



UNIVERSITY OF HAWAII

OFFICE OF THE VICE PRESIDENT
FOR COMMUNITY COLLEGES

University of Hawai'i Community Colleges
Windward Community College – 45-720 Kea'ahala Road
Akoakoa Building, 107-109
1:00 – 4:30 PM Monday, May 22, 2006

IR CADRE MEETING PROCEEDINGS

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

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	Geri Imai, WIN-ETC
Jeannie Pezzoli, MAU CC	Steven Wong, KAU CC
Esther Miller, KAU CC	Mike Pecsok, DOI liaison
Ross Egloria, HON CC	Ken Kato, guest

Continuing Business

- ❑ Instructional Program Costs – Ken Kato, Director Administrative Services, Honolulu Community College provided a handout and reviewed and discussed Honolulu CC procedures for capturing program cost information to level 6. The Cadre agreed that the Chief Academic Officers need to decide what they want included that will allow comparable measures (direct costs, inventory, and workload) across the system. There was discussion that there is a more recent MAPS “expenditures report” than the one posted to the IRO website. (Proceedings update: Andy Rossi confirmed that FY 2003-04 MAPS "Expenditure Study" posted to the IRO website is the latest available).
- ❑ IPEDS – Graduate Rate Survey update – Gary Shibuya distributed the table of Fall 2002 Cohort Persistence and Graduation (150%) for the system and each college (filed on behalf of each college spring 2006 IPEDS GRS). He reviewed the methodology to produce this report and will provide a file to the student unit record for each college. The summaries (attached) previously provided for the DIAD were college level and more detail is needed for program review. (Proceedings update: detailed files distributed electronically June 1, 2006)
- ❑ Program Review – Cheryl Chappell-Long discussed the requirements of the UHCC Annual Submission of Program Reviews of Instructional Programs memo dated May 16, 2006. She started by reviewing the background for the establishment of UHCCP #5.202 October 2005, policy on Review of Established Programs. She noted that when ACCJC visited November 2005, all colleges reported they were doing program review and the UHCC system had a

policy and procedures for systemwide reviews and reports in place. The #5.202 policy calls for an annual report of program data on all programs to be made by the Vice President for Community Colleges (VPCC) to the Board of Regents (BOR). The policy requirement for an annual report by the VPCC to the BOR addressed a previous ACCJC concern that the BOR wasn't sufficiently involved in community colleges and their accreditation process. Also, the BOR responded by adding members to the CC committee and four additional committee meetings:

- CC Mission (Nov 05)
- Financial Health (April 06)
- Program Review (July 06)
- Planning Directions for Next Year (before Oct 06)

The policy requires comprehensive reviews on all BOR approved instructional programs, additional clusters identified by the college, AND reviews on non-instructional programs at least every five years. The policy also calls for annual reports of program data on all programs.

- The May 16th Memo requests the colleges to provide their annual report of program data on all instructional programs.
 - Cheryl Chappell-Long requested IR Cadre members to review their reports to identify and recommend key comparable measures across the system for the VPCC to assess and report to the BOR.
 - Mike Pecsok requested that IR Cadre members identify the elements they feel sound about.
- Cheryl Chappell-Long stated there would be a separate memo request to the colleges for their comprehensive program reviews and annual reports on all non-instructional programs. The memo will request the link to the college's website which contains the comprehensive program reviews (instructional and non instructional) that were included in the college-prepared schedule presented to the BOR March 2005. Cheryl Chappell-Long distributed copies of the schedules and stated that any changes/amendments to the comprehensive review schedule should be noted in the response.

New Items and Other Items:

- APAPA update – Cheryl Chappell-Long provided status on:
 - The Placement Advisory Work Group – will resume in fall 2006
 - PHIs - After initial review some will be returned for revisions (format, consistency of data, Perkins year data)
 - Further discussion centered on due dates for the PHIs and the Perkins data requirements versus annual program reviews. Cheryl Chappell-Long reminded that either the PHI or annual program review format was acceptable to satisfy Perkins requirements (college choice); however, keep in mind the program review policy requirement for an annual report on all programs.
 - Prerequisite Validation pilot study Work Group has identified a research design and methodology and work will continue over the summer.

- CCSSE 2006 update – the system will have consortium data to review. Colleges will have updates for DIAD. Looking at September 2006 to schedule a CCSSE system wide workshop to be presented by CCSSE central office personnel.
 - Measuring Our Progress meetings will be held to coordinate data inputs for the 2006 update. Graduate/Leaver and CCSSE survey data provide the majority of the quantitative indicators used.
 - UHCC Standard IV.B. Work Group has produced their final draft which included the approved system functional roadmap (posted to the website).
- ❑ Other matters
- Cadre members requested that APAPA produce a master schedule of required reports.
- ❑ 2006-2007 IR Cadre schedule of meetings – reached consensus that end of the month Monday works well and schedule polycoms as needed.

Next Meetings:

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

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

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

NOTE: June 14, 2006 POLYCOM is **CANCELLED**

Attachments:

IR Cadre Agenda May 22, 2006
 Transfers NSC-Summary.xls
 Figure 12 Cohort.xls
 TransferData from NSC.xls