HONOLULU COMMUNITY COLLEGE
ACCREDITATION TASK FORCE COMMITTEE

MINUTES
February 19, 2016

Members Present: Marcia Roberts-Deutsch, Jeff Arbuckle, Ross Egloria, Shanon Miho, Diane Caulfield

The meeting was called to order at 11:07 a.m.

January 2016 minutes approved.

Accreditation Town Hall PowerPoint: Shanon & Diane shared their slides for Standard II. Ross shared his slides for Standard III. The following are suggested revisions for the PowerPoint:

- Need space for Steve’s Accreditation Matrix at end
- Need space for Marcia’s Accreditation Timeline
- Need space for Erika/Katy’s contributions
- Need space for Diagrammatic structure of standards teams (Marcia)
- Need space for what it means to be a member of standards team (what does it involve?)

Please send all edits/revisions to Ross. He will add it to the PowerPoint and resend back out to everyone via email. Changes will be tracked via version number.

Self-Study Team Volunteer Form: Marcia shared the self-study team volunteer form she created. This will be the primary method of asking for volunteers to serve on the various standard teams. The plan is to have the various division chairs responsible for collecting completed forms. Marcia has an idea to draft cover memo to thank prior self-study participants (to attach to the volunteer form to be placed in mailboxes) in the hopes of encouraging continued participation on a self-study team.

- Suggest single column selection (vs 1st, 2nd, 3rd choice)
- Suggest adding a general question if interested in leadership role
- Suggest adjusting faculty line to include lecturer designation
- Possibly doing electronic aggregation of results (versus aggregation by hand)

Next meeting will be March 18, 2016 at 11am in building 6, downstairs conference room. Meeting will primarily focus on debriefing from the Accreditation Town Hall the day before. Pat Patterson is slated to be the recorder.

The meeting was adjourned at 11:53 a.m.

Submitted by
Ross Egloria