Accreditation Task Force Meeting Minutes  
January 22, 2016

Present: Jeff Arbuckle, Diane Caulfield, Ross Egloria, Shanon Miho (recorder), Pat Patterson, Steve Shigemoto, Cynthia Smith, Monique Tingkang, Marcia Roberts-Deutsch.

Note: Steven Shigemoto will cycle off the committee and will be replaced by Jeff Arbuckle, representing IR. The committee welcomed Jeff.

I. The meeting was called to order at 11:00 a.m by Chair Marcia Roberts-Deutsch. A moment of silence was given for the 12 U.S. Marines who went missing after their helicopters went down in the water off the coast of Oahu's Waimea Bay on January 14th. Minutes of the Nov. 13, 2015 meeting was approved.

II. Calendar for Spring 2016: Meeting Dates (1/22, 2/19, 3/18, 4/15)  
Volunteer/assign recorders: 2/19 (Pat), 3/18 (Cynthia), 4/15 (Ross)

III. Continuing Business:

A. Mid-Year Report of the Accreditation Task Force to the Campus Council on Institutional Effectiveness written by Marcia was read and approved by the Committee and will be sent to Steven Shigemoto as Chair of CCIE.

B. Communications - Katy Ho, VCAA is taking the lead on sending out messages to students and the campus so that there is a consistent flow of messages. Suggestion was made to have monthly messages instead of periodically so that people look forward to and can expect messages about the campus. Also, even if communication to the FSEC and Planning Council is timely, sometimes minutes of these committees do not come out until much later. Suggest to have these same announcements made simultaneously to the entire campus.

C. Assessment of Administration - although well done and comprehensive, it is lengthy with a narrative format. Suggest a checklist or bullet format to make it easier to read and for use in reporting by administration.

IV. New Business:

A. Orientation of New Standards - plan to have a Town Hall meeting to share updated version of the Accreditation Standards. What are we looking for? What evidence do we need? Do we have another campus survey? Decided on Wednesday, February 24 at 1pm (Marcia will get room). We can use the next 2/19 ATF mtg to prepare (dress rehearsal?) Each member will review a standard and have a 3-5 minute presentation at the Town Hall Meeting:

1. Mission: Pat, Jeff
2. Learning & Support Services: Diane, Shanon, Steve A.
3. Resources: Monique, Ross
4. Leadership/Governance: Cynthia
5. Overview and Rationale of Changes: Marcia

- Will have one Power Point for all to use. Ross will create a template and we can fill in information for own areas.
- Prepare a survey to solicit volunteers to serve on the Accreditation Standards committee. This can be sent out prior to the Town Hall mtg. and may encourage more people to come
- At Town Hall mtg, suggest to give a description of the different standards, what is expected on these committees...so people know what they’re getting into
- Helps to have a Steering Committee structure (a group to pull everything together) - people may want to know this before serving on a standard.

B. Preliminary Formation of Standards Committees -

Marcia will get a master list of names of those who served on these self-study committees. Need to encourage more CTE faculty to participate. Marcia will ask Keala and Russell. Timeline:

1. Fall 2016: solidify committee membership
2. Spring 2018: Committees need to complete work
3. Summer 2018: Report Due
4. Fall 2018: Final to ACCJC

C. Mid-term Report results? Commission meets this month, should have results around the end of February---maybe in time for the Town Hall meeting

D. The meeting adjourned at 11:45 a.m.