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
  o 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 21st 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 13th) 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 27th) 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 8th and 9th) - Emails will be sent separately to confirm general demonstrations and a separate hands-on training session. [Nov 21st 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 ʻĀkoakoa Bldg, Rm. 107-09, 1 PM to 4:30 PM)

- November 21st
- December 12th

- **POLYCOM (as needed):** Wednesdays 1 PM to 3 PM (Oʻahu at WIN CC)

- December 14th (will be cancelled if onsite held December 12th)
- February 8th

**Attachments**

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