

**University of Hawai'i Community Colleges**  
**Windward Community College – 45-720 Kea'ahala Road**  
**Akoakoa Building, Room 107**  
**1:00 – 4:30 PM Monday, October 31, 2005**

**IR CADRE MEETING PROCEEDINGS**

**PRESENT:**

Facilitator:	Cheryl Chappell-Long, APAPA	
	Jeremy Escasa, LEE	Andy Rossi, LEE CC
	Shawn Flood HAW CC	Sam Prather, APAPA
	Jeff Hunt, WIN CC	Gary Shibuya, APAPA
	Esther Miller, KAU CC	Guy Nishimoto, KAP CC
	Jan Lubin, HON	Earl Nishiguchi, DOSS liaison
	Jeannie Pezzoli, MAU	Linka Corbin-Mulikin, DOI liaison

**Continuing Business**

- ❑ Program Review
  - Distributed and discussed copies of the UHCC Policy on Program Review.
    - Quantitative Indicators for Program Review – reviewed the definitions; some colleges distributed materials for discussion and some will forward their definitions separately. See annotated Quantitative Indicators table (attached).
    - Academic Program Profile databases – provided a disc copy to each college; conducted interactive discussion on the database content and procedures. Noted some System IRO reports no longer available resulting in incomplete data sheets (see attached).
- ❑ Demographic Information and Achievement Data (DIAD) for self study – will be posted to the UHCC website
- ❑ Program Health Indicators – reiterated that as a condition of receipt of Perkins money, all CTE programs must be reviewed and a health determination of each program must be provided annually. In this transition year colleges may:
  - Use current PHI format or
  - Use annual program review format (Attachment 1-b UHCCP #5.202)
- ❑ Graduate and Leavers from 2004-2005 Surveys
  - Files will be distributed during or before November 21<sup>st</sup> on-site meeting
  - At the request of the Cadre, the due date for this year's reports is extended to February 28, 2006. Discussed increased emphasis on timeline as the data will be included in the next edition of the UH System publication “Measuring Our Progress” (MOP).
  - Discussed increased attention to the format for the questions set by the system for elements that provide data for system reports, publications, and the Strategic Plan.

**Other Items:**

- ❑ APAPA update
  - Economic Modeling Software Inc. (EMSI) Demo (October 13<sup>th</sup>) occupational demand data for BOR approved programs will be provided by APAPA for annual Program Review. Colleges encouraged to work with EMSI for additional needs.

- Cal-PASS demo (October 27<sup>th</sup>) The Office of the State Director Career Technical Education working with DOE and UH System to move ahead on this project.
- National Student Clearinghouse demo (December 8<sup>th</sup> and 9<sup>th</sup>) - Emails will be sent separately to confirm general demonstrations and a separate hands-on training session. **[Nov 21<sup>st</sup> will discuss feasibility of a concurrent IR Cadre meeting.]**
- CCSSE 2006
  - All colleges will participate as a consortium which allows additional, UHCC unique survey questions. Inputs were requested.
  - CCSSE Coordinators meeting is tentatively scheduled for December 1, 2005.
- Course Placement System – meetings to be held November 5, 2005, to discuss English Reading placement scores and Math course content.
- BOR Community College Standing Committee Meeting
  - First of four meetings on November 4, 2005 to provide general overview.
  - UHCC Standard IV.B.1 workgroup meeting with BOR on November 4, 2005 to discuss Governance and gain additional information to write the descriptive summary for Standard IV.B.1

### **Next Meetings:**

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

- ❑ November 21<sup>st</sup>
- ❑ December 12<sup>th</sup>
- ❑ **POLYCOM (as needed):** Wednesdays 1 PM to 3 PM (O‘ahu at WIN CC)
- ❑ December 14<sup>th</sup> (will be cancelled if onsite held December 12<sup>th</sup>)
- ❑ February 8<sup>th</sup>

### **Attachments**

Agenda  
 Quantitative Indicators Table  
 IR Cadre Program Review Quantitative Indicator Responsibility  
 Sample Academic Program Profile Database screen