Members Present: Sterling Foster (FSEC), Kyle Higa (IT), Katy Ho (Administration), Tasha Kawamoto-Ryan (Kupu Ka Wai), Connie Montero (SSEC), Marcia Roberts-Deutsch (Accreditation Liaison Officer), Steven Shigemoto (IR).

Members Absent/Excused: Patrick Patterson (Assessment Coordinator). A representative from ASUH-HCC has yet to be named.

Marcia Roberts-Deutsch convened the first meeting of the Campus Council on Institutional Effectiveness (hereafter CCIE), and indicated that one of the first orders of business was the election of a Chair. After some discussion, Sterling Foster agreed to serve in that capacity, and was selected by consensus of the other members. In terms of general operations, it was decided to schedule initial meetings in October (after the first meetings of the two Task Forces), November and December. Duties of the Recorder will be rotated.

There was some discussion about the function of the CCIE, and members were referred to the Charter document, which specifies those duties as well as the coordination between the CCIE and the Task Forces on Accreditation and Assessment. In general, the CCIE could be considered to have a “big picture” perspective. In that context, Katy Ho noted that the administrative team will prepare a series of “white papers” on broader topics, including predictive analytics, developmental education, student demographics, the strategic plan, and student success. These may also serve to guide and inform the work of the CCIE. Kyle also noted that ensuring completion of the Actionable Improvement Plan (AIP) by the time we submit our Midterm Report to ACCJC could be monitored by the CCIE.

It was noted that some minor corrections and updates should be made to the Charter: PPIR should be changed to IR, and the ratification dates from FSEC, SSEC and the Chancellor should be included. Marcia will make those changes.

Marcia also indicated that a suggestion had been made to include representatives from IT on both of the Task Forces as well as the CCIE. The important role of IT in providing support and advice was acknowledged; this issue will be forwarded to the two Task Forces for consideration.

Several other action steps were identified as an outcome of this meeting, including the following:

- Continue publication of the accreditation newsletter as a means of campus-wide communication;
- Add an IT strand to the Assessment Planning Calendar;
- Provide an opportunity for CCIE members to read the Follow Up Report to ACCJC that is now in preparation.