Purpose of review teams and ad hoc CEC

The function of the Review Teams is to support and guide programs as they move toward continuous improvement.

Program Review Team and Ad Hoc CEC convener duties

1. Contact members of team. The review team members can be recommended by the program chair. The ad hoc CEC members are three members from the CEC. Give others option to serve as chair. If no one else wants to be chair, the convener will chair the team/committee.

2. Clarify team member duties with each member.
   Required: Read program review document and make notes on:
   - Objectives of program during the review period.
   - How the program has succeeded in achieving these objectives and any commendable points.
   - How the program has fallen short of these goals and why.

   Other activities are recommended, but not required.

3. Sets meeting date and place close to 3rd Friday in November (program review team) or 3rd Friday in December (Ad Hoc CEC) after consultation w/team members.

Program Review Team and Ad Hoc CEC chair duties
(The convener may serve as the chair)

1. Pick up program review document from Vice-Chancellor's office.

2. Make sure document moves through committee in a timely manner.

3. Chair the meeting to compare notes on three points listed above. Chair should begin composing draft of review report based on the three points. Chair should ensure that there is agreement on any recommendations the team may choose to make. Final report is 1-3 pages long.

4. Edits the final report, circulates to team members for review, then adds report to program review document. Chair also gives a copy of the report to the program coordinator.

5. Takes program review document with added report back to Vice-Chancellor's office. Due dates are: 3rd Friday in November (Review Teams) 3rd Friday in December (ad hoc CEC committee)
Purpose of review teams:

The function of the Review Teams is to support and guide programs as they move toward continuous improvement.

Goal: Conclusions and Recommendations

The final written report should address these broad questions:
- What have been the objectives of the instructional program during the review period?
- In what ways has the program succeeded in achieving these objectives?
- In what ways has it fallen short of these goals?

Comment on both positive and negative aspects of the program. Include recommended actions that should be taken. Pertinent problems and deficiencies that were observed during the review should be noted.

The completed report should be checked with the unit/program coordinator chair for factual accuracy before it is submitted. A hard copy and an electronic version of the team report (Word format) should be provided to the OVCAA.

If you have any questions at any stage of the review, please feel free to raise them with the Office of the Vice Chancellor for Academic Affairs. Thanks in advance for your help in this very important task.

Required Activities:

Read the comprehensive program review.

Further recommended activities:

To assist you in gathering information on the program you may:
Review Program Health Indicators (PHI’s) of the vocational program during the past five to seven years;
Read original program description and previous program reviews;
Interview a program student, faculty and unit chair;
Tour the departmental facilities and observe their usage.

Revised 10/21/04
Goals:

1 To prepare and place accounting majors for entry-level positions in accounting-related occupations.
   
   a. **Succeeded:** The Accounting program succeeds in placement and preparation by having a good two-year program that places students in bookkeeping positions. It also allows students to transfer to a four-year (or beyond) program to get an accounting degree or prepare for a CPA license. According to Program Health Indicators, 100% of the accounting program graduates surveyed in Spring 2003 were working in a related field, or continuing their education.
   
   b. **Fallen Short:** Since tax preparers and payroll companies now use computers, manual income tax preparation and payroll classes should be complemented by computerized versions of these courses. This would improve students' marketability when they enter the workplace. Also, classroom computers desperately need upgrading. As the report mentioned, one accounting classroom is currently running Windows 95 and cannot accommodate new software versions. The presentation system in the room is ancient and not working. Numerous requests and proposals have been submitted but so far there has been no success in meeting this need.

2 To help employees within the accounting professional upgrade job skills and knowledge.
   
   a. **Succeeded:** The program stays current with changes in laws and incorporates them into classes such as income and payroll tax classes. The instructors keep current and teach new computer software programs being used in their profession such as “Quick Books.” The program also offers its courses via multiple distance modes as well as day and evening cycles.
   
   b. **Fallen Short:** The only shortcoming would be a scarcity of classes at night for working professionals — but this is a funding problem — not a program problem.
Because evening classes are offered in a cycle, students who can only attend evening or distance classes sometimes have to wait until the course they need is offered again. However, with the access to all of the distance classes from colleges across the state, students can complete programs in a timely manner.

3  To help students prepare for transfer to a four-year institution.
   a. Succeeded: The Accounting Program, as discussed in #1 above does a good job in preparing students to transfer to four-year programs. This was enhanced a few years ago when all of the Accounting courses were strengthen to bring them up to 100 level courses. The program also works to achieve a good relationship with statewide four-year institutions with regards to course transfers. The accounting program has an articulation agreement with West Oahu to facilitate the transfer of our AAS degree students into the third and fourth years for their bachelor’s degree. There are currently 41 classified bachelor’s degree students in the West Oahu program, including some students from Molokai. The accounting faculty and counselors provide good advising coverage for all accounting majors, and also to students who are prospective business majors.
   b. Fallen Short: I see no shortcomings

4  To provide support courses for other programs.
   a. Succeeded: As coordinator of Business Careers, I personally experience a willingness of the Accounting Program to support mine and other programs. Accounting classes are also requirements in the Hotel Operations, Business Technology, and Fashion Technology programs. A variety of times for class offerings accommodate the various other programs.
   b. Fallen Short: I see no shortcomings.

5  To provide students with accounting work experience through the Cooperative Education program.
   a. Succeeded: The program has a good working relationship with Co-op. They refer job inquires to Co-op and have Co-op faculty give presentations in their
classes. Although Co-op is not required of accounting students, they are urged to acquire some job experience before graduation. Many of the students who already work can adapt their jobs to Co-op requirements, and thus get the credit.

b. **Fallen Short:** The Program may also want to achieve a more proactive relationship with Co-Op as students approach graduation. The Co-op business elective option should also be more vigorously promoted. Many accounting students do not take advantage of the Co-op experience while at MCC. One reason given is the great number of hours required to earn even one credit for their business elective (75 work hours).

6. **To provide individuals with basic accounting skills for personal use.**

   a. **Succeeded:** While this review deals with the program as of the 2003-2004 school year, the program has taken steps to achieve course work that will allow for an increase in “accounting skills for personal use.” In the 2004-05 year they introduced a new course in personal finance: BUS 150. Many liberal arts students take the introductory accounting course to gain personal financial skills.

   b. **Fallen Short:** I see no shortcomings

7. **To promote ethical responsibility in the accounting profession.**

   a. **Succeeded:** Faculty have increased their time spent on ethics in response to recent problems in the accounting profession.

   b. **Fallen Short:** More emphasis should be made to promote ethical responsibility. Ethical issues should be an integral part of the program’s curriculum so that students learn the importance of ethical behavior in their professional lives. This will be an ongoing topic for discussion as ethical issues evolve in the accounting profession. A one-credit course in professional ethics may be appropriate.
To: Maui Community College Administration
From: 2004 Nursing program review team:
Kathy Bauer (Maui Memorial Hospital)
Jennifer Deltour (current nursing student)
Sally Irwin (Microbiology Assistant Professor)
Elaine Yamashita (Human Services Program Coordinator), chair of team

The team met on Nov. 19, 2004.

The team would like to commend the nursing program for a well written program review. The program uses data to assess and then plan to meet student and community needs effectively. The MCC Nursing Program is well respected not only in our County, but throughout the state as well.

What follows is the team’s assessment of how the Nursing program has met its stated goals (from Program Health Indicators – PHI) and the supports needed to continue its growth and development.

Nursing Program Review
Review Team summary
November 2004

The four goals for the Nursing Program are as follows (from Program Health Indicators):

1. To provide individual counseling pre-enrollment and throughout the program to encourage students to achieve maximum capacity as they progress in the Nursing Career Ladder.

Succeeded:
Counseling is provided throughout the program. Counseling is provided beforehand and personal counseling is available – students receive a lot of support. Student perspective is that it’s successful – Colleen Tester does a great job counseling, even comes in before tests to help students. Pre-enrollment is available on an ongoing basis and students only need to go once. Counseling is seen as a strength of the program.

Support needed:
Student: Continue to make sure that students know they have to have to pass a test and have experience taking care of people (as a Certified Nurse Assistant - CNA) before being accepted into the program. It would also be helpful to tell students that they’ll need letters of recommendation.
Sometimes there are minor glitches in prerequisites – they are taken care of once instructors or person who noticed the mistake talks to counselors or to program coordinator.
2. To prepare highly qualified nurse aides, practical nurses, and associated degree nursing graduates who are successful on the certifying or licensing examination and meet employer expectations.

Succeeded:
High percentage of students passing – now have more testing to assure success. High standards, checkpoints are provided – those with problems make adjustments, or are released from the program. This past year, all except one passed RN exam and she re-took and passed on second try. The program identified its own problem and remedied it.

Expectations on employer side are met through the yearly employer evaluations.

Support needed:
The hospital notes that there is a distinct difference between the nurse aides who have taken the MCC course and the ones who’ve taken the community-based training. The MCC students are superior. The only request the hospital has to strengthen the training even more is to build in more clinical time to the current nurse aide training.

3. To respond to community and statewide needs for continuing education for graduate nurses and other health care providers.

Succeeded:
Bachelor degrees are offered through University Center – UH Hilo and UH Manoa. Kudos for getting Bachelor’s here on Maui.

Support needed:
Is there a need for a Bachelor’s in Nursing through MCC? Would need new Science building.
Would like to see continuing education related to health education at the college – e.g. diabetes, behavioral health, etc. Mostly provided by health care industry and it would be new for college. Ideally, it would be combined community/student nurse sessions. This would require more dialogue between the community agencies and the college.
Some programs that are offered by Kapi‘olani CC are occupational therapy, radiation therapy, x-ray technicians. There was a question of whether these could also be offered through MCC. A needs assessment study may be helpful.

4. To provide leadership in Maui County as the community responds to changing health care environments.

Succeeded:
The team commends the program for taking initiative in addressing nursing shortage through the BOR initiative. It also recognizes the program for keeping close contact with the hospital and other health care providers on emerging and continuing needs.
As cited earlier, the program is very well respected in the county and state.

MCC Health Center has grown in response to community need.

Support needed:
Instructor and nurse shortage – demand varies from year to year. Need more space to hold nursing classes and support classes.

Need to expand MCC Health Center. More outreach to the low-income community. More clear cut info on hours, services, clients could be made available to the community. Currently, the community doesn’t know the capacity of the MCC Health Center.

Classes are growing and may outgrow capacity of hospital to accommodate. Need to cultivate other sites for student placement, such as the MCC Health Center.

Comments on document:
Note: Micro 130 is 5 credits, not 4 as listed in document.

Where does the dental health program fit? Program review covered nursing, not whole allied health program. Are those separate programs?

Information seemed redundant in places. (Elaine’s note: may be format of document – can continue to refine it.)

Program goals were not immediately evident. Eventually went to Program Health Indicators for goals. (Elaine’s note: Put program goals in document?)