

University of Hawai'i Community Colleges
Windward Community College – 45-720 Kea'ahala Road
Akoakoa Building, Room 107
1:00 – 4:30 PM Monday, September 26, 2005

IR CADRE MEETING PROCEEDINGS

PRESENT:

Facilitator:	Cheryl Chappell-Long, APAPA	
	Shawn Flood HAW CC	Sam Prather, APAPA
	Jeff Hunt, WIN CC	Gary Shibuya, APAPA
	Esther Miller, KAU CC	Andy Ross, LEE CC
	Guy Nishimoto, KAP CC	Earl Nishiguchi, DOSS liaison

Continuing Business

- ❑ Demographic Information and Achievement Data (DIAD) for self study – APAPA will continue to work on drafting the procedures for the DIAD figures/tables. We are still waiting a response from the UH System IRO with regard to Course Completion Rates (Computer run 2529) used for retention rates.

New Business

- ❑ Program Review
 - Cheryl Chappell-Long discussed the background for page 3, paragraph 2a. of the *October 15, 2005 Report to ACCJC on the Substantive Change Request*:
“On August 4, 2005 the Chancellors of all seven colleges adopted a recommendation from the chief academic officers that established common measures for academic program review. While colleges can expand on these measures for planning and resource allocation questions at the college level, the common information, including common data definition and source, will provide a comparative baseline of data for system-level decisions. On September 8, 2005, the Chancellors adopted common measures for all administrative and student services programs. Following the process used for the self study demographic information and achievement data (DIAD) template, the IR Cadre can identify, define, and tailor data requirements from system IRO products which meet standards of good evidence.”
Copies of the 1) October 15, 2005 Report to ACCJC, 2) draft System Program Review Policy, 3) FY2007 Supplemental Budget request for additional assessment resources, 4) Administrative Services Program Review, and 5) an excel spreadsheet on Quantitative Indicators for Program Review were distributed and discussed.
 - A revised excel spreadsheet is provided (attached) that contains the latest DOI approved quantitative indicators for which IR Cadre members are to provide data definitions with references and data sources. IR Cadre responsibilities for providing this information are annotated on the spreadsheet. A sample data definitions/sources draft template is also attached for IR Cadre use. Please use the template to share your work with the IR Cadre. Response are requested at earliest convenience but **not later than the October 31st** on site meeting.

- Discussed the required commonality of quantitative indicators for Administrative Services and Students Services (not yet received) Program Reviews.
- IR Cadre members reported they are not always included in campus discussions on program review, and would have liked to have been included in the dialogue, specifically quantitative indicators discussions by the DOI/ADOI.
- 2005 2006 Program Health Indicators (PHI) – Cheryl Chappell-Long reported, as a condition of receiving Perkins funds, colleges are required to conduct an annual review of each CTE program. For the reports due spring 2006, colleges may use either the PHI format or the DOI/ADOI annual program review format.

❑ APAPA update – emails on the details sent for:

- Economic Modeling Software Demo (October 13th)
- Cal-PASS demo (October 27th)

Next Meetings:

PLEASE NOTE: Polycom for October 12th cancelled

On Site: Mondays (Windward CC in Ākoakoa Bldg, Rm. 107-09, 1 PM to 4:30 PM)

❑ October 31st **Note: Room 101**

Attachments:

Agenda

IR Cadre Program Review Quantitative Indicator Responsibilities

UHCC Program Review Data Definitions/Sources Draft Template