Annual Review of Program Data Instructions

2016-2017

The University of Hawaiʻi Community College (UHCC) system requires instructional programs and most support areas to complete an Annual Report of Program Data (ARPD). Each program or area provides three years of data indicators, an analysis of those data indicators, specific action plans for the future, and needed resources to implement the action plans. The ARPDs provide a consistent method of collecting needed data, analyzing the data, and assessing program/unit performance. Leeward has decided to expand the use of ARPDs to all programs, areas and units, even if they are not required by the UHCC system to do an ARPD. The ARPD will replace the Annual Review and the Annual Resource Allocation (ARRA) templates.

An ARPD will be completed by every instructional division, educational unit (Leeward CC Waiʻanae, OCEWD, Native Hawaiian Programs, International Programs), and support area, including units within Academic Services, Student Services, and Administrative Services.

An ARPD consists of

I.   **A brief description of your program**, including its mission and general goals.

II.   **An Analysis of the previous year's performance and the current year's data**.

A large part of the analysis is usually a discussion of what the current data show about your program in terms of demand, efficiency and effectiveness. The focus is on the current year, but as you draft, remember that eventually, you will be looking at your program data in a three-year "window" and determining what this longitudinal view is showing you (and others) about program demand, efficiency, and effectiveness.

Another part of the analysis will review the Action Plan from the previous year . . . what kinds of things you, your staff, and/or faculty proposed to do in the previous year to carry out your mission and achieve your goals. You should review

- What was proposed (including how the measures aligned with college mission and goals and the strategic plan)
- What was actually implemented
- How well the implementation worked
- How you know (again, using data) whether or not the measures worked.

III.   **An Action Plan**

Given what was accomplished in the previous year and the current state of your program and the "environment," what do you plan to do in the coming year?

- What is being proposed
- How well the measures proposed align with the mission and goals of the college and strategic plan
- How and when will it be implemented
- Who will carry out these measures
- How will it be assessed (How will you know whether or not the measures are working)

**IV.	Resource Implications**

A description of what the program will need in terms of funds, personnel, equipment, space, and other resources to accomplish the Action Plan.

The information in the ARPD will be used to support resource requests. These requests will be documented in the Resource Request template. Request lists (aka Planning Lists) will be prioritized for instructional programs, academic services, student services, and administrative services.

College Goals

For 2016-2017, priority will be given to the following Leeward CC Strategic Plan goals:

A.	Increase the number of associate degrees by 5% per year in order to maintain progress toward the P-20 goal of having 55% of working age adults with a college degree by 2025.
B.	Native Hawaiian graduates should be at the same percentage as their enrollment percentage, with the overall planned graduation increases for all students.
C.	Increase the number of low-income graduates at the same rate of growth as the overall planned growth for graduates.
D.	Increase the overall baccalaureate transfers 6% per year.
E.	75% of students testing at one level below college-ready standards will complete their college-level English and/or math course within one semester.
F.	70% of students testing at two or more levels below college-ready standards will complete their college-level English or math course within one year.
G.	Increase the year-to-year retention from 49% to 65% for all degree-seeking students.
H.	Increase the percentage of full-time students who have earned 20 credits after one year from 45% to 65%.
I.	Increase the percentage of degree seeking part-time students who have earned 12 credits after one year from 38% to 65%.
J.	Increase the percentage of full-time students who graduate or transfer within 150% of entry from 33% to 60%.
K.	Increase enrollment of recent high school graduates, GED recipients, Pacific Islanders, and working adults.