

Honolulu Community College

ASSESSMENT AND PLANNING GUIDE (DRAFT)

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HONOLULU COMMUNITY COLLEGE

ASSESSMENT AND PLANNING GUIDE

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APPROVED:

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CHANCELLOR DATE

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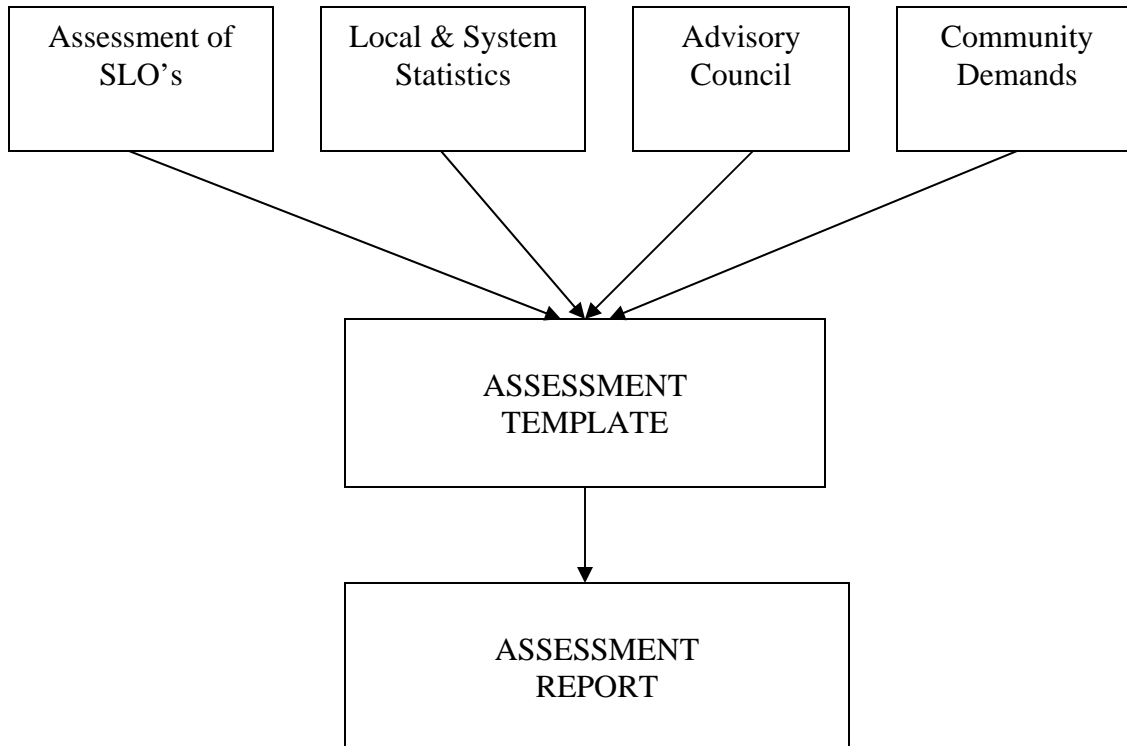
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Introduction

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. Program Reviews are required every five years. Instructional programs are required to make an additional assessment each year as part of their Annual Assessment. The 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 placed in the Strategic Plan. 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 Plan.

Figure 1
ASSESSMENT CYCLE
Creating a Program's Assessment Report



Assessment Cycle

Assessment may require the gathering of several sets of information and data 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.

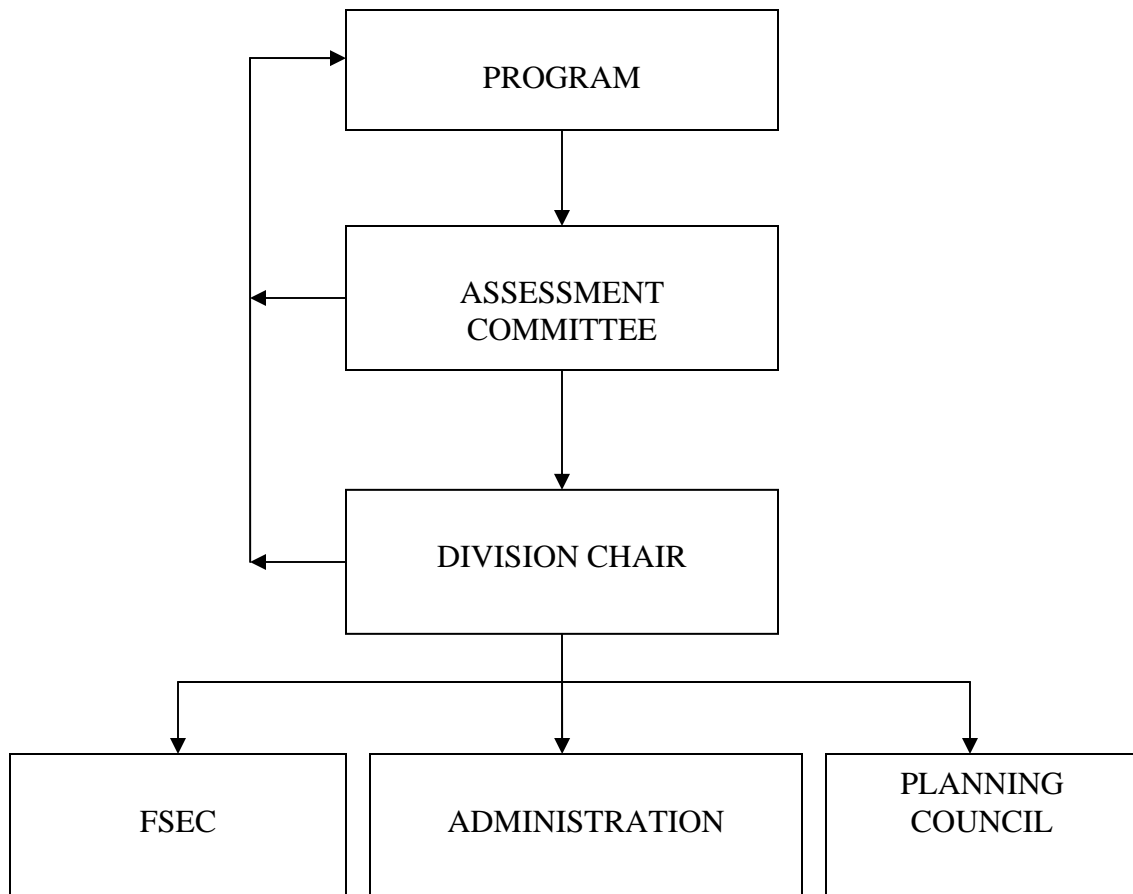
The **assessment of SLOs** is an important element of the report. It should contain assessment results of both program and course SLOs. The Assessment Specialist will assist in determining the most appropriate assessment methods.

Local and System statistics will help in determining the health of the program by offering data such as enrollment and completion rates.

Each Program has an **Advisory Council** made up of community members who are experts in the field and whose recommendations provide valuable information on industry trends.

A program must be kept aware of **Community Demands** as market forces evolve and technology changes industry standards.

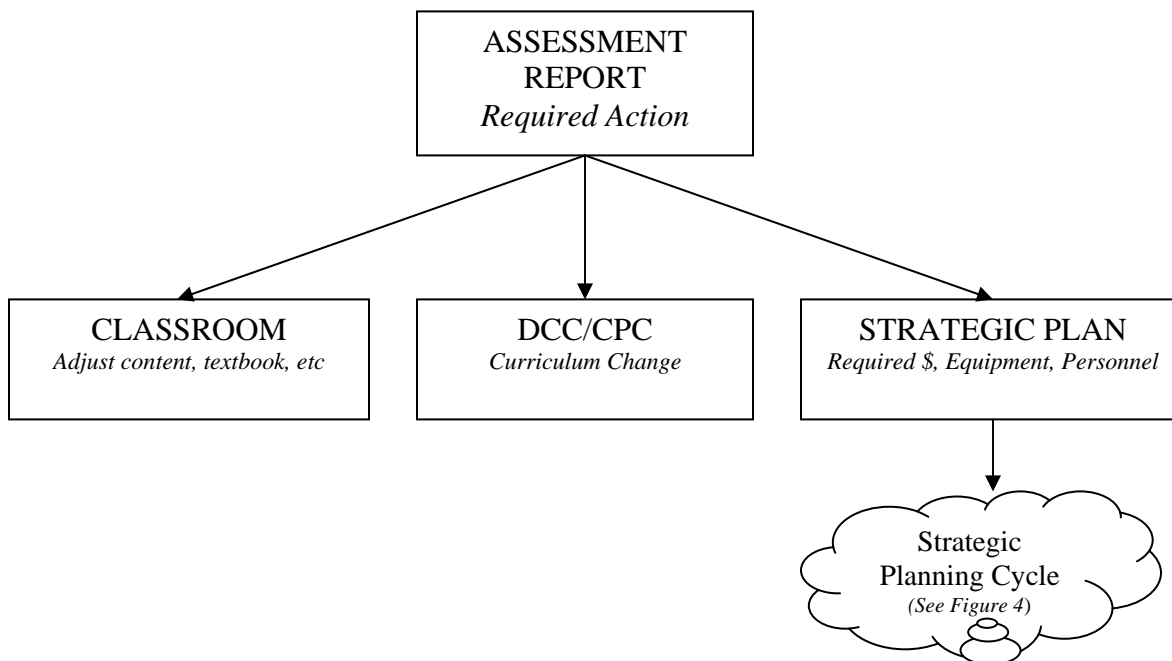
Figure 2
ASSESSMENT REPORT
REVIEW PROCESS



Assessment Report Review Process (Figure 2)

The Assessment Committee and the Division Chair will review the Reports and provide feedback with recommended adjustments. Unless requested otherwise the FSEC, Administration, and Planning Committee 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 Strategic Plan.

Figure 3
ASSESSMENT REPORT
Action Steps



Assessment Report Action (Figure 3)

The Assessment Report may recommend up to three types of actions 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).

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)

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.

STRATEGIC PLANNING CYCLE DOCUMENT FLOW

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

Step 1 Strategic Plan Input

Input into the Strategic Plan come from three primary sources: the Programs, the Administration, and the Community. 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 as previously described. Instructional programs will use data derive from their Annual Assessment, and non-instructional programs will use data from their five-year Program Review or from a more recent assessment review.

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. They will use data from their five-year Program Review or from a more recent assessment review.

Step 1C Community Demand Input

If community demand cannot be met by an existing program, the Planning Council will recommend a group of personnel be formed to handle the development of a new program. Proper assessments will be accomplished to determine the funds and personnel required to meet the demand before placing it into the Strategic Plan.

Step 2 Strategic Plan Document Administrators

The Planning Council will recommend the formation of a group who will receive the inputs into the 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 Strategic Plan and prioritize the requests for funds and personnel.

Step 4 Planning Council

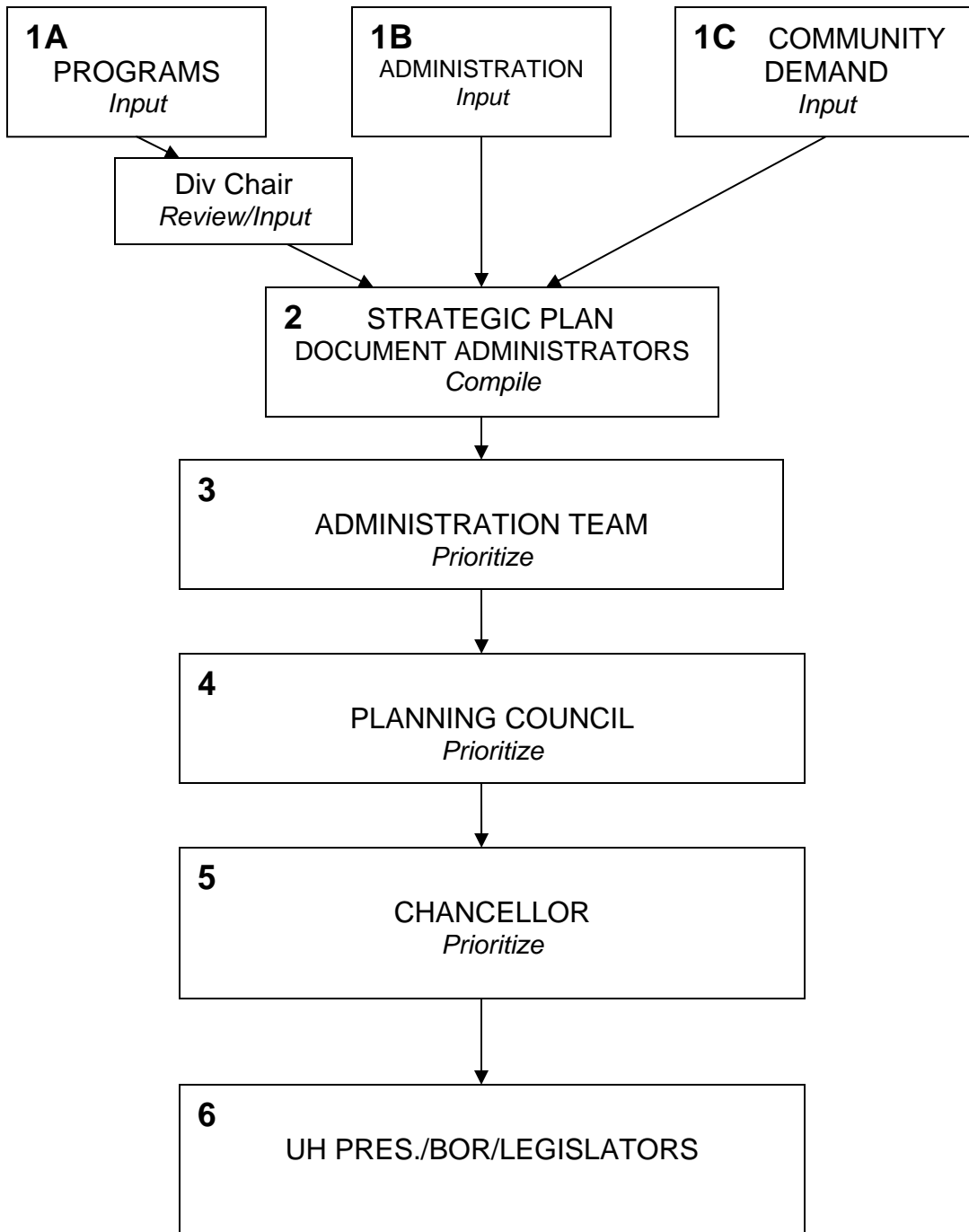
The Planning Council will review the Strategic Plan and prioritize request for funds and personnel. Prioritizing will take in to account the Administration's desires and promote a dialog during PC meetings. The Council may ask for Assessment Reports from the Programs to better understand the urgency of requested funds.

Step 5 Chancellor

The Chancellor will review the priorities of the Planning Council, adjust the list as desired, and forward it to the UH System (Step 6)

STRATEGIC PLANNING CYCLE DOCUMENT REVIEW

Figure 4



Operational Funds

It is assumed that if items in the Strategic Plan are not funded by the legislature, then they will be funded by the College's Operational Funds or remain in the Strategic Plan for the next Cycle. Funding items with Operational Funds will be in accordance with the Chancellor's priority list. If there is a large sum of money near the end of the fiscal year, the Planning Council will meet to review the Strategic Plan priority list and make a recommendation on how the funds should be disbursed.

Appendix 1
Program Review Template

Appendix 2
Annual Assessment Template

APPENDIX 3
Strategic Plan
CC Strategy A.10

APPENDIX 4