# UNIVERSITY of HAWAIʻI®

### SYSTEM

**University of Hawaiʻi Community Colleges
HALE Akoakoa 201
1:00 – 4:00 PM Monday, September 26, 2011
IR Cadre Meeting Proceedings**

**PRESENT**:
Facilitator:  Cheryl Chappell-Long, OVPCC-APAPA

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| Shawn Flood HAW | Jeff Hunt, WIN |
| Steven Shigemoto, HON | Nalani Kaun, WIN |
| Jon Kalk, KAU | Jan Lubin, WIN |
| Jeffrey Arbuckle, KAP | Ivan Wu, WIN |
| Jeffery Yamashiro, KAP | Kyle Hunt, APAPA |
| Guy Nishimoto, LEE | Wilson Lau, APAPA |
| Shuqi Wu, LEE | Earl Nishiguchi, VCSS |
| Jeannie Pezzoli, MAU | Geri Imai, Registrars |

## New Business

❑  Gainful Employment (GE) Reporting for fall 2011 – Cheryl Chappell Long conveyed the decision by the UHCC Vice Chancellors Academic Affairs to add to the list of GE programs any degree leading program in which more than 30% of the degree/ certificate recipients receive no more than a GE certificate.  Using majors from "base", colleges will average five years to calculate the percentage. The file specifications from the U.S.D.O.E. on reporting elements (sent with agenda) were discussed.  Per UH-IRAO, Colleges will compile the data for students enrolled in GE programs and forward the file to Lloyd Nakata from the UH Cashier's Office  lloydn@hawaii.edu  not later than October 14, 2011.  Items 14 & 19 will be completed and the file returned to the college. The College fiscal office will need to complete item 20.  The full file will be submitted to the U.S. Department of Education by the campus Financial Aid Officer.   Student IDs should be used to share files until the final submission. The UHCCs have determined to report enrollment only for GE programs – item #9 will always be "Y".  Members questions regarding who is responsible for creating the files and overseeing completion are to be directed to the Chief Academic Officer at the college.

❑  CIP Codes and SOC codes – The Career Technical Education (CTE) Deans group has been apprised that beginning with the 2012 ARPD, Standard Occupational Classification (SOC) codes for programs will be based on Department of Labor crosswalks between CIP and SOC codes.  APAPA will forward the crosswalks to the Cadre.  CTE deans will convene meetings of Program Coordination Councils (PCCs) for programs where it appears that the Classification of Instructional Program (CIP) code is inappropriate.  Cheryl Chappell-Long noted that the UH System's practice for Major Codes shared by

four-year and two-year programs is to use the four-year CIP.   APAPA will forward the working document to the Cadre.

❑ Enrollment Growth – Kyle Hunt noted that there had been an issue with the fall 2011 Census freeze delaying the Enrollment Growth figures.  The final report, released by the UHCC Administrative Services office will be forwarded to the Cadre when complete.

❑ Recruiting Former Students – Fall 2010, the VP Morton began an initiative to bring back former UHCC students.  Files for approximately 7,000 students who had completed at least 30+ credits, left the University System in the past five years without a degree/certificate, and had not transferred out of system were delivered to each college.  Vice Chancellors Student Services (VCSS) were tasked with initiating strategies to encourage re-enrollment.  Approximately 500 students re-enrolled fall 2011.  VP Morton has charged the VCSS to bring back the remaining 6,500.

❑ COMPASS – Cheryl Chappell-Long and Kyle Hunt noted that eleven systemwide questions will be asked of all COMPASS test takers.  Beginning October 1$^{st}$, the results will be loaded into ODS.

❑ CSO –   The seven community colleges are reviewing CSO Research's Career Services software tool. The tool is a strong platform for managing job placement functions.  Of note to the IR cadre is the tool's ability to accept a mass data "dump" of student information for all enrolled students.  As the data are stored off-site, out-of-state, and some students may not wish to have their information displayed by a third-party vendor, it is recommend that colleges not use this function.  Instead, students who wish to have their information included will "opt-in".  Leeward has been using the software for sometime and uses an "opt in" process.

❑ IRAO Data Access Portal (DAPIR) – DAPIR was revisited.  Administrators and faculty on several colleges are using it more frequently.  Geri Imai noted that the registrars had contacted IRAO that the reports on Admissions Applications are not accurate due to the different mechanics by which applications are accepted across the system.  A copy of the email to IRAO will be shared with the Cadre.

## Continuing Business

❑ Accreditation
  ▪ Demographic Information and Achievement Data (DIAD) – Wilson Lau and Kyle Hunt demonstrated that DIAD scripts, written in PLSQL developer, are located in BWIKI--UHCC-Projects and Initiatives, DIAD.  The cadre discussed the requirement for disaggregated data [APAPA has since confirmed with ACCJC that for the purposes of DIAD, disaggregating of Distance – Completely On-Line courses is appropriate].

- ❑ Annual Reports Program Data (ARPD)
  - ▪ College activities  - Cadre reported that programs are beginning to work on the analyses due by December 15th.   It was noted that for Student Services, financial information for prior years has not been back loaded.  Earl Nishiguchi will ask the VCSS if they wish to submit prior year financial information.
  - ▪ Updates to Scoring Rubric – It was noted that item number references should be updated to reflect the new rows in the Instructional ARPD templates.

- ❑ CCSSE – Cheryl Chappell-Long reminded that 2012 is a CCSSE survey year for all seven colleges.  Price lists and registration information has been sent to the Chancellors and Vice Chancellors.

- ❑ Vice Chancellors Academic Affairs Update – GE covered previously.

- ❑ Vice Chancellors Student Services Update – Earl Nishiguchi reported discussions on GE, COMPASS demographics, returning students, and ARPD.

- ❑ Registrars Update  -- Geri Imai reported concerns regarding DAPIR Admissions reports, discussions on automatic admissions, concerns with accuracy of on-line application, and credits into the student record for automatic transfer.


## Reminders/Announcements/ What's On Your Mind

- ❑ Pac-AIR – Jan Lubin announced that the fall 2011 meeting will be held at BYU-Hawaii on November 4th.  Requests for papers/presentations are underway.

- ❑ Next meeting – October 31, 2011

     ✳ November 21, 2011     ✳ No Meeting in December