

**University of Hawai'i Community Colleges**  
**Windward Community College – 45-720 Kea'ahala Road**  
**Akoakoa Building, Room 107**  
**1:00 – 4:30 PM Monday July25, 2005**  
**IR Cadre Meeting Proceedings**

**PRESENT:**

Facilitator:	Cheryl Chappell-Long, APAPA	
	Shawn Flood HAW CC	Guy Nishimoto, KAP CC
	Karen, Hayashida LEE CC	Sam Prather, APAPA
	Jeff Hunt, WIN CC	Jeannie Pezzoli, MAU CC
	Gary Shibuya, APAPA	Esther Miller, KAU CC
	Jan Lubin, HON CC	Andy Rossi, LEE CC
	Earl Nishiguchi, DOSS	Linka Corbin-Mulikin DOI

**Continuing Business**

- ❑ Self Study Demographic Information and Achievement Data (DIAD) template
  - The figures and tables in the DIAD template are the minimum required as per the direction of the Council of Community College Chancellors
  - Use excel spreadsheets embedded with the figures/tables to ensure commonality of data sources and presentation
  - The CC Academic Planning, Assessment, and Policy Analysis (APAPA) Office will pursue availability/sources of data for those figures/tables where data is not available or no longer available; data must be from an official source such as MAPS or IPEDS
  - General format rules:
    1. Cadre members suggested using the Microsoft WORD function --“insert – object – MS organizational chart” -- to build figure 5 organizational charts
    2. Tables/Figures notation format - Publication Manual of the American Psychological Association, Fifth Edition
    3. Use comma separators for numbers 1,000 and greater
    4. Decimal Places – one decimal place for computations conducted outside of source of data
    5. Center justify column data
    6. Number of years of data to be used are displayed in the DIAD template
  - **Completion date: August 15, 2005**
    - Figs 3 & 4 Going Rate/Fall Enrollment High School Graduates – combine public/private data (**Changes: figure 3 - campuses uses 3 columns: nation/UHCC/County; figure 4 - campuses use 1 column: Campus**)
    - Table 2 International Student Enrollment – APAPA lead - in discussions with System IRO
    - Fig 6 State, Students, and Faculty Diversity – (**Changes: use columns state, county, students, faculty**)
    - Figs 7 & 8 Hawaiian Students Enrolled – fill in campus data as the third column (**Changes: 1) instructions added to embedded spreadsheet; Hawaii CC data provided as example; 2) Chart titles changed**)
    - Table 3 Employee Profile – APAPA lead (**Awaiting data from UHCC HR Office**)

- o Table 4 APAPA (**spreadsheets for table 4 with campus data sent separately. Import and auto size table to fit window**)
- o Fig 9 Student Retention – (**data beyond fall 2001 not available**)
- o Fig 10 Persistence – MAPS data sources provided, instructions annotated on excel spreadsheet
- o Fig 11 Annual Degrees and Certificates Awarded – Campuses may wish to use supplemental figure to show other certificates
- o Fig 12 Continuing Enrollment, Transfer, and Graduation – APAPA provided new tables in embedded spreadsheets
- o Table 6 Transfer to Other Institutions – APAPA provided data in embedded spreadsheets
- o Fig 13 Basic Skills Completion – KAP (lead), APAPA (assist) – diskettes containing data and Access routines distributed/mailed to IR Cadre members. Course sequencing for ENG 21, Eng 22, Math 24/24X/Math 23
- o Fig 16 – Community College Survey Student Engagement (CCSSE) Benchmarks – Campus download chart from CCSSE website (use most recent survey data) – website and **instructions for download** embedded in spreadsheet

### **New Business**

- APAPA update
  - o August 29<sup>th</sup> IR Cadre on-site meeting may be cancelled due to conflicts with other ongoing activities
  - o Reminder on October 27, 2005 Cal-PASS meeting - from Karla Jones, State Director, Career and Technical Education, planning presentation for Thursday, October 27, 2005 (time & place to be specified at a later time); [www.cal-pass.org](http://www.cal-pass.org) for more information
  - o CCSSE – Campuses encouraged to also consider using the faculty survey in 2006

### **Next Meetings:**

**On Site:** Monday (Windward CC in Ākoakoa Bldg, Rm. 107-09, 1 PM to 4:30 PM)

- o August 29

**POLYCOM (as needed):** Wednesdays 1 PM to 3 PM (O‘ahu at WIN CC)

- o August 10th

### **Attachments**

Agenda July 25, 2005