



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges

Windward Community College

1:00 – 4:00 PM Monday, January 26, 2009

IR Cadre Record of Proceedings

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Shawn Flood, HAW

Jeff Hunt, WIN

Marv Kitchen, HAW

Jan Lubin, WIN

Steven Shigemoto, HON

Paul Sakamoto, OVPCC

Ross Egloria, HON

Kathy Hill, DOI/ADOI

Jeff Arbuckle, KAP

Kyle Hunt, APAPA

Guy Nishimoto, LEE

Sam Prather, APAPA

Charlotte Watanabe, LEE

Wilson Lau, APAPA

Michael Wun, LEE

Jeannie Pezzoli, MAU

New Business

- ❑ Dashboard Demonstration – Paul Sakamoto demonstrated Strategic Plan on-line dashboard. Goal is to have more Community College data available in the public domain, both in hardcopy and on the college's website.
- ❑ Annual Academic Support Program Data Reports
 - Status – DOI/ADOI designated a subgroup to work on a systemwide template (completed in Fall 2008 and agreed to use for this year). Specific procedures have not been finalized for inclusion in UHCCP 5.202.
 - Health Calls – Although the DOI/ADOI are still working on benchmarks, "health calls" should still be made as stated in UHCCP 5.202.
- ❑ Program Review Process
 - Remedial/Developmental - the requirements for the Annual Reports of Program Data are being developed by the Instructional Program Review Committee (I-PRC) with input from the Remedial/Developmental White Paper Group. Cheryl Chappell-Long distributed a draft template for discussion and comment.
 - Distance Education - ACCJC requires assessment of student performance in these classes. Issue is on the agenda for the next I-PRC meeting.
- ❑ Strategic Plan Performance Measures update process - APAPA will update the data (including AtD performance) prior to VP Morton's spring visits to the colleges. If Cognos is not operational then excel sheets will be used. VP Morton is discussing the strategic plan process with the CC Chancellors.

Continuing Business

- ❑ Annual Reports of Program Data status - UHCCP 5.202 requires the information to be publicly available -- post to the college website.
- ❑ Achieving the Dream
 - Strategy Institute February 17-20, 2009 attendees - (Shawn Flood, Kathy Hill, Guy Nishimoto, Wilson Lau)
 - e-Stats expected to be updated prior to Strategy Institute.
 - Now that data have been submitted, APAPA will compile “gatekeeper” courses and house in UHCC ODS tables.
- ❑ UHCC Strategic Plan documents are on the website – “UHCC Strategic Plan 2002-2010 Update” Please note that it is an UPDATE
http://www.hawaii.edu/vpaa/system_aa/cc_stratplan.html
- ❑ Updates
 - DOI/ADOI Update – meeting cancelled – no reports.
 - Dean of Student Services Update – not present.
 - Registrars Update – not present.

APAPA Updates

- ❑ **National Student Clearing House Training** – Feb 19 Waikiki Marriott. The forms and procedures for accessing the Clearinghouse can be found at <http://www.hawaii.edu/offices/app/opp/nsc/>
- ❑ **Pacific Postsecondary Education Council (PPEC)** “Factbook” – part of the Pacific Islands accreditation process --Hawaii CC, Honolulu CC, and Kapiolani CC are three participating institutions. Regional meeting to be held in April – more to follow.
- ❑ **COGNOS update** – APAPA and UH system staff currently working with consultants. VPCC priorities are Strategic Plan performance measures and AtD data. APAPA will coordinate/facilitate follow-up training and development.
- ❑ **Community College Inventory** ([Community College Inventory](#)): Focus on Student Persistence, Learning, and Attainment -- Strategic Planning Council members will re-surveyed to update the Strategic Plan. Colleges are also encouraged to use the survey (as evidence for Standard IV and update college strategic plan).

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