UNIVERSITY
of **HAWAI'I**®
SYSTEM

University of Hawai'i Community Colleges
Windward Community College
1:00 – 4:00 PM Monday, December 17, 2007

IR Cadre Record of Proceedings

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

Shawn Flood, HAW CC	Earl Nishiguchi, DOSS
Steven Shigemoto, HON CC	Kathy Hill, DOI/ADOI
Wilson Lau, KAP CC	Geri Imai, Registrars
Jeffery Arbuckle, KAP CC	Kyle Hunt, APAPA
Guy Nishimoto, LEE CC	Sam Prather, APAPA
Charlotte Watanabe, LEE CC	Gary Shibuya, APAPA
Nalani Quinn, WIN CC	

Geri Imai, Liaison with the UHCC Registrars, and Kyle Hunt, APAPA were welcomed to the IR Cadre. Farewells were extended to Gary Shibuya who is retiring December 2007.

Continuing Business

❑ Annual Reports of Program Data – Cheryl Chappell-Long reviewed the requirements:
   • Instructional Programs – instructions in the OVPCC-AVPAA memo dated August 15, 2007. Official data definitions & data have been provided. Scheduled comprehensive program reviews should be posted to the college website.
   • Student Support Services – instructions in OVPCC-AVPAA memo dated October 27, 2007.
   • Academic Support Services – the system has not approved a template for reporting. There is no report due to the OVPCC; however, colleges are reminded to review the requirements of UHCCP #5.202.
   • Administrative Services – reports will be coordinated by the OVPCC Administrative Office.
      • Achieving the Dream (AtD) Initiative – Cheryl Chappell-Long and Earl Nishiguchi reviewed discussions from the AtD Core Team morning meeting. Of note is the need to provide system and college level data to the Core Team for review and setting strategic priorities prior to the Atlanta conference. The IR Cadre discussed uniform presentation of the data and posting to each college's website.
      • Further discussions regarding the accuracy/completeness of data in ODS – specifically the identification of 1ˢᵗ time students. Geri Imai noted that for the

first time on Banner, IRO has provided some data edits to the Registrars prior to the Census Date freeze.

- ❑ Strategic Planning -- Cheryl Chappell-Long and Kathy Hill noted that the UHCC Strategic plan will follow the format of the UH plan. There will be more performance measures taken from systemwide initiatives such as AtD, CCSSE, and NCCBP.
- ❑ NCCBP Spring 2008 collection – reminder that colleges need to complete the registration. NCCBP data submission is one of the standardized reports that is expected to be supported by COGNOS.
- ❑ Vice Chancellors Academic Affairs Update – Kathy Hill reported that the DOI/ADOI are considering discussing combining annual and comprehensive program review templates and separate template for developmental programs.
- ❑ Dean of Student Services Update – Earl Nishiguchi reported the anticipated availability of student intent survey data. Their meeting to revise annual program review template was postponed.
- ❑ Registrars Update – Geri Imai reported that the system is reviewing a system-wide common purge for non-payment date.
- ❑ December 18th systemwide meeting – Discussion and review of recurring college level reports. APAPA will compile a listing by next meeting.

Next Meetings:

- ❑ December 18th systemwide Culture of Evidence update meeting
- ❑ January 24th – systemwide Gate keeping meeting
- ❑ January 28th IR Cadre on-site meeting

On Site: Mondays (Windward CC 1:00 to 4:30 pm)

Spring 2008: Jan 28th; March 17th; April 28th; May 19th; June 30th

Polycoms to be scheduled as needed