Honolulu Community College currently has two committees—the Assessment Committee and the Accreditation Oversight Committee—that have overlapping membership, and some related functions and areas of concern. Both committees operate jointly under the Faculty Senate Executive Committee (FSEC) and the Staff Senate Executive Committee (SSEC.) Reorganization of the structure of these two committees is currently under discussion. This proposal is intended to serve as a focus for that discussion, so that possible reorganization can be resolved by the end of Spring 2014.

This model (as presented schematically below) would provide for a primary body (CCIE) that would provide oversight for and management of the key areas of assessment and accreditation, with the understanding that while they are connected (e.g., accreditation requires the college to maintain a culture of evidence to which assessment activities contribute substantially) there are also distinct activities and issues of concern pertinent to each area individually. Linked to the primary body are two focused working groups—an Assessment Task Force and an Accreditation Task Force. Each is intended to be lean, but with an option to engage other members of the campus community as needed for specific projects and initiatives. Each Task Force will have a defined scope of responsibility.
The Campus Committee on Institutional Effectiveness (CCIE) would work in support of the College’s Comprehensive Assessment Planning Calendar, which is intended to manage both assessment and accreditation activities, though those would be more specifically defined at course, program, or unit levels. As such the CCIE would be most active at the beginning of each academic year (part of the framing structure for the Calendar) to help its Task Forces set a working agenda, and at the end of each year to assist those bodies in providing summary reports on their activities and in ensuring that such activities were appropriately documented and disseminated.

It should be understood that this more streamlined committee structure is not intended to exclude participation, but to make more efficient the activities of the Council and its Task Forces. It is expected that those who represent different constituencies will consult regularly with those whom they represent.

A delineation of the responsibilities of each Task Force will follow the currently defined responsibilities of the Accreditation Oversight Committee and the Assessment Committee, with some modifications as needed to make operations more efficient and avoid redundancy.

New Charters have been prepared for both the new CCIE and its Task Forces, to be ratified once this basic proposal for structural reorganization is approved. In the meantime, some general operational guidelines are suggested, as follows:

For the Accreditation Task Force (formerly the Accreditation Oversight Committee)

- monitor the progress of each accreditation cycle
- ensure submission of annual and other reports to ACCJC
- assist in the formation of Self-Evaluation teams
- monitor progress of Self-Evaluation Report preparation
- monitor the fulfillment of Actionable Improvement Plan (AIP) items

For the Assessment Task Force (formerly the Assessment Committee)

- identify and assist the coordination of assessment activities on an annual basis
- provide education for faculty and staff in appropriate forms of assessment
- provide input on annual and comprehensive reports from programs (ARPD)
- ensure the appropriate documentation of assessment initiatives for the campus
- provide and publicize information on assessment actions for the campus

Draft 3-14-14