Hello,

As we continue with the process of revising HCC's Strategic Plan document, one of the things that sticks out to our committee members is just how important the Program Review Reports are.

With the recent update of the UHCC Strategic Plan, which includes measurable performance outcomes and goals, and our own efforts to develop an updated campus strategic plan, the program review reports have taken on new importance. Our strategic plan must serve to meet not only our campus specific goals, but also the UHCC System's goals. To ensure that we are proceeding toward these goals we must have a thorough understanding of where we stand as a campus each year; program assessment is how we will determine this. Perhaps more importantly, program reviews are the critical beginning of our planning process. These reports determine what should be included in the campus' strategic plan and the strategic plan serves as the basis for building our budget plan. A large part of the budget plan includes new requests for funds that rely on the executive and legislative budget process or internal reallocations both of which are dependent upon the issues and justifications discussed in your program assessment. In recent practice we have not treated the strategic and budget planning processes so symbiotically; however, a process of this type has been in place for quite some time.
Therefore, it is in your program's best interest to make sure you do a good job with your Program Reviews. Our committee has been looking at the current batch of Program Review Reports and those reports are often lacking in an explanation of what your program needs to do to move forward. That is, what the plans are for the future and what resources are going to be needed to meet those plans.

The Assessment Committee, the Program Deans, and the Division Chairs are all resources for improving your Program Reviews. Keep in mind that there are no absolute experts in writing Program Reviews. But, as long as we have a common goal of making the Program Reviews as uniform in structure (as in no missing parts) we can (as a campus) make the Program Reviews the valuable (critical) part of the budget planning process that those reviews are meant to be.

At the same time, it is important to remember that your Program Review Report is supposed to help you to make your program better. This is the primary reason why they are considered to be so important in the budget planning process.

We need your help in revising HCC's Strategic Plan document. We need your cooperation in making the Program Reviews what they are meant to be. We also need your suggestions on what you need to assist in making your Program Reviews better; because that process (e.g training) may require resources and those resource requests should be a part of the Strategic Plan.

Thanks,

Vern Takebayashi and Ross Egloria

PC Subcommittee to Revise HCC's Strategic Plan Document