HONOLULU COMMUNITY COLLEGE
ACCREDITATION TASK FORCE

MINUTES
April 15, 2016

Members Present: Jeffery Arbuckle, Ross Egloria, Shanon Miho, Patrick Patterson, Marcia Roberts-Deutsch, Cynthia Smith.

The Minutes of the March 18, 2016 meeting were approved and will be posted.

The primary focus of this meeting was to review the list of faculty and staff volunteers who had indicated interest in serving on one (or more) of the Standards committees for the next comprehensive Accreditation Self Evaluation. The Task Force members reviewed the list and made recommendations on membership and leadership for each committee. The draft list also included suggestions as to which member of the senior administrative team could serve as liaison. In some cases, it was noted that additional recruiting will need to be done to fill out some committees; we should have a minimum of five people on each committee, and for some (e.g., Instructional Programs, Leadership and Governance) at least seven would be preferable. It was noted that we would like more faculty from the CTE programs to serve—at least one from each program would be a good start—but it was acknowledged that their workload and teaching schedules sometimes makes participation difficult. It was also noted that to date no Math faculty have volunteered. Division Chairs should be expected to serve as well.

Marcia reported that she is in the process of preparing an end-of-year report for submission to the CCIE and the FSEC, and will circulate that for review by email.

Cynthia Smith raised the issue of possible release time for Accreditation Committee Co-Chairs for at least one semester when most of the writing of the report will take place (likely Fall 2017). Marcia indicated that she would follow up with the Chancellor to see if that can be done.

The committee also discussed establishing a site in Sharepoint to provide access to the Visiting Team, which will be coming to the College in Fall 2018. Management of the evidence that the Standards committees will be gathering will definitely be an important item of discussion for next year’s Accreditation Task Force.