UNIVERSITY
of **HAWAI'I** ®
SYSTEM

**University of Hawai'i Community Colleges
Windward Community College
1:00 – 4:00 PM Monday, September 22, 2008
IR Cadre Record of Proceedings**

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

Shawn Flood, HAW	Kathy Hill, DOI/ADOI
Steven Shigemoto, HON	Earl Nishiguchi, DOSS
Jeff Arbuckle, KAP	Geri Imai, Registrars
Guy Nishimoto, LEE	Kyle Hunt, APAPA
Charlotte Watanabe, LEE	Sam Prather, APAPA
Jeff Hunt, WIN	Wilson Lau, APAPA
Nalani Quinn, WIN	Jan Lubin, WIN

New Business

❑ Perkins Data Quality Institute October 2-3.
  ▪ Perkins Technical Skill Attainment session (Oct 2nd 7:00 a.m. Dole Street) noteworthy for IR Cadre.

❑ Edits of PreCensus data – Geri Imai expressed Registrar's concerns/workload issues. She cautioned that following up on the data could result in more incomplete applications and impact enrollment.

Continuing Business

❑ Annual Reports Program Data -- Discussion on how colleges were handling differences in fall 05/06 data reported in those years and same year data reported this year. Data reported is updated based on source data from HR and course to program crosswalk built by DOI/ADOI.

❑ Achieving the Dream – Submission to JBL not later than 11/15/08
  ▪ Identifying Cohorts -- Charlotte will update the cohorts for fall 2007
  ▪ Revised Course Categories for English/Math – DOI updating – will include multiple courses "in the bucket." DOI have been given spreadsheets with actual Banner prerequisite information taken from http://myuh.hawaii.edu/uhdad/bwckctlg.p_disp_dyn_ctlg
  ▪ General Student Record – will be supplied by APAPA
  ▪ Student Term Record – IR Cadre will come together (mid October) to create a single routine (using NCCBP model). Last year, used two different scripts. Hawai'i CC will send their script to APAPA for coordination/consolidation.

- AtD Core and Data Team meeting 9/29/08 @ Honolulu CC

- ❑ UHCC Strategic Planning
  - Update – Council meeting 9/26/08. Reviewed Strategic Outcomes and Performance Measures 2008-2015 document.
  - VPCC will visits all colleges October/November to review progress made on Performance Measures.

- ❑ Cognos Training Update
  - System will bring in consultant for data modeling and report writing. VPCC identified Strategic Plan and AtD as the priorities.
  - Additional Cognos documentation is on the web. APAPA will send link.

- ❑ Updates
  - Vice Chancellors Academic Affairs Update – reviewed alignment of prerequisites for math and English courses. VPCC requesting program review on remedial/developmental courses – what's being done – how much does it cost – is it working. I-PRC has benchmarks for review at October meeting. Use of SARS software discussed. Exploring UHCC systemwide database. By end of the year, all colleges will be using some of the software.
  - Dean of Student Services Update – DOSS are discussing changes to the Student Services Program review template (for next year). December 15th submission will use template on the web. APAPA will send excel file to report data.
  - Registrars Update – covered under Edit Reports

Next Meetings: -

On Site: Mondays (Windward CC 1:00 to 4:00 pm)
October 27; **Please Note: November meeting replaced by November 12th AtD/CCSSE workshop**; January 26; February 23; March 23; April 27; May 18; June 29

Polycoms to be scheduled as needed.