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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 Instructional 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. Once again reports will be processed using the UHCC Annual Report of Program Data Web Submission Tool. As requested by the Vice Chancellors, we have added a tab for entering program Student Learning Outcomes and for the first time, Remedial and Developmental Program data will include information on "success at the next level." We have discussed the on line submission procedures with your VCAs and demonstrated the process to them and to your IR staff. The following URL <http://hawaii.edu/offices/cc/arpd/> provides selected faculty and staff (coordinated with your VCAA) access to all of the necessary ARPD data forms, elements, and reports.

The website HELP tab includes Career Technical Education (CTE), General Pre Professional (GPP), and Remedial and Developmental Programs Data Glossaries as well as the Scoring Rubrics for CTE and GPP programs developed by the UHCC Instructional Program Review Council (I-PRC).

Completed analyses for all programs (ANALYSIS tab) and a brief executive summary (EXECUTIVE SUMMARY tab) are to be submitted on line by December 15, 2011. Please forward any questions and comments and/or suggestions for improvements to Cheryl Chappell-Long ([cchappel@hawaii.edu](mailto:cchappel@hawaii.edu)).

Scheduled Comprehensive Program Reviews are not included in the online submission process but are still required 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