HONOLULU COMMUNITY COLLEGE
ACCREDITATION TASK FORCE

MINUTES
February 20, 2015

Members present: Steven Auerbach, Diane Caulfield, Ross Egloria, Pat Patterson, Marcia Roberts-Deutsch, Steven Shigemoto, Cynthia Smith.

Minutes: The minutes of the January meeting, prepared by Pat Patterson, were reviewed and approved subject to inclusion of comments from Diane Caulfield. Pat will update and resend.

Marcia volunteered to serve as Recorder for February.

Update on AIP: Diane provided an update on three programs that now include an Ethics requirement, making all CTE programs compliant with that recommendation from ACCJC. Steven S. asked whether the version of the AIP that is posted on the intranet is the most current (updated September 2014.) There have been some additional updates that have not been formally recorded, so those will need to be consolidated. Patrick indicated that the AIP is now in Sharepoint, and is editable. He explained the system of “checking out” a document to work on it; Cynthia asked that Patrick explain how to do this. Ross will be meeting with Academic Support on February 25, and will ask for their input.

Campus Survey: We will structure this in a form comparable to the surveys presented to the campus in 2012 in connection with our last full accreditation. Ross explained that it will be possible to structure the survey so that respondents are able to save in process. This means constructing it with multiple pages, and will require it being sent to each respondent individually. We will need to get an updated list of all faculty and staff. We will add items pertinent to assessment, program review, and the relationship between them. Cynthia will send a draft of the updated questionnaire for our review. It was suggested that for questions related to the hiring process, a focused survey for only those actively involved in screening committees be developed.

FSEC Survey for committee self-assessment: If received in time, this will be an agenda item for the March meeting of this task force. As a newly formed committee, it will be important to look candidly at how we have been functioning this year.

The Accreditation Task Force meets next on Friday, March 20, 11:00 a.m., in 6-101.