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MEMORANDUM

August 15, 2011

TO: UHCC Chancellors

FROM: Peter Quigley
Associate Vice President Academic Affairs Community Colleges

SUBJECT: Submission of 2011 Academic Support Services Annual Report of Program Data (ARPD)

As you recall, University of Hawaii Community Colleges Policy ([UHCCP 5.202](#)) calls for Annual Reports of Program data to be submitted to the Office of the Vice President for Community College by December 15th. The Vice Chancellors Academic Affairs and selected Academic Support Staff have developed a common template for reporting Academic Support data. The format is aligned with the ACCJC Standards for the area.

Completed analyses for academic support programs and a brief executive summary are to be submitted on line by December 15, 2011. Please forward any questions and your completed reports to Cheryl Chappell-Long (cchappel@hawaii.edu).

Scheduled Comprehensive Program Reviews are to be posted to your college website when completed. There is no requirement to submit them to our office.

c: VP John Morton
CC Chief Academic Officers
Cheryl Chappell-Long
IR Cadre Representatives