### HCC Accreditation Self-Study 2010-2012
#### Standard III: Resources
##### A. Human Resources

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| 131             | III. A. 1. b       | 1) (SM) Determine PAS response rate from supervisors of Civil Service employees (5 yr. period)  
2) (CS) Survey E/M employees on fairness and inclusiveness of the evaluation process  
3) (SM) Determine status of VPCC E/M guidelines  
4) (RK) If complete, publicize guidelines with college |
| 132             | III. A. 1. c       | 1) (CS) Catalog methods used to evaluate effectiveness of: Faculty, tutors, and others engaged in teaching and helping students meet SLO’s, and [links??] |
| 132             | III. A. 1. d       | 1) (SC) Identify if the FSEC and FDC has existing procedures for ensuring the dissemination and awareness of the Chancellor for Community College memo (CCCM #2600), “Statement on Professional Ethics.”  
2) (SC) Identify if the SSEC and SDC created a statement on ethics for College staff |
| 132-134         | III. A. 2          | 1) (SM) Update employee profile in the college self study demographic information and achievement data (i.e.: number of positions in E/M, APT, Civil service, faculty, lecturers – in separate category)  
2) (SC) Conduct survey of the faculty and staff on their perspective regarding the institutional environment  
3) (CS) Determine faculty involvement and participation in all system campuses and committee  
4) (RK) Determine if college has developed and implemented a review process to ensure equitable treatment as it relates to professional responsibilities and workload for all faculty in accordance with Article IV of the 2003-2009 faculty collective bargaining agreement  
5) (RK) Update article references (Article number and year)  
6) (SM) Determine status of development of assessment of staffing level to ensure it is adequate and effective  
7) (SM/LJ) Catalog leadership training opportunities for administration |
| 134             | III. A. 3. a       | 1) (RK) Identify applicable board policies and CCCM’s (CCCM’s now = VPCC’s)  
2) (RK) Determine status of re-writing the CCCM’s  
3) (RK) Update the acronym’s to reflect current terminology |
| 135             | III. A. 4          | 1) (RK) Obtain / Update student profile (i.e.: Male, Female, Asian and Pacific Islanders, Hawaiian and Pacific Islanders, Caucasian, Mix ethnic etc …) |

Meeting with Ralph Kam and Silvan Chung: 05/03/10
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| 136             | III. A. 4. a       | 1) (SC) Update available services  
2) (SC) Obtain faculty and staff institutional survey |
| 139             | III. A. 4. c       | 1) (LJ) Do assessment on staff involvement on committee’s from 2006, ’07, ’08, ’09  
2) (LJ) Determine if there has been an increase or decrease in staff involvement on committees over time span |
| 139             | III. A. 5. a       | 1) (LJ) Obtain evidence for professional development activities for FDC/SDC  
2) (RK/SC) Look at FDC training evaluations  
3) (LJ) Update SD survey from F’02 – S’06 |
| 142             | III. A. 6          | 1) (SM/RK) Review BOR Policies Ch9, p 47  
2) (SM) Determine how the Personnel Officer is included on “planning activities” (i.e.: CLT meetings, Planning Council discussions)  
3) (SM/RK) Determine status on policies for shifting positions between departments |

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Standard III: Resources

A. Human Resources

III.A.1.b.

1) (SM) Will edit section to include APT eval process. APT eval process is currently being evaluated system wide. HCC will create a working criteria.


III.A.1.d

1) (CS) Will send committee an email on the status of the “statement of professional ethics”.

III.A.2

1) (SM) Will edit wording to section so that the Apprenticeship instructors are not included with the HCC lecture count.

2) (SC) Will contact Marcia to see if this number can be included into the "institutional survey”.

6) (SM) Will reference Strategic Plan, check other campus staffing levels, in order to determine where HCC stands in “adequate staffing issues”.

7) (LJ) Will email Administration to see what type of training/Professional development activities they have been involved in.

    (LJ) Will also survey Administration as to what type of “leadership” training they would like? (ie. decision making, etc…)

III.A.3.a

2) (RK) Will see if clear written policies are present?

3) (RK) Will edit the acronyms to reflect correctly.

III.A.4.9

2) (SC) Take a look at programs such as Safe Zone, Equity, NHC, SEED grants, etc… to fact find.

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III.A.6

1) (SM) Will review wording and edit to clearly state how vacant positions are filled. Suggestion to be clear as possible, in turn will help institution understand process better.

2) (SM) Will review wording to edit how either she attends meeting or sends someone to attend on her behalf.
   Suggestion to include that committees such as CLT, PC, etc… invite Personnel Officer if HR area’s are in discussion.

NOTE:
- Next meeting in mid February 2011.
- Doodle scheduler should be out no later than 2nd week of January.
- SC will contact LJ (via email) to notify her of her areas of responsibilities.
- CS will check DE report to see if any HR concerns need “to be addressed”?

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