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:
  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.
  o Table 1 (Change: delete % signs in non-heading cells)
  o 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)
  o Table 2 International Student Enrollment – (Change: chart, source data, and instructions provided in embedded spreadsheet.)
  o 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)
  o 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)
  o Table 3 Employee Profile, – APAPA lead, data forwarded 8/10/05 from UHCC HR Office
  o Table 4 APAPA spreadsheets for table 4 with campus data forwarded 7/21/05
Table 3, 4, 5 – APAPA will standardize format and distribute

Fig 9 Student Retention – (data beyond fall 2001 not available Campuses may add supplemental figures e.g., Figure 9a)

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)

Fig 11 Annual Degrees and Certificates Awarded – Campuses may wish to use supplemental figure (11a) to show other certificates

Fig 12 Continuing Enrollment, Transfer, and Graduation – APAPA provided new tables in embedded spreadsheets

Table 6 Transfer to Other Institutions – APAPA provided directions in embedded spreadsheets and forwarded data in separate files (Note additional information in Source)

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)

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 29th 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