**University of Hawaiʻi Community Colleges**
**Windward Community College – 45-720 Keaʻahala Road**
**Akoakoa Building, Room 101**
**1:00 – 4:30 PM Monday, February 13, 2006**

IR CADRE MEETING PROCEEDINGS

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

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| Jeremy Escasa, LEE CC | Andy Rossi, LEE CC |
| Shawn Flood HAW CC | Sam Prather, APAPA |
| Jeff Hunt, WIN CC | Gary Shibuya, APAPA |
| Guy Nishimoto, KAP CC | Jan Lubin, HON CC |
| Earl Nishiguchi, DOSS liaison | Jeannie Pezzoli, MAU |
| Steven Wong, KAU CC | Geri Imai, ETC-WIN CC |
| Esther Miller, KAU CC | Brendon Hennessey, HON CC |
| Ross Egloria, HON CC | |

## Continuing Business

❑ Demographic Information and Achievement Data (DIAD) for self study was developed in response to the charge by the chancellors to have a common data set available for each college's self study.  The system DIAD is posted to the UHCC website.  Only a few colleges have posted their DIAD to their website.  Please contact APAPA if you need additional help to complete and post yours.  Discussed the need for college-wide dissemination of data contained on the DIAD.

❑ Program Review
  • Discussed and reviewed the requirements of the UHCC Instructional Program Review policy posted to the website (http://www.hawaii.edu/offices/cc/docs/policies/UHCCP_5.202-Review_of_Established_Programs.pdf).  Discussed the format and whether a common format would be used.
  • Reviewed the quantitative data requirements contained in the instructional program review template (attached) and discussed the use of quantitative indicators in other institutional effectiveness products (excel sheet attached).

❑ Instructional Program Review Data Definitions Clarification requested November 2005 – Mike Pecsok, DOI Liaison.  (Mike Pecksok was not available to discuss the following):
  • Student Semester Hours for program majors in all program classes
    This measure is not currently available in system wide reports.  It will require program faculty to identify the "program courses."  Those colleges that have begun to discuss how to define "program courses," have not been successful.  Can the Deans suggest a definition for "program courses"?  What about required "support" classes? If English 100 is required for the major, is it treated as a "program course"?  Is this different than the MAPS Crossover study?  Is this more applicable to General education and Pre Professional courses than to Career Tech Ed or vice versa?  The Cadre does not have a clear understanding of what the Deans are attempting to measure or what would change as a result of having the data.

- Cost of program per student Major
  The Cadre recommends defining this measure as "cost of program per FTE student major" Is this acceptable to the Deans? The Cadre recommends working with the Dir Admin Affairs to ensure that elements can be identified at the program level.

- FTE workload (credits/full teaching load)
  Collection will require prior input and maintenance of faculty workload information into Banner using the Faculty Workload Module. Input is at the class level by whomever it is at the college who builds and maintains the schedule of classes. It requires a common, system wide look-up table of codes for faculty workload activities. Have the Deans agreed to the entry and upkeep? If you have agreement, please identify a subcommittee that can work on the project. There will also be some definition decisions that will need to be made but those really come after the set up of the tables and the entry of course information.

❑ Student Services Program Review – Earl Nishiguchi, DOSS Liaison
  - Discussed and started development of a template of quantitative indicators definitions and sources (attached) to support the UHCC Policy on Program Review for Student Services.
  - Further clarification is required on several of the elements. Earl Nishiguchi will discuss these at the next DOSS meeting week of February 20th. DOSS are looking at the UH System Second Decade project for some measures.
  - Discussed CCSSE UHCC Consortium Questions (attached) and their potential use in the Student Services Program Review. An example by Houston Community Colleges was forwarded by email to college CCSSE coordinators.

❑ Reminder that the 2005 2006 Program Health Indicators (PHI) Report is **due April 15th.**

  - The annual PHI report on all Career Tech Education programs is a condition to receiving Perkins funding.
  - Colleges may use either the PHI format or UHCC Instructional Program Review (annual) format. The Academic Program Profile database (current through fall 2004) supports the PHI reports using data from MAPS reports which meets the ACCJC standards of good evidence. Fall 2005 MAPS reports for UHCC have not been received.
  - Economic Modeling (EMSI) labor demand data for the state and for each county was distributed Feb 4th by email. The alignment of majors to areas of occupation was approved by each college's Career Tech Ed dean/rep

❑ Reminder that Graduate and Leavers Surveys are due February 28, 2006. Prompt submission is encouraged as the data will be used to support the publication of the UH System Measuring Our Progress report. Critical elements required by the UHCC system are contained in the template (attached).

❑ Briefly discussed the Strategic Planning Group meetings and the biennial budget cycle. The Second Decade Project slide presentation by the UH System is posted (http://www.hawaii.edu/offices/app/seconddecade/) and contains relevant data for budget and assessment.

**Other Items:**

❑ Common Application – Jeff Hunt
- The UH system is updating the common application for admission. Discussion on adding academic subject certificates to the degree objectives – currently varied by college. Geri Imai noted that the system Registrars are reviewing the form.

- Discussed the ACCJC January response to November 2005 college and system visits posted at http://www.hawaii.edu/offices/app/aa/. Reminded that the April 8th presentation by Dr Amador is posted to the UHCC Accreditation Planning web page.

❑ APAPA update

- Discussed process and proceedings of the UHCC Course Prerequisite pilot study and Test Coordinators & Placement Advisory Groups. Reminded that prerequisite validations are requirements of both ACCJC standards and the Office of the State Director Career Tech Education.
- Discussed process and proceedings in the UH system adopting an institutional effectiveness/assessment tool such as HI-PASS (based on the Cal-PASS model)
- Cheryl Chappell-Long attended the February 2006 Perkins Data Quality Institute in DC and reported that the meeting reviewed and discussed the expected revision of the Core Indicator framework by the Office of Vocational and Adult Education.

❑ **Next On Site Meeting will be March 13, 2006, 1:00- 4:30 p.m. at Windward Community College (to remind, this meeting replaces the March 8th polycom and March 20th onsite meetings).**

**Future Meetings:**

**On Site**: Mondays (Windward CC in Ākoakoa Bldg, Rm. 101, 1 PM to 4:30 PM)

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| ❑ March 13th 2006 | ❑ May 22nd 2006 |
| ❑ April 24th 2006 | ❑ June 26th 2006 |

**POLYCOM (as needed):** Wednesdays 1 PM to 3 PM (Oʻahu at WIN CC)

❑ April 12, May 10, and June 14

**Attachments:**

Instructional Program Review template
Quantitative Indicators, Element by Type excel sheet
Student Services Program Review template
UHCC CCSSE Consortium Questions
Graduate and Leavers Survey UHCC System Requirements
Feb 13, 2006 Agenda