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SYSTEM

MEMORANDUM

August 15, 2013

TO: UHCC Chancellors

FROM: Peter Quigley
Associate Vice President Academic Affairs Community Colleges

SUBJECT: Submission of 2013 Annual Reports of Program Data (ARPD) -- Academic Support Services, Instruction, and Student Support Services.

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.

The following URL <http://hawaii.edu/offices/cc/arpd/> provides selected staff access to all of the necessary ARPD data forms, elements, and reports.

Completed analyses for all programs (ANALYSIS tab) and a brief executive summary (EXECUTIVE SUMMARY tab) are to be submitted on line by December 15, 2013. Please forward any questions and comments and/or suggestions for improvements to Cheryl Chappell-Long (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 Vice Chancellor Academic Affairs
CC Chief Student Services Officers
Cheryl Chappell-Long
IR Cadre Representatives