

Honolulu Community College

ASSESSMENT AND PLANNING GUIDE (DRAFT)

Updated December 2008

HONOLULU COMMUNITY COLLEGE

ASSESSMENT AND PLANNING GUIDE

NOVEMBER 2007

APPROVED:

_____/_____
Chair, Planning Council DATE

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Chair, FSEC DATE

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Chair, SSEC DATE

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CHANCELLOR DATE

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Introduction

This guide is intended to establish policies and procedures to ensure the quality of instruction is maintained and that the College is achieving its mission by meeting the demands of the community.

Accreditation Standards require Honolulu Community College to periodically assess both instructional and non-instructional programs. All programs are required to make an assessment as part of their Program Review. Instructional programs are required to make an Annual Assessment. Some refer to this as an Annual Program Review. Although it is recommended that non-instructional programs conduct an annual assessment, the only requirement is to conduct assessments that supports a five year Program Review. Assessments are intended to be a quality control function that will identify weaknesses in the programs so that follow-up corrections can be made. Some corrections can be made within the program by adjusting the curriculum or changing policies or procedures. Other corrections may require additional funding or additional personnel. Requests for funding and personnel must be entered into the Budget or Strategic Planning cycle to ensure that is properly reviewed and approved by Planning Council and other authorities. This Guide is intended to illustrate what steps must be taken by a program to correct the weaknesses in their programs through the Assessment Report and the Strategic Planning cycle.

Statement on the relation between Assessment and the Strategic Plan

There are two major assessments that must be carried out by every program in the UH System. These are the 1) Annual Assessment and 2) 5 Year Program Review. HCC's Planning Council has agreed that these must serve as the primary means for justifying the inclusion of an item in the HCC Strategic Plan. Assessment documents must be written in a format approved by the Assessment Committee.

Acceptance of items into the HCC Strategic Plan:

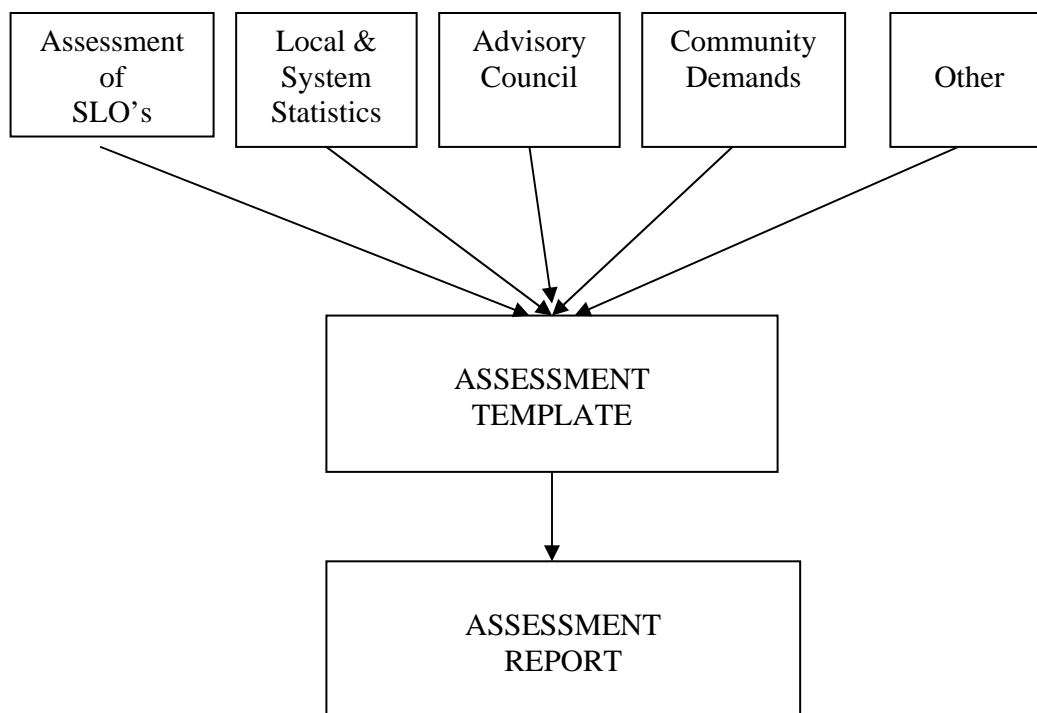
- Items must satisfy the mission and goals of the Program and College.
- The recommended way to justify an item being included in the Strategic Plan is to use assessment results of the Annual Assessment or Program Review Report.
- In cases where assessment analysis is not available for justification, the submitting party must be prepared to document the justification through forecasts that involve employer data and/or workforce development data.
- Some items may need to be included because of special overriding laws (such as the American Disabilities Act).
- Requests for resources beyond what is required to satisfy a need will not be forwarded. HCC's Administrative team must be allowed to seek the most cost-effective means for satisfying a need.

New/Innovative Items and the Strategic Plan:

- Although a new/innovative program may not have assessment data available, the request should be documented with forecasts that include employer data and/or workforce development data.
- A new Hon CC Strategy (HON CC Strategy A.10) will be added to the HCC Strategic Plan to cover Startup and Seed Projects that could possibly become institutionalized (See Appendix 3) This will allow the Planning Council to require that assessment be performed during the time between the project's start and the point when the program might become institutionalized.

Note: the above statement that ties the Strategic Plan to Assessment Results for justification was approved by the Planning Committee in the Fall 2007 semester.

Figure 1
ASSESSMENT
Input Sources for Creating a Program's Assessment Report



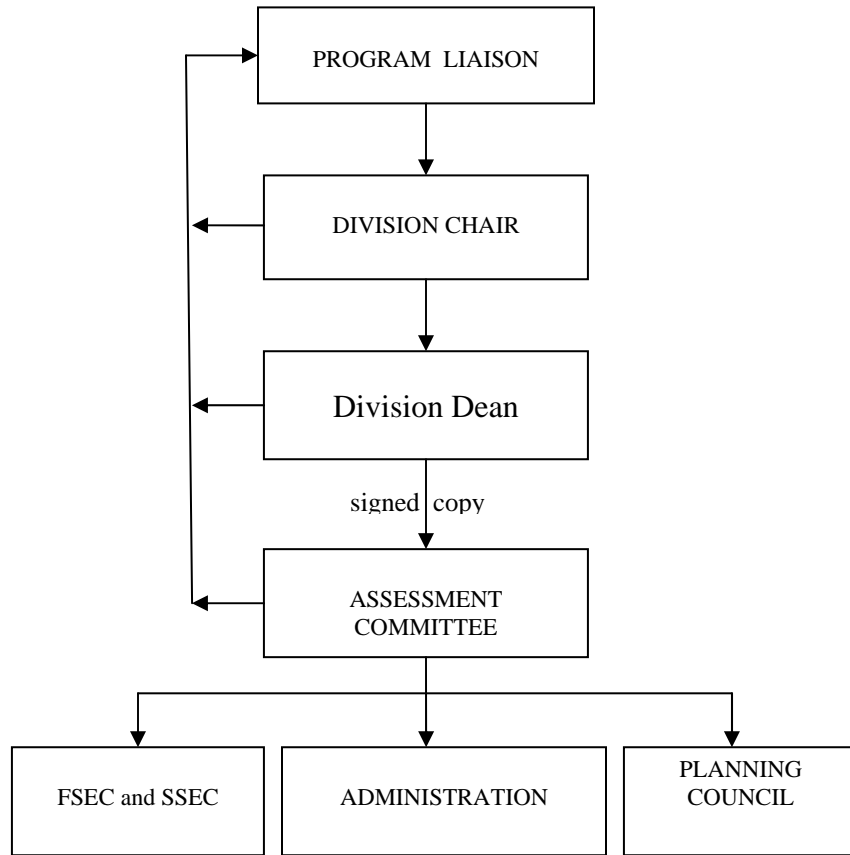
Assessment

Comprehensive assessment requires the gathering of many sets of information as shown in Figure 1. This data is formatted according to an approved UHCC Template (See Appendix 1). From the Template evolves the Assessment Report and/or the Program Review report.

- **Assessment of SLOs.** Instructional programs should contain assessment results of both program and course SLOs. The Assessment Specialist will assist in determining the most appropriate assessment methods for a particular program.
- **Local and System statistics.** Statistical data will help in determining the health of the program by offering data such as enrollment, enrollment demands, and completion rates.
- **Advisory Council.** All instructional programs have an advisory council made up of community members who are experts in the field and whose recommendations provide valuable information on meeting industry and community demands.
- **Community Demands.** A program must be kept aware of as market forces evolve and technology changes industry standards.
- **Other.** Committees, Administration, individuals, etc. may make inputs to a particular program. For example, the Retention committee makes inputs to the College Skill Center on remedial counseling.

Figure 2

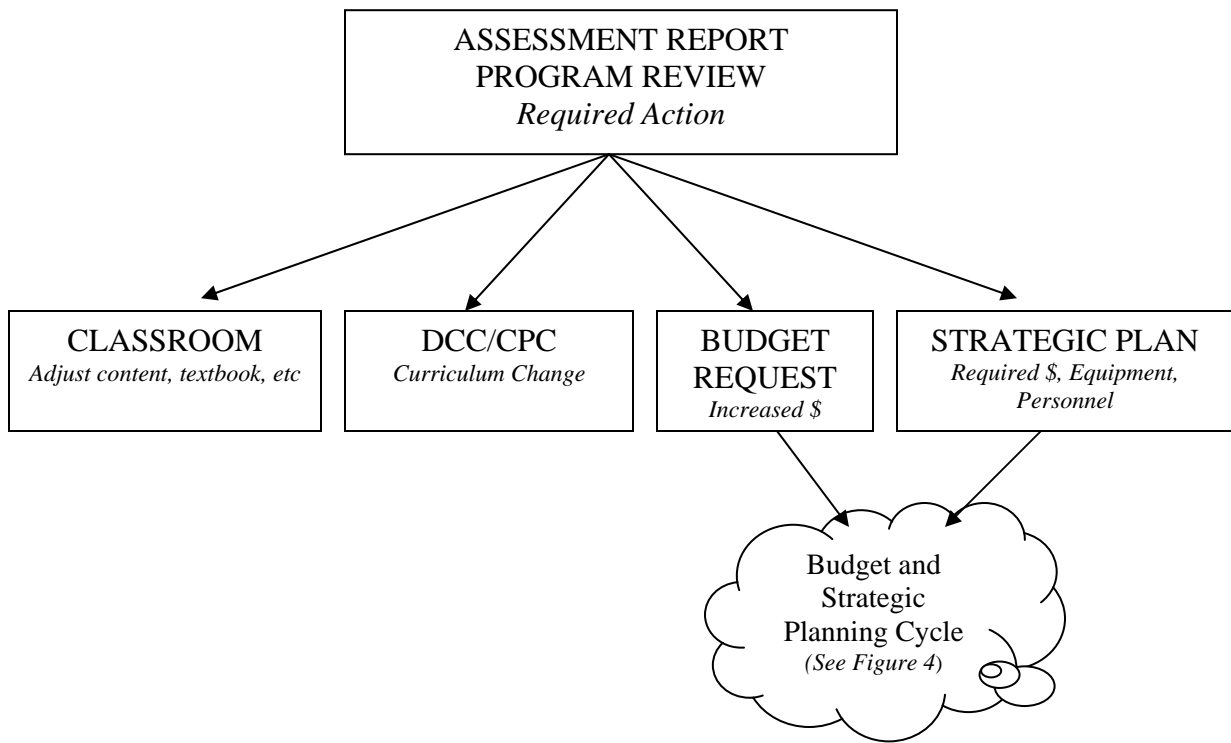
**REVIEW AND APPROVAL
of the
ASSESSMENT REPORT
or
PROGRAM REVIEW**



Assessment Report Review Process (Figure 2)

It is expected that the Program Liaison will work closely with the Division Chair, Division Dean and the Assessment Specialist in the development of the Report and **sign the report** before it is forwarded to the Assessment Committee. The Assessment Committee will review the Report and provide feedback with recommended adjustments. Unless requested otherwise the FSEC/SSEC, Administration, and Planning Council will only review abbreviated reports (executive summaries). In some cases they may request only the reports that recommend major changes or are requesting additional funding. The Planning Committee will request reports that justify items placed in the Budget Request or Strategic Plan.

Figure 3
ASSESSMENT REPORT
Action Steps



Assessment Report Action (Figure 3)

The Assessment Report may recommend four types of action that will be necessary to correct the deficiencies found during the assessment process (See Figure 3)

Classroom: If assessment of SLOs reveals minor weaknesses in a course, then the course content, textbook, handouts, etc are corrected within the program. Funding to correct minor weaknesses can be covered by the normal quarterly allocation.

Committee on Programs and Curriculum (CPC): If assessment of SLOs reveals weaknesses that require substantial changes in one or more courses, the change requests are submitted to the Committee on Programs and Curricula (CPC) (through the DCC).

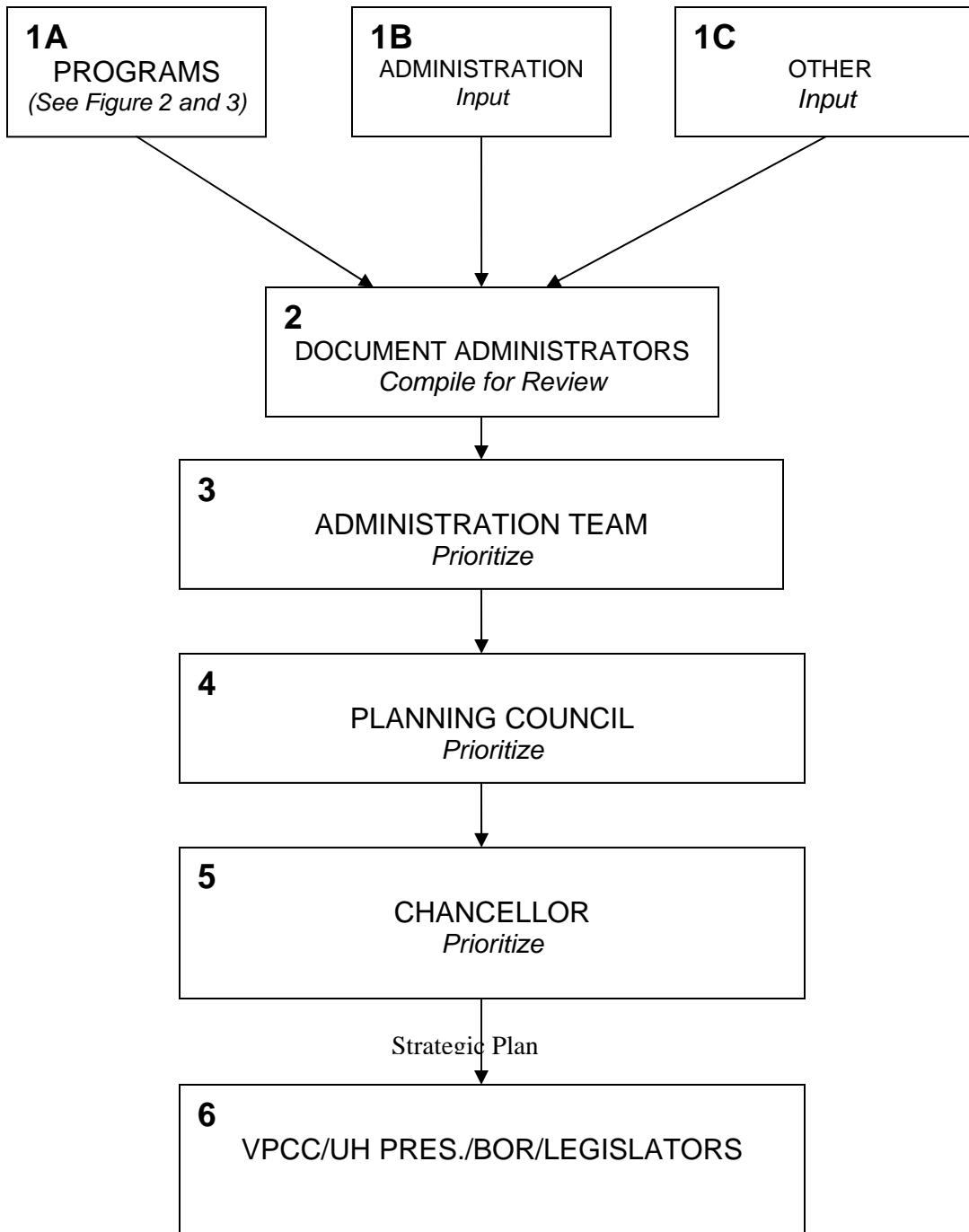
Budget Request: If assessment reveals weaknesses that require substantial funds to correct, the information is included in the Budget Request.

Strategic Plan: If assessment reveals weaknesses that require substantial funds, personnel, or equipment to correct, the information is included in the Strategic Plan.

Strategic Planning Cycle: Strategic Plan will be submitted into the Strategic Planning Cycle (See Figure 4)

**BUDGET AND STRATEGIC
PLANNING CYCLE
DOCUMENT REVIEW**

Figure 4



**BUDGET AND STRATEGIC PLANNING CYCLE
DOCUMENT FLOW**

The Strategic Planning Cycle as illustrated in Figure 4 shows how the Budget and Strategic Planning document is assembled and routed for review. The review process includes prioritizing requested funds and personnel.

Step 1 Planning Input

Input into the Strategic Plan come from three sources: the Programs, the Administration, and Other entities such as committees, individuals, private companies, etc. Input must be derived from proper assessment procedures and written in the required format.

Step 1A Program Input

Prior to submitting the inputs the Programs are expected to have completed the Assessment Cycle and requested items are justified by the assessment process as illustrated by Figure 1, 2, and 3) Documents submitted by instructional programs should be signed by the Division Dean, Division Chair, and Program liaison. Non-instructional programs (library, EMC, Counseling, etc) should be signed by the appropriate authorities.

Step 1B Administration Input

Prior to submitting the inputs the Administration is expected to have completed the Assessment Cycle similar to the Programs' as previously described. At the beginning of the academic year and early in the planning cycle the Administration will present to the campus its goals, its strategic vision, its expected strategic outcomes, expected budget changes, and other items that may possibly effect the direction a program or department may choose to pursue.

Step 1C Other Input

The process allows for "other" types of input. For example individuals or committees may submit inputs through the FSEC, SSEC, or the Administration as appropriate. Other inputs may come from entities external to the campus such a private industry, government departments, or individuals who see a need to satisfy community demands. If a community demand cannot be met by an existing program, the Planning Council will recommend an ad hoc committee be formed to handle the development of a new program. Appropriate assessments will be accomplished to determine the funds and personnel required to meet the demand before placing it into the Strategic Plan.

Step 2 Document Administrators

The Planning Council will recommend the formation of a group that will receive the inputs into the budget or Strategic Plan and compile the information into a single document.

Step 3 Administration Team

The Chancellor will organize the Deans and other administrative personnel to review the documents and prioritize the requests for funds and personnel.

Step 4 Planning Council

The Planning Council will review all inputted documents and prioritize items that request funds or personnel. Although the PC members from the Administration do not have

voting privileges, the prioritizing process will take in to account the Administration's arguments. The Council may ask for Assessment Reports from the Programs to better understand the urgency of requested funds.

Step 5 Chancellor

The Chancellor will review the priorities of the Planning Council and adjust the list as needed. The Strategic Plan will be forwarded to the UH System (Step 6). The Planning Council will be notified if there are changes.

Appendix 1
Program Review Template

Appendix 2
Annual Assessment Template

APPENDIX 3
Strategic Plan
CC Strategy A.10

APPENDIX 4