UNIVERSITY OF HAWAI'I
University of Hawai'i Community Colleges
Thursday April 12, 2007
Polycom Meeting
IR Cadre Record of Proceedings

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

Sam Prather, APAPA	Jeff Hunt, WIN CC
Gary Shibuya, APAPA	Steven Shigemoto, HON CC
Diane Goo, ETC	Jeannie Pezzoli, MAU CC
Shawn Flood, HAW CC	Guy Nishimoto, KAP CC
Earl Nishiguchi, DOSS	Debbie Amby, MAU CC

Continuing Business

❑ Annual Report Program Data due Monday, April 16, 2007 – Cheryl Chappell-Long stated that an email will be sent to the Chancellors this afternoon requesting that the annual reports of Instructional and Student Services program data come from the Chancellor to avoid some of the multiple responses that we received last year. The report must include the list of programs and an annual report of program data for each program on the list. The emphasis is on standardization, therefore, it is important:
- That the excel spreadsheet of Quantitative Indicators be returned in the format sent and needs to have only the quantitative measure in the cell. If data in this cell is "not applicable," leave blank. If the number is zero, enter zero.
- If for some reason you need to add an explanation – add it on a supplemental sheet. (e.g. your source for Cost of Program per SSH).
- If your college has additional program measures used internally, do not include them on the spreadsheet.
- The seven excel sheets will be imported into a single ACCESS table – so please do **not** put anything in other than the measure and do **not** add measures to the spreadsheet.

For the ethnic distribution cell in the Student Support Services template use the table from the DIAD. A report on Academic support services data will not required this year.
The OVPCC Administrative Services Office is coordinating the collection of Administrative Services data.

New Business

❑ National Community College Benchmark Project (NCCBP) – Cheryl Chappell-Long stated that Participation Agreements have been sent to NCCBP. Copies of the agreements were distributed to the Oahu colleges and mailed to Neighbor Island colleges -- one copy for the

chancellor and one for the IR data contact person. For data elements, each college will collect and compile their own data and enter into the files that NCCBP will send to the data contact person. As we did on the DIAD and program review, there will be coordination/ commonality of definitions and sources e.g. IPEDS reports that are mailed to campuses.

- **Homework assignment for April 30th** meeting – review the data elements and be prepared to answer which elements you will need help on answering or that may not be available at your college.
- We will go through the list item by item at the April 30th meeting.

The project timeline is to submit college data in June 2007 and have data analysis returned by Fall 2007 to be used by the Strategic Planning Council. Cheryl Chappell-Long is the NCCBP system Administrative contact for billing purposes. Each college has identified a college Administrative contact.

❑ Business Intelligence Presentations – The goal is find a tool that puts information at the fingertips of the average Executive and Division Chair. We are looking for something easier than Brio, not intended to replace ad hoc queries. The Cadre expressed concerns about time, training, and personnel resources required to support such a tool. There was a question about the contract specifications. APAPA will try to get a copy.

- SAS presentation April 10th
- COGNOS tool presentation April 19th
- STAR – becoming an official source of information. A STAR demonstration will be conducted at the next IR Cadre meeting at Windward CC.

New Items and Other Matters

❑ Other Matters?
- Update on IT specialist position --Cheryl Chappell-Long stated there was an insufficient pool of qualified applicants for the previous two advertisements and the position will be re-described and readvertised. APAPA is working with system ITS for preliminary assistance on writing query routines for program review and other efforts and may ask some of you to share the routines you used to generate annual program data.
- Alignment of programs to occupation and occupational codes – Cheryl Chappell-Long stated that the CTE Deans annually review and set the crosswalk of programs to occupations. The crosswalk determines the occupational outlook information (EMSI data) provided for annual report of program data as well as the classification of traditional and non-traditional programs for Perkins. Please inform APAPA if there have been questions about alignment of programs.

Next Meetings:

On Site: Mondays (Windward CC in Ākoakoa Bldg. 1:00 to 4:30 pm)

April 30, 2007   May 21, 2007   June 25, 2007

POLYCOM (as needed): 06-07 meetings/sites to be schedule