Notes – Accreditation Oversight Committee
Friday, September 27
Convened: 11:00; adjourned: 11:55

Present: Marcia Roberts-Deutsch, Pat Patterson, Clara Bantolina, Steven Shigemoto, Jeff Kanemoto, Cynthia Smith

Approval of August Meeting Notes
Summary notes from the August meeting were reviewed and accepted with no corrections.

ACCJC Report
Marcia reviewed the upcoming process and deadlines for finalization of the report due to ACCJC. The report has been sent for UH system and BOR review. The report consists of responses to all identified recommendations, inclusion of the system response report, a closing the loop discussion, evidence supporting reconfirmation of eligibility and compliance with ACCJC policies, and a summary of how the report was prepared. The campus accreditation leadership is now working to finalize hyperlinks for all cited evidence; there will also be a list of evidence with urls included as a bibliography to the report. In addition, additional information is being provided per the team’s request in the form of disaggregated data about the institution and further trend analysis. The team compiling campus responses is working to restructure the lay out of the evidence site on the intranet including creation of an outcomes page.

All members of the AOC were asked to read and review and let Marcia know any feedback asap. The final draft of the report is to be completed by October 11 in hard copy. The group agreed that the Townhall Meeting to discuss the report was productive and well attended.

Revision of Committee Structure
Marcia asked for initial thoughts on the idea being considered of collapsing the Assessment Committee (AC) and the AOC. Some feel overlapping duties leads to redundancy of effort and make two committees unnecessary. There were those who disagreed with this collapsing based on: not fully redundant duties - AOC deals with accreditation issues other than assessment including preparation for self-study reports, the AC already has many duties so potentially adding to this will be counterproductive, the size of the committee might prove unwieldy.

There was more support for the possibility of having a broad umbrella committee to coordinate efforts (e.g. named the Institutional Effectiveness Committee) with sub committees for assessment and accreditation follow up activities (and possibly other working groups e.g. related to program review data). This might help address
competing needs for inclusive membership, but also having smaller, agile working groups that can more readily meet and get things done.

It was discussed that with the amount of data to be compiled for assessment needs and reporting for accreditation, need to determine a sustainable way to manage assessment data such as use of SharePoint or Microsoft programs. This includes effectively standardizing survey designs and administration.

**WASC Leadership Academy Projects**

Marcia reminded the group that she represents the College as part of the WASC Leadership Academy and sought suggestions for projects to spearhead, in particular aimed at maintaining the positive energy manifest at the recent Accredit Townhall meeting. For example, perhaps there should be an end of semester/end of year campus meeting to do stock taking, to complement start of the semester meetings. Other possibilities were to have a day dedicated to programs presenting what they are doing as a way to share program review information; staff members would also be expected to share what they are doing, improvements made (e.g. based on program reports of SAO’s). This could be in the form of an open house, or program fair – and should be open to students. It would facilitate people being aware of what programs across the campus are doing. It was emphasized that doing this would help foment more informed discussions when it comes to budget decisions since there would be greater awareness of cross-campus program activities.

The sustained energy of those working on the annual Aloha United Way campaign was mentioned as a model; it was clarified that this is carried out by a few dedicated staff members

**ACCJC Visit**

Marcia indicated that the visit will likely occur in November. Space will be an issue given allocation of rooms for dislocated faculty/staff from building 7. It was discussed that Marcia will seek to supplement if necessary the list of those interviewed to ensure the team meets with the appropriate and informed campus members.