



**University of Hawai'i Community Colleges  
Windward Community College  
1:00 – 4:00 PM Monday, September 24, 2007**

**IR Cadre Record of Proceedings**

**PRESENT:**

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Jeff Hunt, WIN CC	Gary Shibuya, APAPA
Steven Shigemoto, HON CC	Kathy Hill, LEE CC
Guy Nishimoto, KAP CC	Geri Imai, WIN/ETC
Ross Egloria, HON CC	Sam Prather, APAPA
Nalani Quinn, WIN CC	Earl Nishiguchi, DOSS
Jeffery Arbuckle, KAP CC	Wilson Lau, KAP CC
Shawn Flood, HAW CC	Marv Kitchen, HAW CC, guest
Charlotte Watanabe, LEE CC	Diane Meyer, MAU CC

**Aloha** – Cheryl Chappell-Long:

- ☐ Recognized Kathy Hill – Regent's Medal for Excellence in Teaching.
- ☐ Welcomed Charlotte Watanabe, Leeward CC, Jeffery Arbuckle, Kapi'olani CC, and Geri Imai Windward CC.
- ☐ Reported that Steve Wong, KAU CC accepted a position with UHM Academic Affairs and Jeremy Escasa, LEE CC, took a position in private industry.

**Continuing Business**

- ☐ Annual Review Program Data update – with regard to Report 8, Number of Courses Taught, COOP courses are to be counted; do not count directed studies courses. UH ITS will rerun the data. DOI/ADOI/CAOs are addressing:
  - Issue of lining up courses with programs.
  - Costs of Programs – Kathy Hill distributed copies of discussion of definitions by DOI/ADOI. She will send electronic file separately to IR Cadre.
- ☐ NCCBP Data – National aggregate reports & website expected first week October.

❑ Achieving the Dream Initiative –

- September Data submission status – not all colleges had submitted data. – expected to complete by the end of the week. Marv Kitchen is revising routine to generate AtD data and will distribute by the end of the week. Routine to be cross-checked against data resulting from those colleges that are using their own routines.
- Data Team Meeting – Monday, October 15<sup>th</sup> 1-3 pm (Dole St. Conference Room & polycom)
- College Visits by VP Morton & Team Coaches
  - October 11<sup>th</sup> Kapi‘olani 1-3
  - October 12<sup>th</sup> Honolulu 8:30 – 10:30
  - October 12<sup>th</sup> Hawai‘i 2-4
  - October 16<sup>th</sup> Leeward 1-3
  - October 17<sup>th</sup> Windward 1:30-3:30
  - October 18<sup>th</sup> Kaua‘i 2-4
  - October 19<sup>th</sup> Maui 2-4

The VPCC will have a brief introduction to AtD which includes college specific placement, gatekeeper courses, and graduation information.

- Data presentation and analysis – Cheryl Chappell stated that the ATD Team coach is requesting that the community colleges address achieving a better understanding of students' performance and how performance levels break down with respect to ethnicity and other demographic variables and suggesting that colleges proceed with data presentation and analysis with what they currently have and not wait for JBL and eSTATs analysis reports. After a demonstration on data retrieval and discussion on correcting errors on the JBL website, Cheryl Chappell-Long stated that she will inform JBL that the colleges will complete submission by the end of the week. Colleges expressed concern over requirement to provide presentation and analysis of data while awaiting the JBL eSTATs to process data and make analysis reports available on the AtD website. Their concerns included:
  - Insufficient staff and resources to process AtD data and on-going projects such as program review data concurrently.
  - Late notification of AtD timeline/requirements and amount of time involved to structure and run AtD data retrieval routines. Most IR Staff were not familiar with the procedures and had not received any training.
- Cheryl Chappell-Long requested that IR Cadre members identify additional resources they would require to sustain the AtD initiative and report their concerns to their college leadership and AtD Core Team Representative.

- Gary Shibuya distributed CDs with data and routines (in Microsoft Access) to general record data. He cautioned to remember the National Student Clearinghouse policy on non-disclosure.
- ❑ Dean of Student Services Update – Earl Nishiguchi reported that the DOSS have reduced the number of elements on their program review template for next year's review. They will devote a future DOSS meeting to program review. Earl also noted that the on-line survey of student intentions is expected to go live in October.

### **New Items and Other Matters**

- ❑ Strategic Planning Council Meeting September 21  
UHCC plan and college plans – additional data

### **Next Meetings:**

- ❑ **Change November meeting to 26<sup>th</sup> (from 19<sup>th</sup>)**

**On Site:** Mondays (Windward CC in Ākoakoa Bldg. 1:00 to 4:30 pm)

Fall 2007: Oct 29<sup>th</sup>; Nov 26<sup>th</sup>; Dec 17<sup>th</sup>

Spring 2008: Jan 28<sup>th</sup>; March 17<sup>th</sup>; April 28<sup>th</sup>; May 19<sup>th</sup>; June 30<sup>th</sup>

Polycoms to be scheduled as needed