UHCC I-PRC meeting notes -- May 3, 2007

Attending: Shawn Flood (HAW), Ross Egloria, Steve Shigemoto (HON), Guy Nishimoto, Wilson Lau, Louise Pagotto, Ron Takahashi (KAP), Molly Summers, Steven Wong (KAU), Mike Pecsok (LEE), Clyde Sakamoto (MAU), Mike Rota, Cheryl Chappell-Long, flo wiger, Sam Prather (OVPCC).

**Old business** - none

**New Business**

**Spring 2007 Program Review Process**

Campus Reports – Cheryl Chappell-Long distributed excel sheet copies of the colleges’ annual reports of instructional program data with the individual program health calls. Electronic versions will be forwarded. The date and format of the report to the BOR on the annual reports is to be determined. To support the BOR report, Chancellors are asked to provide a summary of “significant actions or issues identified in the reports.”

Assessment of Process – Mike Rota emphasized that colleges need to be able to define the rationale used to determine program health calls – Healthy/ Unhealthy/ Cautionary - because the numbers are different for the same programs at each college.

**Benchmarking Project** –

Chancellors and VP Morton agreed to participate in the National Community College Benchmark Project (NCCBP). Each college is submitting data to the project, deadline is June 15. Website for the project [NCCBP](#) Expected to have data from the project in September. The college IR person is the data contact. NCCBP will give the college national comparisons as well as the ability to construct “peer groups” for comparison. The data will be at the college/institution level and not at the program level. The content of the NCCBP data sheet was discussed.

**Update on Generation of August Data** –

Cheryl Chappell-Long stated that the UHCC system is on its third round advertising for the IT position to support the August data generation requirements. The UH system has offered some programming support from their ITS office. Cheryl Chappell-long is working with updated template as the current list of indicators. Work is proceeding on capturing data that is available through the UH Operational Data Store (ODS). Financial and Human Resource data fields will not be populated by the system until the UH has a Business Intelligence tool that connects UH FMIS and HR databases. If data for an indicator is not available through ODS, the college will be responsible for the data. The list of instructional programs submitted by the college in the 2007 collection of annual reports of program data will be the basis. Primary goal is to distribute data to colleges by August 15th, exact format is to be determined. A web-based design will eventually be developed, however, for this year it may be in another format such
as an excel sheet. Note the timeline discussed in November 2006 and included in the revised policy -- the college will submit their annual report of program data (using the data received in August) to the VPCC by December 15, 2007.

Related to the program data timeline, Mike Rota reminded that the UHCC budget piece is to be completed by May 2008. The budget timeline can be found in the Strategic Planning section of the UHCC website (http://www.hawaii.edu/vpaa/system_aa/strategic%20plan/Strategic_Planning_Timetable.pdf). He also commented that financial data calculations need to be consistent within the colleges, and then we can look at developing consistency across the system.

Model for Determining Program Health (Healthy/Unhealthy/Cautionary) – Clyde Sakamoto and Mike Rota discussed that the BOR will want to know the rationale or method used for program health calls and financials calculations and how program data is being used in resource decisions. Clyde Sakamoto stated that this committee (IPRC) should work on a common process for all colleges to use to determine program health and that the IPRC should set a goal of establishing the criteria for that process before the end of the year. Louis Pagotto stated that the committee will work on developing a program health determination model with end of calendar year 2007 completion deadline.

Setting the 2007-2008 Agenda
Mike Rota suggested that the IPRC work on identifying issues in the outcomes of program review/data reports that may qualify for program improvement funds because there is money available. The task of the various deans group is to identify the themes/concerns that might be systemwide and for which money could be targeted.

The resulting IPRC discussion included concerns on identifying issues for program improvement funds, meeting the expectations of August 2006 systemwide wide workgroup (refining elements, setting benchmarks, identifying systemwide issues, and process for allocation), and types of issues/projects (external/internal) for which funds could be used, how IPRC communicates with other groups.

Several committee members commented that there is a need for documentation of the August 15th data, data definitions, procedures, etc. Additionally, we need to continue to look at revising/reducing the current number of quantitative indicators and identify elements that “really work” and pursue revising BOR and Executive policies as appropriate.

Best Practices
Louise Pagotto distributed documents which relate to both benchmarking and to best practices and stated that they were homework for next meeting. Members will also need to address how SLO data should/could be integrated into program review.

Scheduling the Fall 2007 Meeting:
Thursday, September 20, 2007 1-3 pm