



## **UNIVERSITY HAWAII COMMUNITY COLLEGES (UHCC) DATA TEAM CHARTER OF RESPONSIBILITIES**

### **Data Team Charge**

The University of Hawaii Community Colleges (UHCC) Achieving the Dream (AtD) Data Team has the responsibility to critically analyze the achievement of students relative to the Achieving the Dream goals, in order to help all students achieve their educational aspirations. Operating on the basis of a “culture of inquiry and evidence,” without playing the “blame game,” the Data Team will have a role in (1) identifying data and information needs to inform the work of the team, (2) recognizing gaps in student achievement, (3) critically examining efforts to close the gaps, (4) suggesting revised or new approaches to foster student success and (5) communicating the work of the team to the College community.

The Data Team will not only ask “what” but also “why” and “how do we know” when it comes to issues of student success. It will concentrate on longitudinal, student cohort tracking data and qualitative data acquired through focus groups and/or interviews, especially of students, to get a more complete picture of student progress at the colleges.

The tone of all team meetings should be one of candor and trust, with team members supporting each other and the work of the team. Team members should communicate the findings and action plans developed by the UHCC Team with their college colleagues and college team members. The UHCC Data Team should have an open-line of communications with the UHCC Core Team. The results of the UHCC Data Team’s work should be improved success for all students, particularly for those groups of students who suffer from an “achievement gap.”

### **Data Team Tasks**

During the course of this academic year the UHCC Data Team shall perform the following tasks.

### **Organization Tasks**

1. Review the Achieving the Dream initiative’s five goals.
2. Establish a work plan and timeline for the team.

### Data and Evidence Analysis Tasks

1. Review existing UHCC student outcome data related to the five AtD initiative goals.
2. Identify gaps in achievement of selected student groups from existing data and prioritize what aspects of the initiative to work on first.
3. Develop a set of “key questions” concerning the priorities.
4. Identify additional sources of data, including qualitative information, to help illuminate the key questions.
5. Analyze the data and information in relation to the key questions.

### Strategies for Closing Gaps

1. Evaluate current UHCC programs and projects attempting to reduce the achievement gap.
2. Make suggestions to the Core Tam for expanding or altering current programs/projects and/or initializing new programs/projects to close the gap.
3. Evaluate the expanded, altered and/or new programs/projects.

### Communications Tasks

1. Maintain a flow of communications with all college communities, including the Core Team
2. Provide input for the UHCCs Implementation Plan for Years 2-5 of the initiative.