



**UNIVERSITY
of HAWAII®**
SYSTEM

**University of Hawai'i Community Colleges
Windward Community College
1:00 – 4:00 PM Monday, October 27, 2008
IR Cadre Record of Proceedings**



PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Shawn Flood, HAW

Steven Shigemoto, HON

Jeff Arbuckle, KAP

Yao Hill, KAP

Guy Nishimoto, LEE

Charlotte Watanabe, LEE

Jeff Hunt, WIN

Nalani Quinn, WIN

Kathy Hill, DOI/ADOI

Earl Nishiguchi, DOSS

Bradley Duran, MAU

Kyle Hunt, APAPA

Sam Prather, APAPA

Wilson Lau, APAPA

Marv Kitchen, HAW

Jan Lubin, WIN

New Business

- ❑ Annual Reports Program Data – Health Call Benchmarks. Cheryl Chappell-Long reported a subgroup of the Instructional Program Review Committee (I-PRC) had established a pilot scheme or rubric for determining “Health” which was adopted by the full I-PRC as a pilot for the reports due December 2008. At the spring meeting, the I-PRC will work on additional measures for Liberal Arts and consideration of Perkins measures within the scoring rubric. The pilot rubric was distributed and discussed.

Continuing Business

- ❑ Annual Program Review Process
 - Formal mechanism to collect inputs on our annual program review process and data elements - Cheryl Chappell-Long reiterated that the UHCCP 5.202 on Program Review called for all units to review annually how the policy was working. Further, the I-PRC is charged with review of the policy and procedures and recommending changes to the VPCC.
 - Annual Report Program data (ARPD) – APAPA stated that an error was discovered in the degrees and certificates of achievement data. Updated electronic files will be sent to each college.
- ❑ Achieving the Dream – Campus Submission to JBL not later than 11/15/08
 - October 23rd working group outcomes – APAPA will generate the general student record and some items in the term file. Working teams have been established to work on the remaining term file data elements. Shawn Flood is

coordinating the efforts of the working groups. APAPA office is constructing warehousing tables in ODS for the AtD initiative – details on Bwiki. Working Group results will be reported and monitored on BWIKI. Colleges remain responsible for the validity of their own data.

- Additional Gatekeeper Classes -- no need to populate for the November 15 AtD submission -- will be completed later.

❑ UHCC Strategic Planning

- Update – the Cadre was asked for input on determining how to measure faculty turnover. One suggestion was comparing tenured to non-tenured faculty. The Human Resources Offices will also review the measure. The final list of STEM majors will be distributed with the updated spreadsheets.
- VPCC is visiting all colleges to discuss the Strategic Plan and Budget process. He has been to KAP/LEE/MAU colleges – visits are going well.

❑ Cognos Training Update – APAPA stated that the UH system Data Modeling Group is still working on a training schedule.

❑ Updates

- Vice Chancellors Academic Affairs Update – Kathy Hill stated that the AtD online reporting tool was discussed at the last DOI/ADOI meeting (reporting tool demo'd at last IR Cadre meeting). Also, colleges will use the ACCJC definitions of persistence and retention (ACCJC and AtD definitions differ).
- Dean of Student Services Update – Earl Nishiguchi stated that “data driven” was the main theme at a conference he attended in Florida. General discussion ensued on the Florida CC system and the robust staff and IT systems they have to provide data. The DOSS are working on revising the program review template. With regard to collecting Educational Goals data, the IR Cadre support activating
- Registrars report – not in attendance.

Next Meetings: -

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

Polycoms to be scheduled as needed

November 12; January 26; February 23; March 23; April 27; May 18; June 29

November meeting replaced by November 12th AtD/CCSSE workshop 9-4 @ Windward