Standard III.B. Physical Resources
Committee Meeting

November 10, 2010
2:00 pm
Building 9

Present:
Mike Barros, George Boeman, John DeLay, Evelyn Greene, Chulee Grove,
Nadine Leong-Kurilo, Mark Lombawa, James Niino, Derek Oshiro, Wayne
Sunahara, Norman Takeya, Mike Willett

Absent: None

Meeting was called to order at 2:00 p.m.

1. Minutes of the October 13, 2010 were reviewed and accepted.

2. Recap of October 15, 2010 Accreditation Steering Committee Meeting
   a. Mike Rota shared with the steering committee the concept of using a
      “stress test”. As the various sub-committees engage the self-study
      process that each committee give attention to those tasks or goals
      that can be completed in the short term. Our committee is being
      asked to identify possible task or goals that might be done prior to the
      final self-study draft. Some suggestions by the committee were:
      i. Building 7, the new floors installed in building 7 need to be
         better maintained.
      ii. Signs to help identify building on campus would be helpful to
          students
   b. If committee members identify specific items that could be address
      during this academic year, submit them to Marcia, Chair of the
      Steering Committee.
   c. Steering committee is asking that surveys be consolidated as much as
      possible.
   d. Timeline:
      i. Next meeting for the Steering committee will be on December
         10th, time and place to be announced.
      ii. First full draft of the self-study is due in the spring of 2011.

3. Discussion of Standard III questions.
   a. Chulee share a tool that could be used when gathering information to
      answer the assigned questions for the self-study. The table is to be
      used as an optional tool to gather information when answering
      questions.
   b. A list was created of people that needed to be interviewed by our
      committee
      i. Sharene Moriwaki: Security
c. Because Standard IIIB 1 is so large, Chulee and Nadine offered to help answer questions in the following areas.
   i. Distance Education: Nadine
   ii. Safety and Security: Chulee
   iii. 1B off-site: Norman Takeya
   iv. Parking: Mark Lombawa

d. It is important that everyone keep a list of documentation that can be used as evidence as we write our responses to the questions. i.e.
   i. Minutes
   ii. URL’s
   iii. Any documents

e. Committee members are asked to complete the informal survey sent out earlier. Nadine will make a clean copy and send to committee members.

f. Committee members are asked to review surveys done for the last accreditation process related to their area of responsibility to make sure the survey questions address the information needed to answer their self-study questions for the self-study. See the following links to see the survey. Any changes or additions to the survey should be sent to Nadine by Dec. 6th before our next meeting.

   Student Survey:

   Faculty/Staff Survey:

g. There were questions regarding how the surveys will be tabulated. The question will be asked at the next steering committee meeting.


Meeting adjourned at 3:03 p.m.

Physical Resources website:
[http://home.honolulu.hawaii.edu/~nadine/physical/](http://home.honolulu.hawaii.edu/~nadine/physical/)

Listserv: hcc-physical-l@lists.hawaii.edu