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**University of Hawai'i Community Colleges
HALE KUHINA Building Room 106
1:00 – 4:00 PM Monday, October 26, 2009
IR Cadre Meeting Proceedings**

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA
Shawn Flood, HAW
Steven Shigemoto, HON
Charlotte Watanabe, LEE
Jeannie Pezzoli, MAU
Nalani Quinn, WIN
Kyle Hunt, APAPA
Geri Imai, Registrars
Jan Lubin, WIN
Earl Nishiguchi, DOSS

Ross Egloria, HON
Guy Nishimoto, LEE
Michael Wun, LEE
Jeff Hunt, WIN
Sam Prather, APAPA
Wilson Lau, APAPA
Yao Hill, KAP
Guy Nishimoto, LEE



New Business

- ❑ Annual Reports of Program Data (APRD)
 - Instructional – IR Cadre members' questions (use of EMSI data, reporting fiscal year graduates, etc) and issues concerning health calls and the ARPD Scoring Rubric need to be conveyed to their college representative on the UHCC Instructional Program Review Council (I-PRC) for discussion. The VPCC has asked colleges to report status on the ACCJC Scoring Rubric. Questions on the rubric need to be addressed to the college ALOs.
 - Student Services Draft Template & Glossary – The draft template & glossary were distributed for discussion. Earl Nishiguchi stated that CCSSE data will be included in the template for next year. Template needs to be revised to include demand, efficiency, and effectiveness categories. Other discussion addressed definition/source of resident /nonresident data and including data on how the diversity of students compares to community diversity. Recommendation was made to invite the Employment Training Center Director to the next DOSS meeting.
 - Academic Support – Used a pilot template last year. I-PRC will address using demand, efficiency, and effectiveness categories, developing a scoring rubric and including programs listed as Academic Support by colleges and not included within the pilot template (e.g. continuing and international education).
- ❑ Achieving the Dream -- JBL Files – timely submission is most important. Deadline for this year is November 16. Wilson Lau said APAPA is updating the scripts in BWIKI.

- Cognos portal demonstration – Kyle Hunt conducted a demo of AtD Goal 5. First three cohorts included all credentials. Fall 2007 cohort includes only Certificates of Achievements (CA) and above. In order to be consistent with UH IRO/Strategic Planning data, APAPA will resubmit prior cohort completions to JBL.
- ❑ ODS Upgrades – From version 3 to 8, everything will not be updated. Emails from UH-IRO instructed users to update their password by November 3. APAPA is compiling a list of needed elements not currently found in ODS. Email APAPA for any items not in ODS that you want included.
- ❑ NCCBP – All members are encouraged to see that information is communicated across the campus.
- ❑ Perkins Consolidated Annual Report (C.A.R) – Files will be sent in November. Expect that there will be some changes in core indicators for non-traditional students as some colleges made changes in their Standard Occupational Classification (SOC) codes which cause majors to be added or deleted from the list of majors that train for non-traditional occupations.

Continuing Business

- ❑ Updates
 - DOI/ADOI Update – no report
 - Dean of Student Services Update –no addition to above.
 - Registrars Update -- Geri Imai reported that the on-line application still has some bugs but is going better than expected. Discussion on institutional varied practices for change of major deadlines.
- ❑ **Next meeting November 23, 2009**
- ❑ What's on your mind
 - VPCC Campus Visits – Windward and Hawaii reported visits were informative and well received.

Future Meetings: -

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

December 2009 – no meeting	April 26, 2010
January 25, 2010	May 24, 2010
February 22, 2010	June 28, 2010
March 29, 2010	