UNIVERSITY
of HAWAI'I®
SYSTEM

University of Hawai'i Community Colleges
Windward Community College
1:00 – 4:00 PM Monday, June 30, 2008
IR Cadre Record of Proceedings

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

Shawn Flood, HAW CC	Kyle Hunt, APAPA
Steven Shigemoto, HON CC	Wilson Lau, APAPA
Jeannie Pezzoli, MAU CC	Debie Amby, MAU CC
Jeff Hunt, WIN CC	Nalani Quinn, WIN
Earl Nishiguchi, DOSS	Kathy Hill, DOI/ADOI
Sam Prather, APAPA	Jeanette Dias, LEE CC
Guy Nishimoto, LEE CC	Charlotte Watanabe, LEE CC
Bradley Duran, MAU CC	

New Business

❑ CTE Deans/ Program Coordinating Councils (PCC) Perkins Conference – Cheryl Chappell-Long stated that the conference addressed Perkins Technical Skill Attainment based on Student Learning Outcomes (SLO). The law requires Technical Skill Attainment based on industry recognized skills (and assessment methodology) /credentials. She also discussed the ACCJC memo dated September 12, 2007 by Barbara Beno that forwarded a Rubric for Evaluating Institutional Effectiveness. The expectation is that colleges are past the planning stage and are at proficient level by the next comprehensive visit. A presentation on Curriculum Central (website is in the final stages of development) demonstrated a method of central collection/comparison of existing and new courses and SLOs. In addition to Perkins, ACCJC standards require regular review of curriculum.

Continuing Business:

❑ Instructional Program Review Committee (I-PRC) – The Subcommittee on benchmarks met and agreed that the first step is to use existing data to begin the process of identifying a methodology to determine health calls. Any recommended changes to existing indicators listed in the UHCC E5.202 Program Review Policy (http://www.hawaii.edu/offices/cc/docs/policies/5.202.pdf) should be submitted for review at the October 2008 I-PRC meeting.

❑ Annual Reports Program Data – Flagging program courses at program level has been completed. Wilson Lau stated that APAPA is still investigating ways to improve/revise instrument used to send annual program data to the colleges. Additionally this year,

BOR appointed faculty data will be provided (based on files from UH Human Resources -- the same data as IPEDS uses). There is still insufficient data collection methodology to support determining program costs. The occupational demand data (State and county) will be per the Standard Occupational Codes (SOC) as identified by the college to APAPA. DOI/ADOI and CTE Deans have been asked to review and revise the codes as needed. Cheryl Chappell-Long asked the Cadre to work with their Deans if programs indicate that the codes need to be revised.

❑ National Community College Benchmark Project – data looks good.

❑ COGNOS - Training scheduled to start July 28. The groups and class dates were discussed. Cheryl Chappell-Long stated that the rounds of training are: APAPA IT receives initial training early July; Round 2 is UH IRO sponsored and is for professional licensees; and Round 3 training will be scheduled by APAPA. More information to follow after APAPA receives initial training.

❑ Achieving the Dream - Colleges have the State and College Action Plans. Cadre members are encouraged to participate in associated discussions at their campus. The next AtD System meeting, July 16[th,] is a combined meeting of Core and Data teams.

❑ UHCC Strategic Planning – Strategic Outcomes have been updated with College revisions. The 2008-2015 Strategic Plan planning issues and assumptions require completion and will be addressed at the July 16 meeting. Plan to be completed in time to support accreditation mid-term reports for Fall 2009.

❑ Vice Chancellors Academic Affairs Update – Kathy Hill stated that the June meeting had been cancelled – the next DOI/ADOI meeting is July 24, conflicts with I-PRC subcommittee meeting.

❑ Dean of Student Services Update - Education goals update – Edgoal data was distributed. Earl Nishiguchi mentioned (email to be forwarded) that the Edgoal window/menu will not be turned on until mid fall. There was concern expressed that many students would be missed. Earl Nishiguchi and Kathy Hill, as liaisons, have been requested to raise the issue to Banner and UH-IRO through the Deans of Student Services and the Vice Chancellors Academic Affairs.

❑ Registrars Update – Earl Nishiguchi reported that Registrars are reviewing how to record career pathways and Construction Academy Courses on transcripts.

❑ Future Meetings - July 28, 2008 Meeting is cancelled due to COGNOS training. Polycoms may be scheduled if needed.

Other Matters

❑ ACCJC midterm reports – In order to meet Fall 2009 submission, colleges will need to work on reports this year. APAPA will update Demographic Information and Achievement Data (DIAD) to support reports.

❑ Fall events include:
- Career Tech Ed conference Nov 18-19,
- CCSSE workshop Nov 12 – will include AtD consortia data
- PACAIR Conference, September 29 – 30, 2008.

Next Meetings: -

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

2008-2009

| September 22 | October 27 | November 24 | January 26 | February 23 | March 23 |
| April 27 | May 18 | June 29 | | | |