PRESENTER:
Facilitator: Cheryl Chappell-Long, OVPCC-APAPA
Shawn Flood, HAW CC
Steven Shigemoto, HON CC
Wilson Lau, KAP CC
Jeffery Arbuckle, KAP CC
Guy Nishimoto, LEE CC
Charlotte Watanabe, LEE CC
Nalani Quinn, WIN CC

Earl Nishiguchi, DOSS
Kathy Hill, DOI/ADOI
Geri Imai, Registrars
Kyle Hunt, APAPA
Sam Prather, APAPA
Gary Shibuya, APAPA

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.
  - 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**