PRESENT:
Facilitator: Cheryl Chappell-Long, OVPC-APAPA
Peter Quigley, UHCC-AVPAA Jan Lubin, WIN
Shawn Flood, HAW Ivan Wu, WIN
Jason Santos, HAW Sam Prather, APAPA
Steve Shigemoto, HON Kyle Hunt, APAPA
Shuqi Wu, LEE Geri Imai, Registrars
Jeff Hunt, WIN Earl Nishiguchi, VCSS
Nalani Kaun, WIN Mike Pecsok, VCAA

New Business

- Wish-list Analytical Studies – UHCC-AVPAA Peter Quigley stated that the Chancellors reported that the analytical papers recently completed by the IR Cadre contain a great amount of data but require more analysis and be constructed in a form more readable to stakeholders. Goal is to encourage dialogue among the IR Cadre and with colleges Vice Chancellors in designing the research question, providing mutually agreed upon data from that dialogue, and collaborating on the analysis of conclusions and recommendations. VP Morton has stated that the completion of the analytical studies is a high priority item. The AVPAA recognized that most of the work had been done but that the format of the papers needed work. Peter Quigley provided a sample template to be used and stated that APAPA will develop a flow chart to accompany the template and distribute the materials at a later date. APAPA will facilitate the process. He stated that in the interim, for the February 12, 2013 Chancellor’s meeting, the IR Cadre groups that worked on the first three analytical papers are to provide a statement of the research question, the data that supports that, and a brief statement of what the data suggest. Dialogue and collaboration with Vice Chancellors and others is encouraged. This information will be provided to Cheryl Chappell-Long before the Chancellor’s meeting.

- High School Edits Common Application – Geri Imai discussed the transition to online admissions applications only, paper will be eliminated which increases the challenges to validating the application. Beginning Fall 2013, students’ applications will remain active for Spring 2014, reapplying after any break should be easier. Validation of zip code data, high school and high school graduation dates before the student submits the application would improve the data quality of needed information. Cadre reviewed the online MAPS Application reports and discussed the yield rates which have essentially remained unchanged over several years. She also cautioned that the
Registrars have notified IRAO that the rates are misleading as Admissions Offices enter the data differently.

- SPSS Training – general comments indicated that SPSS is hard to use and build on. Cadre recommended that future training use campus level data. Training was good.

- Financial Aid Tables – Cheryl Chappell-Long stated that her office was working on an ad-hoc report that required use of financial aid tables. She asked if anyone else had worked with the tables as not all information comes over from Banner. IR Cadre members did not report working with financial aid information. Earl Nishiguchi stated that Kauai uses an older report written by their former Registrar. Geri Imai stated that she retrieves information using “pop select”.

**Continuing Business**

- Graduate and Leavers – Cadre members reported low return rates and discussed the use of Survey Monkey. Consensus was not to spend a lot of money on alternate methods. Mike Pecsok stated that the information is critical and required by accreditors and U.S.D.O.E.

- ARPD – Cheryl Chappell-Long reminded that not all ARPDs have been finalized and made Public. Only Kauai, Kapiolani, and Windward have been finalized.

- Accreditation – Cadre members reported nothing received to date.

- Perkins Consolidated Annual Reports – Cheryl Chappell-Long reported that the overall system and college-level data are correct, however a glitch was noted in the grouping of majors to align with ARPD. Colleges should contact APAPA individually if there are questions.

- Vice Chancellors Academic Affairs Update – Mike Pecsok reported issues VCAAs were addressing included analyzing data for student success and impact on performance funding; tracking cohorts of students; having to step back and think about sharing of data and privacy requirements of Data Governance Policy; and, challenges in tracking and reporting for C3T grants.

- Vice Chancellors/Dean of Student Services Update – Earl Nishiguchi reported that they are also discussing the C3T grants and reporting requirements. Leeward is reporting success using Starfish software. They are also discussing an Amazon “shopping cart” model for registration – unless the student pays, completes payment agreement, or has pending financial aid the registration is not complete. He stated that the UH System is adding application elements (e.g. Veterans) to the common application. He noted that colleges were caught off guard when they were informed by Banner that pre-requisite checking was not working for over two weeks during registration.
 Registrars Update – Geri Imai stated that the UH System is including additional elements in the Student Clearing House submissions.

**Reminders/Announcements/ What’s On Your Mind**

- CCSSE workshop on Feb 13th – APAPA reminded of the 10:30-3:30 program. Several members will attend.

- NCCBP and NCCBP Conference June 17-20 – UHCC colleges will participate this year with the registration paid by the OVPCC.

- SWIR on February 25th and May 20th – SWIR is aligning their schedule with the IR Cadre meeting schedule.

- DREAM 2013 – AtD Annual Meeting on Student Success at Anaheim, CA February 5-8, 2013. Several members will be attending.

- Hawaii Strategy Institute February 22-23, 2013 will be held in the Ko’olau Ballroom

**Next Meetings:**

(2013) February 25th, March 18th, April 29th, May 20th, June 24th