

**University of Hawai'i Community Colleges**  
**Oahu Campuses – Windward**  
**Wednesday August 10, 2005**  
**1:00 – 3:00 PM**  
IR Cadre Meeting Proceedings

**PRESENT:**

Facilitator:	Cheryl Chappell-Long, APAPA	
	Shawn Flood HAW CC	Sam Prather, APAPA
	Jeff Hunt, WIN CC	Jeannie Pezzoli, MAU CC
	Geri Imai, ETC	Debie Nakatani Amby, MAU CC
	Gary Shibuya, APAPA	Esther Miller, KAU CC
	Jan Lubin, HON CC	

**Continuing Business**

- ❑ Self Study Demographic Information and Achievement Data (DIAD) template
  - The figures and tables in the DIAD template are the minimum required as per the direction of the Council of Community College Chancellors
  - Use excel spreadsheets embedded with the figures/tables to ensure commonality of data sources and presentation
  - General format rules:
    1. Tables/Figures notation format - Publication Manual of the American Psychological Association, Fifth Edition
    2. Use comma separators for numbers 1,000 and greater
    3. Decimal Places – one decimal place for computations conducted outside of source of data
    4. Center justify column data
    5. Number of years of data to be used are displayed in the DIAD template
  - Completion date: IR Cadre work completed on the DIAD template. The CC Academic Planning, Assessment, and Policy Analysis (APAPA) Office will pursue availability/sources of data for Figure 9 Retention. IR Cadre members work with campus staff for specific detail to be added to campus self study.
    - Table 1 (**Change: delete % signs in non-heading cells**)
    - Figs 3 & 4 Going Rate/Fall Enrollment High School Graduates – combine public/private data (figure 3 - campuses uses 3 columns: nation/UHCC/County; figure 4 - campuses use 1 column: Campus)
    - Table 2 International Student Enrollment – (**Change: chart, source data, and instructions provided in embedded spreadsheet.**)
    - Fig 6 State, Students, and Faculty Diversity – (**Changes: use columns state, county, students, faculty: Note: for State -- Under Major subheading "Race" use "one race" data**)
    - Figs 7 & 8 Hawaiian Students Enrolled – fill in campus data as the third column -- 1) instructions added to embedded spreadsheet; Hawaii CC data provided as example; 2) Chart titles changed (**Note change in "Source" wording on DIAD**)
    - Table 3 Employee Profile, – APAPA lead, data forwarded 8/10/05 from UHCC HR Office
    - Table 4 APAPA spreadsheets for table 4 with campus data forwarded 7/21/05

- o **Table 3,4,5 – APAPA will standardize format and distribute**
- o Fig 9 Student Retention – (data beyond fall 2001 not available Campuses may add supplemental figures e.g., Figure 9a)
- o Fig 10 Persistence – MAPS data sources provided, instructions annotated on excel spreadsheet (**Clarification: 1) for Fall 1999 and Spring 2000 use MAPS UH Spring Enrollment Report UH Community Colleges, this report was discontinued by unit Spring 2002: 2) For Fall 2001, 2002, 2003 use MAPS Spring Enrollment Report University of Hawaii**)
- o Fig 11 Annual Degrees and Certificates Awarded – Campuses may wish to use supplemental figure (11a) to show other certificates
- o Fig 12 Continuing Enrollment, Transfer, and Graduation – APAPA provided new tables in embedded spreadsheets
- o Table 6 Transfer to Other Institutions – APAPA provided directions in embedded spreadsheets and forwarded data in separate files (**Note additional information in Source**)
- o Fig 13 Basic Skills Completion – KAP (lead), APAPA (assist) – diskettes containing data and Access routines distributed/mailed to IR Cadre members. Course sequencing for ENG 21, Eng 22, Math 24/24X/Math 23 (**Note additional capture date information in Source**)
- o Fig 16 – Community College Survey Student Engagement (CCSSE) Benchmarks – Campus download chart from CCSSE website (use most recent survey data) – website and instructions for download embedded in spreadsheet

### **New Business**

- APAPA update
  - o August 29<sup>th</sup> IR Cadre on-site meeting **CANCELLED**
  - o Discussion on campus program reviews
  - o Proposed staff development on Academic Program Profiles for next on site meeting

### **Next Meetings:**

**On Site:** Monday (Windward CC in Ākoakoa Bldg, Rm. 107-09, 1 PM to 4:30 PM)

September 26th  
 October 31st  
 November (to be determined))  
 December 12th

**POLYCOM (as needed):** Wednesdays 1 PM to 3 PM (O‘ahu at WIN CC)

September 14th  
 October 12th  
 November 9th  
 December 14th

### **Attachments**

Agenda August 10, 2005  
 DIAD