



**University of Hawai'i Community Colleges
Windward Community College
1:00 – 4:00 PM Monday, January 28, 2008**

IR Cadre Record of Proceedings

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Shawn Flood, HAW CC
Ross Egloria, HON CC
Steven Shigemoto, HON CC
Wilson Lau, KAP CC
Jeffery Arbuckle, KAP CC
Guy Nishimoto, LEE CC
Charlotte Watanabe, LEE CC
Debie Amby, MAU CC

Jeannie Pezzoli, MAU CC
Jeff Hunt, WIN CC
Nalani Quinn, WIN CC
Earl Nishiguchi, DOSS
Kathy Hill, DOI/ADOI
Geri Imai, Registrars
Kyle Hunt, APAPA
Sam Prather, APAPA

New Business

- ❑ December 18th Culture of Evidence Meeting, Windward CC - Cheryl Chappell-Long stated that VP Morton is positioning the UH Community Colleges to acquire and use a variety of tools for research, assessment, and standardized reporting. Attendees divided into groups to discuss/review current and future required reports. Charter and responsibility of the groups to be determined. Cognos is the tool that will probably be selected.
 - Cognos – UHCC will need to identify staff for licenses/training. The Cadre expressed concerns that community college requirements may not be fully addressed and that training will be conducted before receiving the software.

Continuing Business

- ❑ Achieving the Dream
 - Meetings – Jan 24 and Jan 25 – Cheryl Chappell-Long reported the Core Data team needed access to data and was awaiting data reports posted to college websites. Also, please provide a copy of data and the website link to APAPA when posting to the web.
 - Data files – Wilson Lau demonstrated pivot tables created to display college data in the format agreed to by the Core Team. Excel files with the data have been distributed to all.

- ❑ UHCC Strategic Planning – Cheryl Chappell-Long presented the latest UHCC system Strategic Plan PowerPoint draft. She discussed the action outcomes and performance measures and stated that college plans will be aligned to the UHCC plan. Alignment of UH System/UHCC System and college outcomes and measures are items that the Legislature is reviewing in their audit of the UH System.
- ❑ NCCBP Spring 2008 collection – Cheryl Chappell-Long reminded that colleges need to complete the registration which can be done on the website.
- ❑ Annual Reports Program Data – all data reports have been received by APAPA.
- ❑ Graduate and Leavers Survey/Measuring Our Progress – due Feb 29, 2008. Reminder – this year the UH System will publish Measuring Our Progress.
- ❑ Updates
 - Vice Chancellors Academic Affairs – Kathy Hill stated that the January DOI/ADOI meeting was postponed to February 14th. APAPA is on the agenda.
 - Dean of Student Services - Earl Nishiguchi reported that educational objectives survey on MyUH. The results will be made available on STAR. Earl will check availability in ODS.
 - Registrars – Geri Imai stated that the next Registrars meeting is Feb 20th. She noted that Registrars are receiving edit reports from IRO for data cleanup prior to the Census. Edits are mostly demographic info and may not meet all Cadre concerns.
- ❑ Microsoft Office Versions – some reported going to collegewide use of Office 2007 by Fall 2008. Important to select a product supported by UH-ITS. Issue is systemwide standardization. Until resolved, Cadre members should download the patch if not using at least Office 2003.
- ❑ NCCBP – Jeff Hunt gave a website demonstration of the different data reports and features available in the NCCBP database.

Next Meetings:

On Site: Mondays (Windward CC 1:00 to 4:30 pm)

Spring 2008: March 17th; April 28th; May 19th; June 30th

Polycoms to be scheduled as needed