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SYSTEM

**University of Hawai'i Community Colleges
Dole Street Conference Room and polycom
2:00 – 4:00 PM April 25, 2013
Instructional Program Review Council Proceedings**

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Attendees: Chancellors - Noreen Yamane (HAW); Vice Chancellors/Assistant Deans- Russell Uyeno (HON), Louise Pagotto (KAP), Jim Dire (KAU), Mona Kincaid (KAU), Jim Goodman (LEE), David Grooms (MAU), Ellen Ishida-Babineau (WIN); Div Chair/Dept Chair - Joel Tanabe (HAW), Ron Takahashi (KAP), Jennifer Own (MAU) Michael Tom (WIN); IR - Jon Kalk (KAU), Guy Nishimoto (LEE); OVPCC Peter Quigley, Sam Prather

New Business

- ❑ After welcomes and introductions Cheryl Chappell-Long reviewed the history and charge of the Instructional Program Review Council (I-PRC) based on [UHCCP 5.202 Review of Established Programs](#). The spring meeting is to review the policy assessing the effectiveness of the system Program Review Process and to recommend changes to improve the outcomes of the process. In the fall, the I-PRC reviews the data and elements. At the conclusion of each year, each established system vice chancellors/deans and/or directors group will review the measures and content of the program review in their respective area to ensure that the review provides the information necessary for program assessment and improvement.
- ❑ She noted that the I-PRC recommends to the OVPCC and that representation is by role in the Program Review process with coverage by each college.
- ❑ Recommendations from I-PRC subgroups:
 - Academic Support Services – Louise Pagotto previously distributed notes/comments from the subgroup meeting. Request for separate templates (Library, Tutoring, Testing, Technology) with a single Executive Summary by the VCAA. Request to show numerator, denominator, rate (calculated by the template) and to allow two-place decimals. Testing would like separate lines for each question from their survey. Louise Pagotto will send the survey to APAPA. For CCSSE responses, the templates will include space for mean scores as well as frequency/ satisfaction. Short discussion by colleges on defining and measuring tutoring which led to recommendation that subgroup expand their glossary before 2013 release.

- General and Pre Professional Programs – no report from the subgroup.
- Career and Technical Education (CTE)– Russell Uyeno reported that the group had met and was developing a survey to assess item usefulness, data source, scoring rubric measures, and cut scores on rubric. Results will be for 2014 ARPDs. Louise Pagotto raised issue of using same metric for two health calls. Questions raised on use of Standard Occupational Classification (SOC) codes. UHCC uses Economic Modeling Specialists Inc (EMSI) for new and replacement occupations. 2013 was the first year that SOC codes were standardized to align with Classification of Instructional Program (CIP) codes which accounted for new and replacement occupation number fluctuations from prior years. CTE Deans, led by VCAA Joni Onishi, are reviewing changes in CIP codes. Cheryl Chappell-Long will monitor progress on their work.
- General discussion addressing the demand elements for General Pre Professional Programs health calls. Comment made that with the establishment of the AA in Hawaiian Studies and the AS Natural Science, Liberal Arts may experience a drop in number of majors. Jennifer Owen raised issue of Liberal Arts major classification used by “life long learners” and students waiting to get into Nursing programs. Cheryl Chappell-Long recommended that VCAs discuss a pre-nursing major code. She also noted that the VCAs have agreed that for Hawaiian Studies and ASNS, faculty counts will remain with the Liberal Arts ARPD. They continue to discuss standardization of budget elements.
- Considerations requested by VPCC – Cheryl Chappell-Long noted that VP Morton has suggested that Program Review reflect student success and flow through the program. The I-PRC suggested inclusion of measures of “time to completion”, “incremental credit completion”. Discussion will continue.
- Discussion of new elements to more closely align with ACCJC Annual Report and UHCC Performance Funding. APAPA will update templates to show Number of Native Hawaiian Majors and Completers, percentage of full-time (across the system) majors, and to display Performance Funding Outcomes at the program level.

Continuing Business

- ACCJC site visits fall 2012 and ARPD or Comprehensive Program Review – Recommendations to each college stated: *The VPCC and the Chancellors develop broad-based, ongoing, collegial dialogue between and among the UHCC and the colleges to better assess the breadth, quality, and usefulness of UHCC analytical tools (e.g., UHCC Annual Report of Program Data (ARPD)) and planning processes through feedback from college stakeholders. In addition the UHCC and Chancellors should provide training for the appropriate use of the tools to support on-going improvement and effectiveness.* Discussion on improving training at the college-level for use of ARPD and feasibility of including ARPD outcomes discussions in venues in addition to the I-PRC meeting (e.g. the VPCC’s visits to the colleges and other systemwide meetings).

- Status on 2013 ARPD – Cheryl Chappell-Long stated that files have been forwarded to VCAs to align courses taught 2012-2013 with programs and alignment of English and Math classes taught to AtD instructional level (also used in fall for AtD submission). Her office is awaiting faculty listing from UH-Human Services. Upon receipt will forward to VCAs for program alignment. Cheryl Chappell-Long stated the scope of work required for the proposed changes, additions, and edits to the 2013 ARPD will be reviewed in context with other on-going project and initiatives.

What's On Your Mind?

- **Next meeting** – October 24, 2013.