PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA
Shawn Flood, HAW   Ross Egloria, HON
Steven Shigemoto, HON   Jeff Arbuckle, KAP
Yao Hill, KAP   Guy Nishimoto, LEE
Charlotte Watanabe, LEE   Michael Wun, LEE
Jeannie Pezzoli, MAU   Brad Duran, MAU
Jeff Hunt, WIN   Nalani Quinn, WIN
Geri Imai, Registrars   Sam Prather, APAPA
Kyle Hunt, APAPA   Wilson Lau, APAPA

New Business

- Annual Reports of Program Data - Cheryl Chappell-Long reviewed the changes recommended by the Instructional program Review Council (I-PRC) which will be amended and updated on the website to match the current elements and process.
  - Element changes – discussed template previously distributed and noted:
    - Demand - new and replacement positions will be prorated between programs sharing the same SOC classification in same county.
    - Effectiveness - Certificates added to degrees with an unduplicated total.
    - Distance Education elements
  - Health Call Rubrics – APAPA will populate the Health Call fields using the I-PRC-approved scoring rubrics.
  - Remedial/Developmental – template is still being completed and will change Liberal Arts numbers
  - Liberal Arts – definition of demand has not been determined. Overall Health call will be calculated using Efficiency and Effectiveness categories only. Transfers will be added to the scoring rubric.
  - FTE BOR Faculty data are compiled by UH Human Resources Office per the PeopleSoft files. APAPA will send a copy to colleges to review prior to August.
August 2009 will be first annual report using full year data (Summer-Fall-Spring: half-count Fall, half-count Spring; add Summer data from G-funded classes only with a maximum of one student major over the terms).

- AtD – Fall 2008 Cohort Flag – Charlotte Watanabe will use the files as sent to the colleges for review. No college reported discrepancies (students who shouldn’t have been counted or missing and should have been counted).

**Continuing Business**

- Updates
  - DOI/ADOI Update – Kathy Hill needs to discuss method of determining costs per SSH with the DOI/ADOI.
  - Dean of Student Services Update – not present
  - Registrars Update -- Geri Imai reported that an on-line admissions application will be piloted for Manoa Spring 2010.

- Next meeting August 3, 2009 (No July meeting)

- What’s on your mind – a general discussion of how each colleges uses CCSSE data

**Future Meetings:**

**On Site:** Mondays (Windward CC 1:00 to 4:00 pm) (Polycoms as needed)

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<tr>
<td>July 2009 no meeting</td>
<td>January 25, 2010</td>
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<tr>
<td>August 3, 2009</td>
<td>February 22, 2010</td>
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