



**University of Hawai'i Community Colleges
Windward Community College
1:00 – 4:00 PM Monday, May 19, 2008
IR Cadre Record of Proceedings**

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

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

New Business

- ☐ ODS granted roles - Current Oracle accounts have roles granted. Kyle Hunt will email instructions to members to determine/verify their granted ODS roles.

Continuing Business

- ☐ Annual Reports Program Data
 - Update flagging program courses at program level – APAPA will send a list (anticipated early June) of courses offered in Fall 05/06/07 to Chief Academic Officers (CAO). The CAO will assign courses to college programs. Kathy Hill will update the CAOs at their next meeting. Eventual inclusion in Banner under review/discussion.
 - APAPA program data vehicle for colleges – APAPA still investigating ways to improve/revise instrument used to send annual program data to the colleges.
- ☐ National Community College Benchmark Project
 - Working Group May 19th 9AM-12PM - beneficial morning workshop. Members may want to check where IPEDS files are being maintained on the campus.
- ☐ COGNOS Professional Licensees Training Dates - Recommend that “Professional” license holders attend the **UH-IRO July 28- August 1, 2008 initial session of training**. Colleges have provided a list of users and associated user level license- Professional, Business Author, or Consumer. We will be using the “train-the trainer” model. The

“Professional” license holders at your college will be the campus “go to people” for Cognos.

- ❑ Achieving the Dream (AtD)
 - State and College Action Plans – anticipate that the Achieve Organization will comment on and suggest revisions to the plans submitted. UHCC will be able to discuss/negotiate as necessary. APAPA will send a copy of the plan to the IR Cadre. Please note – the AtD Data and Core teams are now combined, next meeting is July 16. Colleges are reminded not to add students to the AtD cohorts.
- ❑ UHCC Strategic Planning
 - OVPCC Strategic Outcomes and Performance Measures May college visits – the VPCC, Associate VPs for Academic Affairs and Administration, and APAPA visited all colleges to present specific goals and measures. The VPCC gave examples of colleges’ fair share of the UH/UHCC strategic plan goals. Colleges will review the numbers presented and respond by the end of the May.
 - Goals/data excel sheets presentation – midcourse markers have been added to determine if measures are on track. APAPA is working on completing the glossary for the data fields.
- ❑ Vice Chancellors Academic Affairs Update – no updates, meeting end of week. Kathy Hill will ask how CAOs are using Ed Objectives.
- ❑ Dean of Student Services Update – will work with Financial Aid Officers to ensure consistency in entering financial aid information into Banner so that data required for Strategic Plan can be compiled.
- ❑ Registrars Update – Registrars meet June 4th. Will check on Edit/Error reports and release of student information.

Next Meetings: -

On Site: Mondays (Windward CC 1:00 to 4:00 pm)

2008-2009: June 30th, July 28th (pending Cognos Training), August -- no meeting scheduled, September 22nd, October 27th, November 24th, December -- no meeting scheduled, January 26th, February 23rd, March 23rd, April 27th, May 18th, June 29th.

Polycoms to be scheduled as needed