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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 Student 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. This year will be the first time the reports will be processed using the UHCC Annual Report of Program Data Web Submission Tool. We have discussed the new on line submission procedures with your Vice Chancellors and demonstrated the process to your IR staff. The following URL <http://hawaii.edu/offices/cc/arpd/> provides selected staff access to all of the necessary ARPD data forms, elements, and reports.

The program measures were developed by the UHCC Vice Chancellors Student Services.

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 Student Services Officers  
Cheryl Chappell-Long  
IR Cadre Representatives