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University of Hawai'i Community Colleges

Windward Community College

1:00 – 4:00 PM Monday, February 23, 2009

IR Cadre Record of Proceedings

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Shawn Flood, HAW

Steven Shigemoto, HON

Yao Hill, KAP

Michael Wun, LEE

Jeannie Pezzoli, MAU

Jeff Hunt, WIN

Jan Lubin, WIN

Nalani Quinn, WIN

Kyle Hunt, APAPA

Wilson Lau, APAPA

Kathy Hill, DOI/ADOI

Earl Nishiguchi, DOSS

New Business

- ❑ Achieving the Dream Strategy Institute – Members who had attended the Institute (Shawn Flood, Yao Hill, Wilson Lau, and Kathy Hill) recapped highlights including: limit strategies/focus -- opportunity to speak directly with e-STATS staff, the variety of ways in which colleges communicate and the importance of campus wide coordination and collaboration. Reminders to check the *AtD Data Notes* and *Data Profiles* on the submission site
 - There was interest in the Survey of Entering Student Engagement (SENSE) <http://www.ccsse.org/sense/aboutSENSE/faqs.cfm> APAPA will follow up on the pricing. Earl Nishiguchi and Kathy Hill will follow up with their groups.
- ❑ National Student Clearing House Training – members who attended reported that the training was good but more targeted to Registrars and Financial Aid Officers.
- ❑ Small Undergraduate Class Report – Cheryl Chappell-Long noted that the databases have been sent to the Chief Academic Officers with a copy to the IR Cadre. Due Wednesday, March 4th
- ❑ Distance Education data requests – the UHCC Distance Education Committee has been asked to provide data. Use the Dynamic Reporting site as the source. [Request Access Course Data in Dynamic Reporting.](#)

Continuing Business

- ❑ Updates
 - DOI/ADOI Update – DOI have been discussing the alignment of programs to Standard Occupational Codes (SOC) as programs that have been “healthy” are now “cautionary” using the new benchmarks which include meeting market demand. Will be discussed at 2/26/09 I-PRC. DOI/ADOI continuing to discuss consistent/comparable measure for costs, as there has been drift from their prior agreements. March 5th joint meeting of DOI/ADOI, DOSS, and DOCET
 - Dean of Student Services Update – will be discussing AtD Institute attended by Mona Lee, Kapiolani CC
 - Registrars Update – no report

APAPA Announcements and Updates

- ❑ National Community College Benchmark Project (NCCBP) registration – Office of the Vice President for Community Colleges will pay the registration for each college. College responsible for completing registration.
- ❑ Kathy Hill reported that during the AtD institute, all colleges had been provided a CD with default information and asked to participate in a national study on risk factors. Colleges will provide demographic data which will be compiled nationally. Following discussion, the IR Cadre recommended that the request be worked through the Deans of Student Services. Earl Nishiguchi will follow-up.
- ❑ Graduate and Leavers Survey – question raised on returns using electronic surveys – how many reminders. Recommendation that if returns are small, IR member should work with immediate supervisor – opting out is not an option as the data are included in the Measuring Our Progress.

Future Meetings: -

On Site: Mondays (Windward CC 1:00 to 4:00 pm) March 23; April 27; May 18; June 29
(Polycoms to be scheduled as needed)