HONOLULU COMMUNITY COLLEGE
ACCREDITATION TASK FORCE

MINUTES
January 23, 2015

Present: Marcia Roberts-Deutsch, Diane Caulfield, Steven Shigemoto, Patrick Patterson, Sterling Foster, Ross Egloria
Call to order: 11:00 a.m.

I. The committee unanimously approved the minutes from the last meeting.
II. Marcia asked for volunteers to act as recorders. Pat volunteered for Jan. 23, Diane for the March meeting, and Cynthia for the April meeting.
III. Marcia opened the meeting by asking the committee to take stock of the current status of Accreditation-related issues.
   A. There are three major issues for the committee to grapple with this semester:
      1. The committee needs to review and update status of the College's AIP
         a. Sterling has reviewed and received comments from stakeholders
         b. Diane also completed her review, and gave the committee her notes:
            - Mostly concentrated on the General Education Board.
            - The changes necessary have mostly been made, including the separation of Natural Sciences, Social Sciences, Humanities and Fine Arts categories.
            - every course in the CTE general education component is now certified at 100 level.
            - all general education sub-boards are now operational
            - There is cooperation between the General Education Board and Divisions in course review, and all courses that currently do not fit have been given the opportunity to submit an application in order to meet standards for inclusion in CTE General Education requirements.
            - In a special project during AY 2012-13, Chris Ann Moore shared methods to address the ethics area with most curriculum groups. This prompted CTE General Education sub-board to try to work out methods to include ethics in CTE courses. Sharon Ota has created a sample to address the issues that Chris Ann Moore mentioned. Using this model, the General Education sub-board along with Chris Ann Moore and Ron Pine visited all CTE programs to identify those that have ethics courses and those that do not. Diane and Chris Ann then presented Sharon Ota’s model to those without Ethics course. There are three remaining programs that will finalize their ethics component by the end of January this year (this excludes AVIT, as that program is coming to an end).
            - Diane also looked into Assessment (2.A.5)
            - Responses to this issue are ongoing.
            - CTE Programs have been turning their assessment results in to their respective deans.
            - The 5-year program reviews and annual program reviews
            - The website needs to be cleaned up
            - All 2012-13 reports are marked as drafts
- The overall section is missing from 2011-2012.
- The schedule needs to be corrected - the due dates are fine, but the Academic Year is off by a year. There are missing links.
- Most of these issues have been communicated to Todd Kobayashi.
- It is critical to be sure that the VCAS addresses emergency management now that Chulee is no longer leading that effort.
- The committee thanked Diane for her work.

c. Marcia noted that this process needs to be moved along, and asked the rest of the committee to review and provide her with annotated hard copies or electronic copies (sent via e-mail) as soon as possible. Marcia requested that we wrap up AcTF review of the AIP by next month's meeting, so that we can turn it over to the governing bodies. She also noted that the template we are using to record and manage the AIP does not allow us to provide a narrative for evidence. If any on the committee have thoughts about how to do that, please let Marcia know.

d. Cynthia asked whether there was evidence of the accomplishments mentioned in Diane's review. Diane noted that the evidence is in the program review statements.

e. We have an issue with Intranet accuracy. We need to find a way to track documents. Marcia agreed to talk to Billie Takaki-Lueder about that issue. Pat mentioned that once SharePoint comes into regular use, it has a document management feature that should help solve this problem.

f. Diane mentioned that General Education for CTE still needs to address the new accreditation standards.

IV. Planning for campus survey

A. We need to form a subgroup of this committee to create questions. Cynthia and Ross volunteered.

B. Marcia asked if we can make the survey partially complete-able so that people can save and come back later, making the task less onerous. Ross agreed that we could try that.

C. Cynthia noted that if the purpose of the survey was to help answer the questions on the AIP, we should ask about the same things.

- Marcia agreed that we should go back to the old survey, but also include some new questions on the campus reorganization. We should include questions to gage the direct or indirect involvement of those answering each question, as well.

- The committee agreed that it might be useful to ask old Accreditation Standard chairs if they have further questions based on the AIP that they would like to include on the survey.

- The committee agreed that the timetable would be to do the survey just after Spring Break. That will give time to prepare the questions and vet the survey with relevant parties (FSEC, SSEC, Erika, etc.). So we will have one month to create the survey, then we agree on it, after which it will go to governance parties, then be input by Ross.

V. Planning for the Midterm Report: Marcia will write the report. We are looking at two follow-up reports.

A. There will be three major sections to the report

1. Address the recommendations from WASC-ACCJC

2. Looking at the AIP (including narrative evidence)
3. Closing the loop - discussing what has happened since the last follow-up report, i.e. collaboration between CTE and Liberal Arts, as well as a discussion of what we should be doing from now on, including alignment of Program Learning Outcomes with Institutional Learning Outcomes.

B. The AcTF should also give an assessment of what we still need to focus on.
   - We need to get Sharepoint working for us as a document storage system.
   - We should also post a page on preparations for the midterm report so that people can look at it and answer questions.
   - We need to make it easy for people to find this page and the AIP
   - Marcia will send out instructions for preparing Midterm Reports to the members of the AcTF.
   - Diane mentioned that we need to work on the budgetary process, especially to make sure that links to program review process are working as planned.
      - Related to this, Steven noted that programs are not clear on what got funded last time, nor what the process is for Program Reviews once the program submits them. These links need to be made clear. Because the System has taken over the Program Review process and data retrieval from the individual CC campuses, they are not able to be flexible about requirements. They ask us to address issues unique to our campus in the narrative portion, but they provide only the Program Health Calls on their website, with no narrative explanations. So our narratives get stripped out. This undermines the possibility of self-assessment.
      - The committee agreed that the AcTF needs to come up with recommendations to deal with our concerns and pass them on to the System level.

New Business

A. The FSEC wants all committees to take their own pulse in terms of how well is the committee functioning, and whether the work of the committee is necessary, not being duplicated, and useful to the campus. This will include a series of questions from the FSEC. This is in response to concerns expressed by faculty that we may have too many committees. The FSEC wants to inventory committees to see whether this perception is accurate. The FSEC is doing a pilot of this survey now by reviewing its own performance.

The meeting adjourned at 11:50 PM
Respectfully submitted by Patrick M. Patterson