Summary Notes - Accreditation Oversight Committee
February 21, 2014   Convened: 12:00; Adjourned: 12: 50
Present: Katy Ho, Steven Shigemoto, Clara Bantolina, Marcia Roberts-Deutsch, Jeffery Kanemoto, Cynthia Smith

I. Minutes
There were no changes to minutes from December 2013 and January 2014 meetings; they were accepted as final and will be posted. It was confirmed some AIP items under Standard II have not been assigned; Marcia will do follow up on those items.

II. Actionable Improvement Plan (AIP)
Updates: Marcia will collect written reports from members as to status of AIP goals and activities. She will compile and circulate. Deadline for submission of reports to Marcia is Friday, March 7.

It was emphasized that it is expected that some actions are still in progress or getting started, not all have to be nor will be done now. Those needing attention, indicated as in progress, will need to be addressed next fall. The goal is to have AIP goals completed by the Midterm report in 2015.

It was noted for some items that reports on actions taken are redundant across AIP Standards, and there are some areas of overlap. Will attempt to do cross referencing where this makes sense.

The AIP status report will be part of materials reviewed by the administration during the spring break retreat.

III. New Committee Structure
The group endorsed the draft proposal of committee restructuring - Campus Council for Institutional Effectiveness (CCIE) and under this two focused committees – the Accreditation Task Force and Assessment Task Force. Clarifications were made that membership is based on moving away from attempts to have representation of one from several campus groups to instead focus on representatives with necessary institutional expertise and knowledge, with an expectation of effective communication out to the campus, and creation of ad hoc working groups with supplemental members added based on specific topics/tasks.

It was stated that the intended timetable is to have these committees approved and in place for start of Fall 2014 semester.

It was asserted that an important goal remains the implementation of an Accreditation Showcase in April for people to share and demonstrate assessment activities and outcomes.

It was mentioned that it would be helpful to have a joint meeting of representatives on the two committees before the end of spring semester.

The committee approved the new committee structure unanimously.

Charters for all three new committees are being drafted and committee members of the AOC and Assessment Committee will be asked to provide their feedback. The model used is based J3 model to include: administration, FSEC and SSEC representation. But will continue to include members based on
interest expressed to Committee on Committees. It will also be a constant emphasis that meetings are always open to all members of the campus.

IV. Annual Reports to ACCJC
Marcia informed the committee that the Annual Report is due, and it entails a new format for reporting, with more comparative data required. She will share with the committee the final report and will look into making this report public.

V. Planning for follow-up report due October 15
Marcia asked committee members to think about how the AOC can participating in the creation of the October 2014 report due to ACCJC.

It was mentioned that the letter from ACCJC taking us off warning should be posted, and the campus community needs clarification about the report due this fall versus the 2015 Midterm report. Marcia indicated her intention to issue another Accreditation Newsletter to make these clarifications.

Marcia also informed the committee of College plans to work to submit a substantive change application for the ASNS degree option, as well as the A.A. in Hawaiian Studies.