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SYSTEM

**University of Hawai'i Community Colleges  
Dole Street Conference Room  
2:00 – 4:00 PM February 23, 2012  
Instructional Program Review Council Proceedings**

**PRESENT:**

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Attendees: Noreen Yamane (HAW), Louise Pagotto, Ron Takahashi (KAP), Jim Dire, Jon Kalk (KAU), David Grooms (MAU), Guy Nishimoto (LEE), Sam Prather (OVPCC)

**Welcomes and Introductions**

**New Business**

- The Council reviewed the current process and measures for the Annual Report of Program Data (ARPD) which supports the Program Review Process. Revisions/updates were suggested at the fall 2011 meeting. Cheryl Chappell-Long reviewed the revisions/modifications that will be new for the Instructional - ARPD 2012. She stated that revisions requiring IT programming must be received not later than May 15, 2012. The revisions (discussed/suggested at the November 2011 meeting) are as follows:
  - Instructional ARPD
    - Student Learning Program Outcomes. Instead of the breakouts recommended in November, Louise Pagotto will share Kapiolani's template for consideration.
    - Exams and Licensures – Reminder that ACCJC expects colleges to have information on students who sit for external exams and who receive external licensures. In the ARPD, this will be a section to be entered by the College. Continuing discussion regarding the challenges in obtaining these data.
    - Comment raised that some faculty had difficulty entering into the template. The difficulty is a result of the browser used. Topic and solution were covered in an email from APAPA to IR Cadre members. With next year's template, APAPA will distribute information regarding width of charts the program can accept.
    - Recommendation that the Quantitative indicators used to derive the health calls be marked (\*) on the template.
  - Academic Support ARPDs will be on line in 2012. Discussion on the challenges in finding common elements when the organization of the functions varies across the system.

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## **Continuing Business**

- ❑ Cheryl Chappell-Long noted that Attachment 1A (Annual) and 1B (Comprehensive Procedures, Components, and Measures, completed at the Fall 2011 meeting have been posted to the UHCC Policy Website.
- ❑ The Council reviewed the ACCJC Scoring Rubric for Evaluating Institutional Effectiveness noting that by Fall 2012 the Commission expects colleges to be at the Sustainable Continuous Quality Improvement for Program Review and the Proficiency Level for Student Learning Outcomes (degree, program, and course).
- ❑ Changes to the ARPD come through the Instructional Program Review Council. APAPA stated that the reviews and discussions of policy and procedures conducted at today's Council meeting satisfies the periodic review requirements of UHCCP 5.202. For information, since the last comprehensive visit, the UHCC system has continued to improve the Program Review Process. Grounded in the systemwide policy, [UHCCP 5.202 Review of Established Programs](#), the process has been managed by the systemwide Instructional Program Review Council (IPRC).  
<http://www.hawaii.edu/offices/cc/iprc.html>

Emphasis has been made on the Annual Report of Program Data (ARPD) which supports the Comprehensive Reviews. From 2007 – 2009, the system moved from common data elements reported by the colleges to on-line templates with data generated centrally by the Office of the Vice President for Community Colleges. The on-line templates include metrics to assess program health in the areas of demand, efficiency, effectiveness, and overall. At their March 2009 meeting, the IPRC decided to include Distance Education data in the ARPD, effective August 2009.

The data and analysis for 2010 and 2011 are publicly available at

<http://www.hawaii.edu/offices/cc/arpd/index.php>

Templates for remedial/developmental Reading, Writing, and Math were added in 2009. Student Support Services were added in 2011, and Academic Support Services will be added in 2012.

## **What's On Your Mind?**

- ❑ **Next meeting – Fall 2012, 2:00-4:00 pm Dole Street**