HONOLULU COMMUNITY COLLEGE
CAMPUSE COUNCIL ON INSTITUTIONAL EFFECTIVENESS (CCIE)

ORGANIZATIONAL CHARTER
And Sub-Committee Charters

Statement of Purpose

The Campus Council on Institutional Effectiveness (CCIE) will
1. Provide overall coordination of the College’s ongoing work in connection with accreditation and assessment as essential components of institutional effectiveness;
2. Provide a forum for the shared responsibility for the management of that work;
3. Coordinate formative planning focused on accreditation and assessment each academic year;
4. Coordinate summative analysis focused on accreditation and assessment each academic year; and
5. Ensure that the College as a whole remains informed about and engaged in accreditation and assessment activities.

Operating Procedures

The CCIE will
1. Utilize the Comprehensive Assessment Planning Calendar to guide and coordinate the College’s accreditation and assessment activities;
2. Update and maintain the Comprehensive Assessment Planning Calendar;
3. Participate in the Executive Retreat at the beginning of each academic year;
4. Provide guidance to its two standing sub-committees, the Accreditation Task Force and the Assessment Task Force, with their planning and implementation;
5. Receive mid-year reports from its sub-committees, and assist them in making any needed updates in their planning and implementation;
6. Assist in the planning of year-end campus activities focused on accreditation and assessment;
7. Coordinate and maintain communication pertinent to these activities;
8. Notify the campus of its meeting schedule and, whenever possible, post an agenda prior to each meeting;
9. Conduct its meetings according to Robert’s Rules of Order, unless otherwise stated within this Charter or the sub-committee Charters; and
10. Provide and post an end-of-year report to the Chancellor, the FSEC, the SSEC and the campus via the intranet regarding accreditation and assessment activities and recommendations.
Scope of Authority

The CCIE will coordinate the College’s work focused on accreditation and assessment and will, through its Accreditation and Assessment Task Forces, advise and make recommendations to the appropriate constituents on implementation of activities that will ensure that the College fulfills its obligations in those contexts. The CCIE will function as a (J3) committee, jointly responsible to the Chancellor, the Faculty Senate Executive Committee (FSEC) and the Staff Senate Executive Committee (SSEC.)

Membership of the Committee

The CCIE will include:

- Representative from Administration (the Chancellor or designee)
- Accreditation Liaison Officer
- Assessment Specialist/Coordinator (or Chair of the Assessment Task Force)
- Representative of the Faculty Senate Executive Committee
- Representative of the Staff Senate Executive Committee
- Representative of ASUH-HCC
- Representative from PPIR
- Representative from IT

The position of Chair of the CCIE will rotate among the membership on a voluntary basis. It is recommended that the chair be selected from representatives of the three constituencies to which the CCIE is responsible (Administration, FSEC, SSEC.) Members shall be selected by the constituencies they represent. Members are responsible for consulting with and informing their constituents of the issues and activities of the CCIE. If a member is unable to attend a meeting, the member may appoint a proxy representative for that meeting. Prior notice for a proxy representative must be sent to the Chair of the CCIE.

Structure of the Committee

The CCIE will work primarily through its two standing sub-committees, the Accreditation Task Force (AcTF) and the Assessment Task Force (AsTF) The CCIE and its two sub-committees will have the authority to create ad hoc working groups for specific tasks or initiatives. These ad hoc groups are temporary in nature and require a specific purpose, an established completion date, a list of appointed members, and must report their activities and finding to their sub-committee and/or the CCIE.

Meetings

The CCIE will meet at least twice each semester during the academic year, and once during the summer, if needed. The Accreditation and Assessment Task Forces will each meet monthly during the academic year, and once during the summer, if needed. All meetings are open to the campus at large.
Documentation/Communication

1. Minutes from all meetings of the CCIE and the two standing sub-committees will be prepared by designated recorders and posted on the Intranet once approved.
2. Reports from the ad hoc working groups will be incorporated into the minutes of their sub-committees.
3. Task Forces will provide mid-year and end-of-year summary reports to the CCIE.
4. The CCIE will provide an end-of-year report to the FSEC, SSEC, and the Chancellor, and will post that report on the intranet for the campus at large.

Changes to the CCIE Charter

The CCIE will review its charter, as well as the charters of the two standing sub-committees, annually. The CCIE may amend its own charter in regard to operating rules (Robert’s Rules, agenda, minutes, etc.) and procedures (meeting schedules, Planning Calendar, activities, etc.) Major charter revisions (membership of the CCIE and its sub-committees, scope of authority, etc.) require re-authorization from the FSEC, SSEC, and the Chancellor.

Authorization

FSEC Authorization:
SSEC Authorization:
Chancellor Authorization:
Statement of Purpose

The Accreditation Task Force (AcTF) will
1. Function as a standing sub-committee of the Campus Council on Institutional Effectiveness (CCIE);
2. Have primary responsibility in planning, implementing and monitoring the progress of accreditation-related activities of the College; and
3. Help ensure that accreditation-related activities are appropriately documented and communicated to the College at large.

Operating Procedures

The Accreditation Task Force will
1. Monitor the progress of each accreditation cycle;
2. Ensure the submission of annual, Mid-Term and other reports to ACCJC;
3. Assist in the formation of Self-Evaluation teams;
5. Assist the Accreditation Liaison Officer (ALO) in preparing for any accreditation-related visits from ACCJC;
6. Monitor the fulfillment of Actionable Improvement Plan (AIP) tasks, and provide annual updates to all responsible parties;
7. Have the authority to form ad hoc working groups focused on specific tasks related to the College’s Comprehensive Assessment Planning Calendar, and the AIP;
8. Coordinate communication pertinent to these activities;
9. Notify the campus of its meeting schedule and, whenever possible, post an agenda prior to each meeting; and
10. Conduct its meetings according to Robert’s Rules of Order, unless otherwise stated within this Charter.

Scope of Authority

As a standing sub-committee of the CCIE, the Accreditation Task Force will work with and report to the CCIE, providing mid-year and end-of-year reports as required. It may also, if requested by the CCIE, provide reports directly to campus governance bodies and/or administration.

Membership of the Sub-Committee
The Accreditation Task Force will include:

- Accreditation Liaison Officer (Chair)
- Representative of the Assessment Task Force
- Representative from Instruction (University College)
- Representative from Instruction (Tech I/Tech II)
- Representative from Student Services
- Representative from Academic Support
- Representative from Administrative Services
- Representative from Administration
- Representative from PPIR
- Representative of ASUH-HCC

Membership is determined in three ways:
1. participation ex officio (e.g., Accreditation Liaison Officer);
2. selection by the constituency represented (e.g., ASUH-HCC); or
3. appointment from a list of volunteers provided by the Committee on Committees in consultation with the FSEC, SSEC and the Chancellor.

Members are responsible for consulting with and informing their constituents of the issues and activities of the AcTF. If a member is unable to attend a meeting, the member may appoint a proxy representative for that meeting. Prior notice for a proxy representative must be sent to the Chair of the AcTF.

**Structure of the Committee**

The Accreditation Task Force will have the authority to create ad hoc working groups for specific tasks or initiatives. These ad hoc groups are temporary in nature and require a specific purpose, an established completion date, a list of appointed members, and must report their activities and findings to their sub-committee.

**Meetings**

The Accreditation Task Force will meet monthly during the academic year (no fewer than three times each semester) and once during the summer, if needed. All meetings are open to the campus at large.

**Documentation/Communication**

1. Minutes from all meetings of the Accreditation Task Force will be prepared by designated recorders and posted on the Intranet once approved.
2. Reports from the ad hoc working groups of the Accreditation Task Force will be incorporated into the minutes of that sub-committee.
3. The Accreditation Task Force will provide mid-year and end-of-year summary reports to the CCIE, which will in turn provide an end-of-year report to the FSEC, SSEC, and the Chancellor.
4. The Accreditation Task Force will review its charter annually under the aegis of the CCIE.

Authorization

FSEC Authorization:
SSEC Authorization:
Chancellor Authorization:
HONOLULU COMMUNITY COLLEGE
ASSESSMENT TASK FORCE
ORGANIZATIONAL CHARTER

Statement of Purpose

The Assessment Task Force (AsTF) will
1. Function as a standing sub-committee of the Campus Council on Institutional Effectiveness (CCIE);
2. Have primary responsibility in planning, advising, and monitoring the progress of assessment-related activities of the College; and
3. Help ensure that assessment-related activities are appropriately documented and communicated to the College at large.

Operating Procedures

The Assessment Task Force will
1. Identify and assist with the coordination of assessment activities on an annual basis;
2. Provide education for faculty and staff in appropriate forms of assessment;
3. Provide input on comprehensive (five-year) reports from programs (ARPD);
4. Ensure the appropriate documentation of assessment initiatives for the campus;
5. Provide and publicize information on assessment activities for the campus;
6. Have the authority to form ad hoc working groups focused on specific tasks related to the College's Comprehensive Assessment Planning Calendar;
7. Coordinate communication pertinent to these activities;
8. Notify the campus of its meeting schedule and, whenever possible, post an agenda prior to each meeting; and
9. Conduct its meetings according to Robert’s Rules of Order, unless otherwise stated within this Charter.

Scope of Authority

As a standing sub-committee of the CCIE, the Assessment Task Force will work with and report to the CCIE, providing mid-year and end-of-year reports as required. It may also, if requested by the CCIE, provide reports directly to campus governance bodies and/or administration.

Membership of the Committee

The Assessment Task Force will include:
• Assessment Specialist/Coordinator (Chair)
• Representative from the Accreditation Task Force
• Representative from Instruction (University College)
• Representative from Instruction (Tech I/Tech II)
• Representative from Student Services
• Representative from Academic Support
• Representative from Administrative Services
• Representative from Administration
• Representative from PPIR
• Representative of ASUH-HCC

Membership is determined in three ways:
1. participation ex officio (e.g., Assessment Specialist/Coordinator);
2. selection by the constituency represented (e.g., ASUH-HCC); or
3. appointment from a list of volunteers provided by the Committee on Committees in consultation with the FSEC, SSEC and the Chancellor.

Members are responsible for consulting with and informing their constituents of the issues and activities of the AsTF. If a member is unable to attend a meeting, the member may appoint a proxy representative for that meeting. Prior notice for a proxy representative must be sent to the Chair of the AsTF.

Structure of the Committee

The Assessment Task Force will have the authority to create ad hoc working groups for specific tasks or initiatives. These ad hoc groups are temporary in nature and require a specific purpose, an established completion date, a list of appointed members, and must report their activities and findings to their sub-committee.

Meetings

The Assessment Task Force will meet monthly during the academic year (no fewer than three times each semester) and once during the summer, if needed. All meetings are open to the campus at large.

Documentation/Communication

1. Minutes from all meetings of the Assessment Task Force will be prepared by designated recorders and posted on the Intranet once approved.
2. Reports from the ad hoc working groups of the Assessment Task Force will be incorporated into the minutes of that sub-committee.
3. The Assessment Task Force will provide mid-year and end-of-year summary reports to the CCIE, which will in turn provide an end-of-year report to the FSEC, SSEC, and the Chancellor.
4. The Assessment Task Force will review its charter annually under the aegis of the CCIE

Authorization
FSEC Authorization:
SSEC Authorization:
Chancellor Authorization: