University of Hawai'i Community Colleges
Windward Community College – 45-720 Kea'ahala Road
Akoakoa Building, 107-109
1:00 – 4:30 PM Monday, June 26, 2006

IR CADRE MEETING PROCEEDINGS

PRESENT:
Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Sam Prather, APAPA	Jeff Hunt, WIN CC
Gary Shibuya, APAPA	Guy Nishimoto, KAP CC
Jan Lubin, HON CC	Jeannie Pezzoli, MAU CC
Steven Wong, KAU CC	Ross Egloria, HON CC
Jeremy Escasa, LEE	Earl Nishiguchi, DOSS Liaison

New Business

❑ Cheryl Chappell-Long discussed the data security memo to VPs and Chancellors May 2006 by Edward Yuen, System Director of Human Resources (memo distributed) regarding the safeguards necessary to secure confidential Human Resources information in both hardcopy and electronic format. The following sources and links contained in the memo were displayed and discussed:
The memo is located at:
   http://www.hawaii.edu/ohr/downtemp/confidential.pdf
Hawaii Revised Statutes 92F(12) defines data which can be publicly disclosed:
   http://www.hawaii.edu/ohr/download/92F.pdf
Information Technology Services has the following reference guides to assist in helping to secure your workstation and passwords:
   Securing your Desktop:
      http://www.hawaii.edu/help/security/secdesk.html
   UH IT Safety Guide:
      http://www.hawaii.edu/help/security/pdf/UH_IT_safety_guide.pdf
   Password Guidelines:
      http://www.hawaii.edu/help/security/pdf/Password_Guidelines.pdf
 A general discussion followed centered on campus procedures on securing hard drives and protecting files. Strategies mentioned included secure servers, encryption, and snfr software. Recommendations were made that IR Cadre members should initiate discussions on their campus for review and update of college procedures.

❑ Research Calendar –
- Reviewed 1998 memo transferring positions and funding from Office of the Chancellor Community Colleges to the Colleges. Reviewed the institutional research functional responsibilities (excel sheet attached) forwarded by the memo.
- Discussed formulation of a systemwide Institutional Research Calendar. Items to be included are Perkins special population data, Graduate and Leavers Surveys, Program Review/Annual Reports, Small Classes, KPI Strategic Plan update, etc. APAPA will provide a calendar in due course. Colleges will work on their calendars.

❑ ODS June 7, 2006 Presentation
- Discussion of elements in the ODS and query tools to access the ODS. Cadre members indicated they will need training on both. IR Care members indicated that Deans and IR Care members need to be in the same room to discuss data reporting requirements in the ODS.
- Reviewed UH-IRO's statement of functional responsibility – MAPS reports and management of ODS to include frozen files (pre census, census, end of term, etc.).

Continuing Business

❑ Program Review – Cheryl Chappell-Long discussed the requirements of UHCC Annual Submission of Program Data on Instructional Programs – memo May 16, 2006; and, UHCC Annual Submission of program Data on Non-Instructional Programs and Comprehensive Program Reviews – memo May 26, 2006. Displayed and reviewed the tally of program review and annual program data information submitted by the colleges. Noted Legislative approval of 8.25 positions and $535,852 for Program Review and Program Improvement Fund.

❑ DOSS update
- Earl Nishiguchi gave a brief update on Kauai's SAS Enrollment Management pilot project. SAS staff are expected on campus this summer.
- Earl stated that the DOSS continue to review their quantitative measurements. Cadre recommended that DOSS/IR Cadre hold joint meeting. Earl will coordinate with APAPA.

❑ DOI update – Mike Pecsok not present.

New Items and Other Matters:

❑ APAPA update
- Cheryl Chappell-Long reviewed the discussions from the Perkins Data Quality Institute (DQI) June 2006 including proposed changes in permissible use of funds, definitions, and methodology.
- Measuring Our Progress will include CCSSE data (expected end of July).
- UHCC Self Study Timelines -- APAPA will update system DIAD update by September 1st. Recommend colleges do same. Discussed addendum Fall 06 Census data to give to team October.

- ❑ 2006-2007 IR Cadre schedule of meetings. On site set (see below). Polycoms dates after review availability of rooms/equipment (Thursdays/Mondays).
- ❑ Other Matters
  - Jeff Hunt asked about exchanging/sharing queries of ODS for standard reports.

Next Meetings:

On Site: Mondays (Windward CC in Ākoakoa Bldg. <u>1:00 to 4:30 pm</u>)

July 24, 2006	January 29, 2007
August 28, 2006	February 26, 2007
September 25, 2006	March 19, 2007
October 30, 2006	April 30, 2007
November 27, 2006	May 21, 2007
December 18, 2006	June 25, 2007

POLYCOM (<u>as needed</u>): 06-07 meetings/sites to be scheduled.

Attachments:

Securing Confidential Information Memo from Ed Yuen
Research activities excel spreadsheet
Agenda June 26, 2006