UNIVERSITY
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SYSTEM

University of Hawai'i Community Colleges
HALE Akoakoa 201
1:00 – 4:00 PM June 25, 2012
Record of Proceedings

PRESENT:
Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Shawn Flood, HAW	Jeannie Pezzoli, MAU
Steve Shigemoto, HON	Jeff Hunt, WIN
Lynn Inoshita, HON	Ivan Wu, WIN
Jeffrey Arbuckle, KAP	Kyle Hunt, APAPA
Jeffrey Yamashiro, KAP	Wilson Lau, APAPA
Charlotte Watanabe, LEE	Erika Lacro, VCAA
Shuqi Wu, LEE	Earl Nishiguchi, VCSS

New Business

❑ National Community College Benchmark Project (NCCBP)—In preparing this year's NCCBP submission a change was required for an element scripted by someone who has retired. Shawn Flood raised the question of process to when scriptwriters leave.   After discussion, the IR Cadre decided to handle on a case-by-case basis.
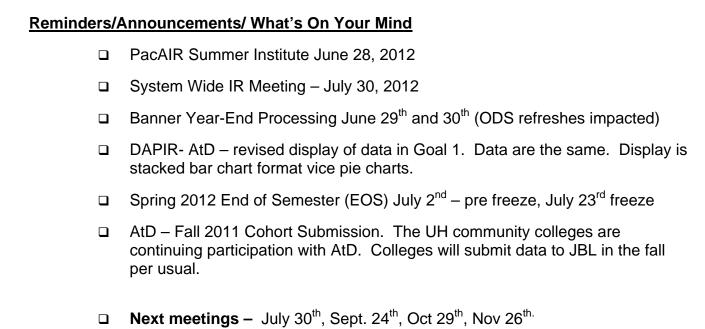
Continuing Business

❑ Analytical studies – Erika Lacro announced that the Chancellors had received the IR working group's proposal for three analytical studies. There were some questions (e.g. why only three studies when the original list included fourteen). Their questions have been resolved and the IR working group is to move forward on completing the studies.

❑ Annual Reports Program Data (ARPD) 2012 updates/revisions – APAPA demonstrated changes/updates to the ARPD templates for 2012. Anticipated that templates will be populated with data by next IR Cadre meeting. At that time, IR Cadre members will be asked to check their campus data. Recommended that IR Cadre check with their campus leadership regarding campus process to train users on changes/updates.

VPCC had noted that tuition and fee information should be part of the ARPD. The data element (campus provided) has been added to all ARPD templates. APAPA will continue to work with system offices so that the information can be

pulled directly from Kuali Financial System (KFS). Other notable updates demonstrated include:

- Instruction
    1. Program SLOs, using format from Kapiolani CC and approved by Instructional Program Review Council (IPRC), will be mandatory in 2012. Questions regarding content should be addressed to VCAA.
    2. Inclusion date of most recently completed Comprehensive Program Review and link to said review.
    3. Inclusion of Licenses & Exams on the ARPD rather than collected through the Graduate and Leavers Survey
    4. Copies of faculty aligned to programs were distributed to each campus. IR Cadre were asked to review.
    5. Note that for CTE programs, this will be the first year that the Standard Occupational Classification (SOC) codes will follow the official Classification of Instructional Program (CIP) codes. Expect changes from prior years.

- Academic Support – Template will be on-line in 2012. No changes from 2011 excel format. IR Cadre have administrative privileges and the ability to add program users per VCAAs direction. Most data is "campus provided." APAPA will populate student and faculty FTE numbers.

- Student Support Services – APAPA will work with VCSS on scoring rubric. Request not received in time for this year.

- Remedial and Developmental -- Additional lines have been added to include numbers and calculated percentages. A "Pipeline" section has been added to keep track of students needing remedial developmental instruction as well as those enrolled in the classes.

❑ Data Governance (DG) – Cheryl Chappell-Long distributed 06/20/12 drafts of UH Administrative Policy on Institutional Data Requests and Data Sharing Request Forms. Comments to her by 6/29 will be shared with the DG committee at the 7/2/12 meeting.

❑ Vice Chancellors Academic Affairs Update – Erika Lacro noted that the VCAAs are not meeting until September. She will ask for a replacement VCAA [note: since meeting VC Mike Pecsok has agreed to serve as liaison).

❑ Vice Chancellors/Dean of Student Services Update. Earl Nishiguchi noted that they were discussing possible changes to the COMPASS demographic questions. Leeward has purchased *Starfish* software; VCSS discussing administrative noting of credentials completed on student transcripts. Their next meeting will be a joint meeting with the VCAA.

❑ Registrars Update – no report.

Reminders/Announcements/ What's On Your Mind

- ❑ PacAIR Summer Institute June 28, 2012

- ❑ System Wide IR Meeting – July 30, 2012

- ❑ Banner Year-End Processing June 29th and 30th (ODS refreshes impacted)

- ❑ DAPIR- AtD – revised display of data in Goal 1. Data are the same. Display is stacked bar chart format vice pie charts.

- ❑ Spring 2012 End of Semester (EOS) July 2nd – pre freeze, July 23rd freeze

- ❑ AtD – Fall 2011 Cohort Submission. The UH community colleges are continuing participation with AtD. Colleges will submit data to JBL in the fall per usual.

- ❑ **Next meetings –** July 30th, Sept. 24th, Oct 29th, Nov 26th.
  Note—cancellation of August meeting.