Course Alpha, No., & Title** | **Semester assessed** | **CLOs assessed**  **(CLO#s)** | **PLO alignment**  **(PLO#s)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **“Closing the Loop”**  **Assessed Course**  **Alpha, No., & Title** | **Semester assessed** | **CLOs assessed**  **(CLO#s)** | **PLO alignment**  **(PLO#s)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Assessment Strategies**

|  |
| --- |
| **For each course assessed in AY16-17 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 how student artefacts were selected for assessment (e.g., the assessment included summative assignments from all students in the course, OR a sample of students’ summative assignments was randomly selected for assessment based on a representative percentage of students in each section of the course); * a brief discussion of the assessment rubric/scoring guide and the criteria/categories and standards used in the assessment. |
| **Course Alpha/#:** |
| **Course Alpha/#:** |
| **Course Alpha/#:** |
| **Course Alpha/#:** |

**Expected Levels of Achievement**

|  |  |  |  |
| --- | --- | --- | --- |
| **For each course assessed in AY16-17 listed above, state the standard (benchmark, goal) for student success for each CLO assessed AND the percentage of students expected to meet that standard for each CLO.**  *Example:* *“CLO#1: The standard for student success is that students will answer 80% of the questions on the final exam related to CLO#1 correctly. The expectation is that 85% of students will meet this standard for CLO#1.”*  *Example: “CLO#4: The standard for student success is that students will be able to perform skills associated with CLO#4 with 80% proficiency. The expectation is that 75% of students will meet this standard for CLO#4.”* | | | |
| **Assessed Course Alpha, No., & Title** | **Assessed CLO#** | **Standard for Success** | **% of Students Expected to Meet Standard** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Results of Course Assessments**

|  |
| --- |
| **For each course assessed in AY16-17 listed above, provide:**   * **a statement of the quantitative results;** * **a brief narrative analysis of those results.** |
| **Course Alpha/#:** |
| **Course Alpha/#:** |
| **Course Alpha/#:** |
| **Course Alpha/#:** |

**Other Comments**

|  |
| --- |
| **Include any additional information that will help clarify the program’s course assessment results, successes and challenges.** |
| **Discuss, if relevant, a summary of student survey results, CCSSE, e-CAFE, graduate-leaver surveys, special evaluations, or other assessment instruments that are not discussed elsewhere in this report.** |

**Next Steps – ASSESSMENT ACTION PLAN for AY17-18**

|  |
| --- |
| **Describe the program’s intended next steps to improve student learning, based on the program’s overall AY16-17 assessment results.**  Include any specific strategies, tactics, activities or plans for improvement to program or course curriculum or instructional strategies, or changes in program or course assessment practices. |
|  |

**PART 4: ADDITIONAL DATA**

**Cost Per SSH (to be provided by Admin)**

**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 = $\_\_\_\_\_\_\_\_\_\_

**External Data\***

If your program utilizes external licensures, enter:

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

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

\*This section applies to NURS only.