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SYSTEM

**University of Hawai'i Community Colleges
HALE KUHINA Building Room 106
1:00 – 4:00 PM Monday, January 24, 2011
IR Cadre Meeting Proceedings**

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA
Shawn Flood, HAW
Ross Egloria, HON
Lynn Inoshita, HON
Jon Kalk, KAU
Charlotte Watanabe, LEE
Kyle Hunt, APAPA
Jeannie Pezzoli, MAU
Jeff Hunt, WIN
Nalani Kaun, WIN
Wilson Lau, APAPA
Geri Imai, Registrars Liaison
Sam Prather, APAPA

New Business

- ❑ Welcome Jon Kalk, Kauai CC IR.
- ❑ IR Cadre members for Student Services ARPD template methodology - Cheryl Chappell-Long discussed convening a working group of IR Cadre members to research/recommend data and methodology for the revised Student Services template for the ARPD. She also suggested a similar group to review the design of the Demographic Information and Achievement Data report in light of the revised ACCJC expectations. The working group will address the template first. Polycorn will be made available.
- ❑ COMPASS Perkins and Grants data questions (distributed) on demographic data - Cheryl Chappell-Long requested members to review the questions and provide comments/additions. Questions will then be vetted by the Vice Chancellors. Several members discussed including Ed goals questions which are presented as a voluntary fill-in popup in the online application process. Request was made to Geri Imai to demo the on-line application at the next meeting.
- ❑ AtD Hawaii Strategy Institute presentation March 4&5 – Lynn Inoshita reported the last presentation on IR was well received and a similar presentation will be made. Volunteers are needed to assist in the preparation and presentation. Please contact Lynn if you want to help.
- ❑ Common Application Deadline (distributed) – Cheryl Chappell-Long stated the proposed research question is – Is the date a student applies to the college a factor in student success? Do students admitted closer to the beginning of the semester (e.g. two weeks, a month?) versus those that apply earlier do better, the same, or worse? Some considerations suggested by the Cadre – exclude closed programs,

look at grades, full time and/or part-time students, and fall only. Also questions regarding date of registration as a factor in success. Comments and suggestion on refining the question and type/timing of data gathering were requested.

- ❑ Review HAWCC Institutional Assessment Coordinator draft Position Description (distributed). The UHCC system is considering a common/standardized position description. Please forward comments to APAPA by cob January 27th.

Continuing Business

- ❑ Annual Report Program Data (ARPD) – freezing and reconciliation period to enter changes. APAPA will coordinate on a program-by-program basis.
- ❑ Graduate & Leaver Files – reports due February 23, 2011 – CTE Deans will be asked to review external licensing results in particular and their impact on program review and meeting external qualifications standards. General discussion of difficulty in obtaining responses which may be due on part to the University de-activating email accounts for former students. Policy at <http://www.hawaii.edu/askus/563#518>.
- ❑ Strategic Plan updates by March 31 – In general, the system is missing goals on graduates which are relevant to the Hawaii Graduation Initiative and possible performance funding goals.
- ❑ Vice Chancellors Academic Affairs Update – not present.
- ❑ Dean of Student Services Update
 - DOSS - exploring a system-wide project to propose for next round of Perkins. (Last system project funded through Perkins was SARS).
 - All colleges to start on the 'former student recruitment' this semester.
- ❑ Registrars Update - Geri Imai stated that the on-line admissions application results in high error rates. The Registrars have suggested and requested revisions which have not been acted upon.

Reminders/Announcements/ What's On Your Mind

- ❑ ODS/Banner Upgrade Spring 2011/Perkins Update/Cognos/Banner Wait list – Kyle Hunt reviewed the following: 2/5/11 EOS Fall 2010, 2/12/11 Census Freeze Spring 2011, Feb 19-28 ODS scheduled to be down for maintenance. He also noted that there was a programming error in the 2010 Perkins routine and distributed new CDs of the corrected files. Wilson Lau demonstrated the newest Cognos Degree/Certificate report developed by UH-IRAO. Link distributed by separate email. Cheryl Chappell-Long stated that IT had announced to the VCAAs that the Banner wait-list feature will be active for Fall 2011 registration.

- ❑ CCSSE Workshop Feb 25 at LEE CC – APAPA stated there will be separate morning/afternoon sessions, one for Vice Chancellors/ALOs and one for DOSS. More details to follow separately.
- ❑ ACCJC Regional Workshop 28, location TBD. Titled Capacity Building for Educational excellence through Program Review and Integrated Institutional Planning.
- ❑ Financial Aid Working Group Meeting, January 26, 2011. Reviewing staffing, processing, organization.
- ❑ Pearl Iboshi has been appointed Director Institutional Research and Analysis, UH System, effective February 1, 2011.
- ❑ **Next meeting - March 14, 2011**

Future Meetings 2011: April 25, May 23, June 27.