



**University of Hawai'i Community Colleges  
Windward Community College  
1:00 – 4:00 PM Monday, November 26, 2007**

**IR Cadre Record of Proceedings**

**PRESENT:**

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Shawn Flood, HAW CC  
Steven Shigemoto, HON CC  
Ross Egloria, HON CC  
Wilson Lau, KAP CC  
Jeffery Arbuckle, KAP CC  
Guy Nishimoto, LEE CC  
Charlotte Watanabe, LEE CC  
Jeannie Pezzoli, MAU CC

Debie Amby, MAU CC  
Bradley Duran, MAU CC  
Nalani Quinn, WIN CC  
Earl Nishiguchi, DOSS  
Kathy Hill, DOI/ADOI  
Gary Shibuya, APAPA  
Sam Prather, APAPA

**Continuing Business**

- ❑ Annual Reports of Program Data – Cheryl Chappell-Long reviewed the requirements:
  - Instructional Programs – instructions in the OVPCC-AVPAA memo dated August 15, 2007. Official data definitions & data have been provided. Scheduled comprehensive program reviews should be posted to the college website.
  - Student Support Services – instructions in OVPCC-AVPAA memo dated October 27, 2007.
  - Academic Support Services – the system has not approved a template for reporting. There is no report due to the OVPCC; however, colleges are reminded to review the requirements of UHCCP #5.202.
  - Administrative Services – reports will be coordinated by the OVPCC Administrative Office.
- ❑ Achieving the Dream (AtD) Initiative – members gave the status of data submissions to JBL. The canned data reports from JBL need to be posted to each college website for use by the AtD Core & Campus teams before the December 17, 2007 meeting. Wilson Lau will email Amy (JBL data staff) regarding the code definitions for financial aid categories. Reminder that deadline for final submission & lock down of all general student and term files is mid Decembers. Colleges not meeting the deadline will not have national data comparisons or be in eSTATS.
  - January 25, 2008 - VP John Morton and the OVPCC will coordinate an all day working session to discuss tracked and not-tracked gatekeeper courses as defined by

Achieving the Dream and possible strategies to meet expectations of Achieving the Dream and the strategic planning/budgeting. This meeting will help us prepare for the ATD Strategy Institute in early February.

- Concerning differentiation of 0.00 gpa, the IR Cadre is exploring adding an Additional non-credit attempted field to the term files. Nalani Quinn will research field name and appropriate values.
- ❑ Strategic Planning Council - Cheryl Chappell-Long stated that the Council will conduct an all day meeting December 14, 2007 to complete the homework on establishing goals, objectives and measures for the UH System 2008-2015 Strategic Plan.
- ❑ Vice Chancellors Academic Affairs Update – The DOI/ADOI have appointed Kathy Hill as their liaison to the IR Cadre. Kathy Hill stated that at the January 17, 2008 DOI meeting, each college will bring a list of their programs and present how they determined the status of health for the program (Healthy/Cautionary/Unhealthy). The issue of establishing program benchmarks at the colleges by the December 15 was discussed.
- ❑ Dean of Student Services Update – Earl Nishiguchi stated the DOSS will meet November 28 to revise the Student Services Program date template for the next cycle. He gave an update on the student intent files – he will forward information to the IR Cadre. (email forwarded to the IR Cadre December 1, 2007).

### **New Business**

- ❑ CCSSE Consortia questions – Cheryl Chappell-Long stated that for CCSSE 2008, colleges will receive individual, UH System Consortium, and AtD Consortium reports. OVPCC will register the colleges for the consortium reporting. Reports will also be provided on Hawaiians and CTE vs LA.
- ❑ December 18<sup>th</sup> systemwide meeting - Cheryl Chappell-Long stated that the all-day meeting at Windward CC will include DOI/ IR Cadre and address the expected business intelligence tools, tracking systems, and other reporting environments and how the UHCC system will develop the reporting tools we need.
- ❑ Graduate and Leavers files – Gary Shibuya stated that he expects to have completed and distributed the Graduate and Leavers files by the end of the week.
- ❑ Perkins Consolidated Annual Report (CAR) data will be distributed to the colleges this week.

### **Next Meetings:**

- ❑ The members supported the regular meeting on December 17<sup>th</sup>.

**On Site:** Mondays (Windward CC 1:00 to 4:30 pm)

Spring 2008: Jan 28<sup>th</sup>; March 17<sup>th</sup>; April 28<sup>th</sup>; May 19<sup>th</sup>; June 30<sup>th</sup>

**Polycoms to be scheduled as needed**