## University of Hawai'i Community Colleges
### Monday, February 26, 2007
### Windward Community College
### IR Cadre Record of Proceedings

**PRESENT**:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

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| Sam Prather, APAPA | Jeff Hunt, WIN CC |
| Gary Shibuya, APAPA | Roxy Salvador, HAW CC |
| Steven Shigemoto, HON CC | Diane Goo, ETC |
| Steven Wong, KAU C | Shawn Flood, HAW CC |
| Guy Nishimoto, KAP CC | Ross Egloria, HON CC |
| Earl Nishiguchi, DOSS | Marlene Lowe, WOC |

## New Business

❑ Economic Modeling Specialist, Inc. (EMSI) data – Cheryl Chappell-Long conducted an online demonstration of the EMSI website and description of data categories. She reminded that the Chancellors had agreed to use EMSI data vice Hawai'i Department of Labor. EMSI data tailored to instructional program reviews were provided to each college two weeks prior.

❑ Executive Policy Security and Protection Sensitive Information - (copies of proposed policy were distributed). Discussed elements of the policy. Cheryl Chappell-Long previously requested comments from the IR Cadre by separate email sent February 15. The policy will be discussed at the next Chief Academics Officer meeting. Physical security should also be a consideration and be addressed. It was the opinion of the IR Cadre that the function of the IT Office should be to provide for the security of data not define or limit data requirements.

## Continuing Business

❑ Program Review – (latest college-provided schedule of programs to be reviewed held by the APAPA office were distributed). Cheryl Chappell-Long stated that the Annual Report of Program Data due April 16, 2007 for Instructional Programs, Student Support Services Programs, and Administrative Services Programs. Data for Academic Support Services Programs will not be collected this cycle as the framework/template for collecting data is still in draft. A memo with attached forms for reporting program data for Instructional and Student Support programs will be forwarded to the colleges within the next two weeks. For Instructional programs, the excel workbook forwarded by the memo will be the preferred data reporting method; however, Program Health Indicators may be used in lieu of. The

Associate VP for Administrative Affairs, Community Colleges, will provide directions for collecting data for Administrative Services programs.

❑ Graduate and Leavers Survey – status provided and members reminded to use the format provided by the APAPA office. Due date is February 28, 2007.

❑ DOI Update – Mike Pecsok (not present)
   • Instructional Program Review 2007-2008 Template/memo from DOI/ADOI to I-PRC – Cheryl Chappell-Long reviewed the proposed revision and reminded that the revised format will be effective for use for 2007-2008.

❑ DOSS Update – Earl Nishiguchi stated the DOSS had agreed on a list of educational goals/occupational objectives. He will forward a sample copy. There was discussion about the use of pre-majors by the UH system. IRO is conducting meetings with the system DOSS and CCAO.

## Other Matters:

❑ ODS 3.0 lockdown – Members were reminded to change passwords per System IRO directions (Judy Shishido email 2/23/07). Discussion that freezing end of semester for Fall 2006 Grades had not been completed.

❑ 2007 Enrollment Open for National Community College Benchmarking Project (NCCBP) and the Kansas Study (copies of forms/procedures were distributed). Cheryl Chappell-Long conducted an on-line demonstration of the projects. The Kansas Study has no fee. The NCCBP is $1000/per college. Participation in the two projects will be recommended to the Chancellors.

❑ APAPA update
   • The IT Specialist position for the OVPCC has been re-advertised and will close March 19, 2007. Discussion on the difficulty colleges have had in filling similar positions due to the lack of applicants.

## Next Meeting:
**SAS "from your desk"**          March 19, 2007

   **On-site meeting will not be held**

**Polycom      April 12, 2007**

## Attachments:
   Agenda