




UNIVERSITY  
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SYSTEM

MEMORANDUM

November 8, 2010

TO: UHCC Vice Chancellors Student Services

FROM: Peter Quigley   
Associate Vice President for Academic Affairs

SUBJECT: Submission of Annual Report of Student Services Program Data

As you recall, Community College Policy (UHCCP 5.202) calls for an annual report of program data to be submitted to the Office of the Vice President for Community College by December 15, 2010.

I appreciate the progress you have made to revise your quantitative elements. Recognizing the work you are doing to update your quantitative elements is not completed, please report your 2010 annual program information using:

- A. 2010 Annual Report of Program Data (*Attachment 1*)
- B. 2010 Annual Report of Program Data Coversheet (*Attachment 2*)

I have included the UHCC August 2010 Annual Report Student Services Program Data Glossary (*Attachment 3*).

Your completed reports (*Attachments 1 and 2*), along with a brief executive summary, are requested by December 15<sup>th</sup>. Please submit all materials to Cheryl Chappell-Long [cchappel@hawaii.edu](mailto:cchappel@hawaii.edu) and post to your college website. Scheduled Comprehensive Program Reviews should be posted to your website when completed. There is no requirement to submit them to our office.

Attachments:

- (1) 2010 Annual Report of Student Services Program Data.xls
- (2) 2010 Annual Report of Student Services Program Data Coversheet.doc
- (3) Annual Report of Student Services Program Data Glossary.doc

c: VP Morton  
UHCC Chancellors  
Director Chappell-Long  
IR Cadre Representatives