Accreditation Self-Study Committee, Standard IIC – Minutes
October 8, 2010
Present: Stefanie Sasaki (recorder), Femar Lee, Charles Miller, Frank Mauz, Cyndi Uyehara, Jon Blumhardt
Meeting began: 11:00am

Femar advised the group that Miles Nakanishi expressed interest in joining our committee.

Femar handed out copies of “Questions to Use in Institutional Evaluation.” For Standard IIC, there was some discussion whether the stated “computer laboratories” meant our campus student computer lab (Bldg 2-405). Stefanie will inquire with Marcia.

The majority of the meeting was spent on discussing how the group would be collecting data and what surveys were conducted for the previous accreditation self-study.

- Charles & Femar stated that the College Skills Center (CSC) has lots of survey data available from tutoring and student evaluations.

- Jon shared with the committee that a new online survey (via SurveyMonkey) was just created for the Educational Media Center’s (EMC) annual program review. This is a system-wide survey that will be sent out to students, faculty, staff, and outside entities that utilize the EMC’s services. He said that using SurveyMonkey.com is a quick & easy way to obtain feedback.

  Jon volunteered to set up a listserv for the committee, so that we could communicate and gather information more easily. File sharing and managing documentation in Google docs was also mentioned.

- From the “Accreditation” link on HCC’s intranet, the committee briefly reviewed some of the previous surveys that were used to collect data for the 2006 Self-Study Report. Earlier surveys rate services and resources for selected departments/programs, as well as defining “who our users are.”

- Stefanie stated that both she and Librarian Carol Hasegawa have quite a bit of statistical data on the library’s instructional sessions, which does tie into information literacy skills. The library is reviewing its current student learning outcome (SLO).

  Stefanie said that the library can obtain statistics from some of its subscription online resources (research databases, e-book collections, LibGuides, etc.).

- Cyndi served on the previous Standard IIC self-study committee, and she will try to locate her old notes to see if they can be useful to the group.

The committee agreed that each individual department would conduct separate surveys to gather feedback on services and resources. Femar said that we should work with Ross Egloria when we have a draft survey ready.

Committee members were tasked with finding copies of old surveys and data documents. Fact-finding deadline: October 22, 2010. Please forward hard copies of documents to Jon, who will turn them into PDFs and post to the listserv or Google docs.

Meeting adjourned: 12:00pm    Next meeting: Friday, November 5, 2010 @ 11:00 am (7-401)