PRESENT:
Facilitator: Cheryl Chappell-Long, OVPCC-APAPA
Jeremy Escasa, LEE 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
Earl Nishiguchi, DOSS liaison Jeannie Pezzoli, MAU
Linka Corbin-Mulikin, DOI liaison

Continuing Business

- Graduate and Leavers Survey data files and memo with addendum containing UH System required questions (attached) was discussed/distributed. Survey reports with separate electronic copies are due to OVPCC-APAPA February 28, 2005.

- Perkins 2004 - 2005 Data cd-roms for each college were distributed through the UHCC Career Tech Ed Deans meeting (2 copies per college)

- Program Health Indicator (PHI) report format (attached) was distributed/discussed. PHI reports are due to OVPCC-APAPA April 15, 2005.
  - Colleges are required to report on all Career Technical programs. This is a transition year; colleges may use PHI format or Program Review format.
  - Career Technical Education (CTE) Majors to Occupational Codes (attached) were distributed for occupational demand and outlook items in both the PHI and the Program Review. These are the programs for which APAPA will provide occupation demand data (from EMSI). Colleges are required to compare the list to the programs they will review.

- Quantitative Indicators for Program Review – Definitions were reviewed/discussed. Revisions were made to the template (attached). Further discussion required on:
  - Student Semester Hours for program majors in all program classes
    This measure is not currently available in systemwide 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.
- **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.

- **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, systemwide 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. **OVPCC-APAPA will ask Jan DeRyck, CBA to present status of Faculty Workload project.**

- Student Services Program Review - Earl Nishiguchi stated a presentation would be made at the next IR Cadre meeting.

**Other Items:**

- The Cadre thanks Linka Corbin-Mulikan who has served as the liaison with the Deans of Instruction. Mike Pecsok, Leeward Community College, will replace her in January.
- **APAPA update**
  - ACCJC visits – Cheryl Chappell-Long discussed visit to the UHCC System Office regarding system program review.
  - National Student Clearinghouse demo and hands-on workshop December 8th – IR cadre members encouraged to attend. Make reservations through the OVPCC-APAPA office for hands-on workshop.
  - Community Colleges Survey of Student Engagement (CCSSE) 2006 – UHCC will participate as a consortium which will allow additional questions. Inputs were solicited from Chancellors/Deans. Meeting of CCSSE Campus Coordinators is scheduled December 1, 2005.
  - Strategic Plan – discussed data requirements for the Key Performance Indicators (KPI).
  - *Measuring our Progress* (MOP) – prompt submission of Graduate and Leaver Survey reports is particularly important for timely publication of 2006 MOP edition.

**Next Meetings:**

*Please note the December on-site and polycom meetings have been cancelled*

**On Site:** Mondays (Windward CC in Ákoakoa Bldg, Rm. 107-09, 1 PM to 4:30 PM)

- January 30th 2006
- February 27th 2006
- March 20th 2006
- April 24th 2006
- May 22nd 2006
- June 26th 2006
POLYCOM (as needed):  Wednesdays 1 PM to 3 PM (O‘ahu at WIN CC)

- February 8th
- March 8th
- April 12th
- May 10th

Attachments

Agenda
2006 UH Community College PHI Report format
CTE Majors to Occupation Codes
Quantitative Indicators Template