

University of Hawai'i Community Colleges
Windward Community College – 45-720 Kea'ahala Road
Akoakoa Building, Room 101
1:00 – 4:30 PM Monday, March 13, 2005

IR CADRE MEETING PROCEEDINGS

PRESENT:

Facilitator:	Cheryl Chappell-Long, OVPCC-APAPA	
	Jeremy Escasa, LEE CC	Andy Rossi, LEE CC
	Shawn Flood, HAW CC	Sam Prather, APAPA
	Jeff Hunt, WIN CC	Gary Shibuya, APAPA
	Guy Nishimoto, KAP CC	Jan Lubin, HON CC
	Earl Nishiguchi, DOSS liaison	Geri Imai, WIN-ETC
	Steven Wong, KAU CC	Esther Miller, KAU CC
	Brendon Hennessey, HON CC	Mike Pecsok, DOI liaison
	Ross Egloria, HON CC	Dennis Kawaharada, Guest

Continuing Business

- ❑ Faculty Workload Module – Jan DeRyck reviewed the status of the workload module and gave demonstration of on-line screens. Dennis Kawaharada, lead from the DOI for the workload project, said that the DOI are discussing common definitions for non-instructional workload activities. Recommendation was made to invite Stella Ho-McGinnis from the Banner team to present an update. Faculty workload is a measure in both the Instructional Program Review and the UHCC Strategic Plan.

- ❑ Program Review – Cheryl Chappell-Long gave a review of the Program Review Policy located on the UHCC website noting in particular:

- BOR Approved programs PLUS college determined areas of emphasis
- Annual report of program data
- Based on agreed upon measurements

A sample college data definition template was presented for discussion. The Cadre decided not to proceed with the discussion.

- ❑ Instructional Program Review Data Definitions Clarification requested November 2005 – Mike Pecsok, DOI Liaison. Mike Pecsok gave a general background of the DOI's development of the instructional program review and noted that there were differing opinions as to the scope and number of quantitative measures. This continues to be an item of discussion for the DOI. In addressing the following items ---

- Mike said that this question is still under review by the DOI.

Student Semester Hours for program majors in all program classes

This measure is not currently available in system wide reports. It will require program faculty to identify the "program courses." Those colleges that have begun to discuss how to define "program courses," have not been successful. Can the Deans suggest a definition for "program courses"? What about required "support" classes? If English 100 is required for the major, is it treated as a "program course"? Is this different than the MAPS Crossover study? Is this more applicable to

General education and Pre Professional courses than to Career Tech Ed or vice versa? The Cadre does not have a clear understanding of what the Deans are attempting to measure or what would change as a result of having the data.

- The DOI agree with the Cadre's recommended definition
Cost of program per student Major
The Cadre recommends defining this measure as "cost of program per FTE student major" Is this acceptable to the Deans? The Cadre recommends working with the Dir Admin Affairs to ensure that elements can be identified at the program level.
 - As noted above, Dennis Kawaharada will return to provide an update on FTE workload (credits/full teaching load)
Collection will require prior input and maintenance of faculty workload information into Banner using the Faculty Workload Module. Input is at the class level by whomever it is at the college who builds and maintains the schedule of classes. It requires a common, system wide look-up table of codes for faculty workload activities. Have the Deans agreed to the entry and upkeep? If you have agreement, please identify a subcommittee that can work on the project.
There will also be some definition decisions that will need to be made but those really come after the set up of the tables and the entry of course information
- ❑ Program Review – Student Services, Earl Nishiguchi, DOSS Liaison. Postponed, Earl was not available.
- Follow up on definitions for Quantitative Indicators for Program Review
 - Update Status SAS Project
- ❑ Cheryl Chappell-Long reminded that 2005 2006 Program Health Indicators report is due **April 15th** and that submission is an annual requirement to receive Perkins funding. Colleges to use PHI format or annual instructional program review format.
- ❑ Graduate and Leavers Surveys due February 28, 2006. Received complete reports from Leeward and Windward.

Other Items:

- ❑ Hawaii CC asked what other colleges were using for the Stocktaking process. Cheryl Chappell-Long reviewed the last presentations located on the community college website.
- ❑ Andy Rossi discussed his experience in completing the College Board Survey Data. The responsibility for completing the survey varies by college. Andy said that he was able to get fall 2005 data from IRO and recommended others contact them directly.

Cheryl Chappell-Long reviewed on-going CC systemwide activities including the Placement Advisory Work Group, the 2006 CCSSE surveys, and the UHCC Standard IV.B workgroup.

Next Meetings:

Cadre agreed that the next meeting would be April 12, 2006 polycom. The April 24, 2006 is cancelled.

On Site: Mondays (Windward CC in Ākoakoa Bldg, Rm. 101 1 PM to 4:30 PM)

- ❑ May 22nd 2006
- ❑ June 26th 2006

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

- ❑ April 12th
- ❑ May 10th
- ❑ June 14th

Attachment

Agenda