1. Mission:

What to look for:
- Has committee been meeting charter mission over past 2-3 years?
- Does it require a standing committee to meet this mission or would ad hoc/occasionally constituted task group suffice?
- Are there obstacles to committee fulfilling its mission? Explain what these are and propose solutions.

Mission: This is the first year operating based on a new mission; so far, committee has been meeting this mission.

Topics dealt with are all relevant to purpose of the committee (e.g. pending reports – Progress, Midterm, Self Study, Annual reports; AIP, Assessment follow up issues (major part of accreditation)

Responsibility to ‘document and communicate’ needs more attention in terms of internet records (ensuring timely, clearly organized and publicized posting of minutes and supporting documents) and clarification of role of committee members (e.g. is their duty as a direct representative of a particular constituency? If so, requires consistent reporting).

Committee Status: Since a primary goal is to ensure monitoring compliance with accreditation standards is ongoing, not just done in the run up to every 6 year report, needs to be a standing committee.

Obstacles: No identified obstacles

Recommendations:
Need to update website on consistent and timely manner (committee information not there yet after reorg; some documents discussed not posted)

Since many important announcements take place at meetings, need to clarify if members are to more directly serve as conduits to share and gather information from constituents and provide explicit orientation to new members.

II. Meetings:

What to look for:
How often does the committee meet?
Is this schedule adequate to fulfill intended purpose? Should it meet more or less frequently?

II. Meetings

In the immediate year preceding this one, the committee was known as the Accreditation Oversight Committee (AOC). While the committee had not been convened for a number of years, the AOC met three times during the Fall 2013 semester (August, September, and December) and once a month during Spring 2014 from January till April. The previous year’s committee members felt that the number of meetings were adequate to fulfill the intended purpose as long as all the members were present and the meetings were facilitated to make good use of their time. The committee was able to meet the established deadlines.

Currently, the Accreditation Task Force is scheduled to meet once a month on the third Friday during the academic year beginning in September and ending in May as posted on the monthly meeting schedule distributed by the Chair of the Planning Council. While the task force did not meet as frequently during the Fall 2014 semester due to finals and an emergency, the members still worked on various tasks as evidenced by the emails between task force members.

Thus far, the task force has met regularly for its monthly meeting during the Spring 2015 semester. Each meeting has been productive and the frequency has been adequate to conduct its business in a timely manner as reflected in the meeting minutes.

In closing, two comments by a member who has served on the committee in previous years as well as in the current year are noteworthy. First, while monthly meetings are fine, as the college gets closer to the writing the next accreditation report, the task force may need to meet more frequently. Second, if there is good use of emails between meetings, issues can be addressed in a timely manner. An example that was cited is the sharing of drafts prior to the meeting so that the drafts can be discussed at the meeting instead of introducing a draft at a meeting, getting feedback to share at another meeting and perhaps taking a third meeting to make a final decision.

III. Membership:
What to look for:

- Does current membership enable committee to effectively meet mission
- Do all members need to be permanent standing members or could voices be included on consulting basis?
- What (if any) changes in membership are needed?
Soliciting feedback from current and previous members led to the following conclusions and recommendations.

Recommendations:
Chair should ensure ASUH representative comes to these meetings to represent students (sporadic degree of representation as chronic problem.)

Keep current membership intact but ensure members are active participants and reinforce active participation. Keep mission and purpose front and center at all times so membership understands and actively engages.

Update Intranet to accurately reflect membership and other important items

Revisit membership composition periodically; each member could commit for at least 2 year engagement.

**IV. Communication:**
What to look for:

- Is committee’s intranet presence accurate and updated?
  - Yes, however, if AOC and AcTF are the same committee, it should be noted: AcTF is located here (list as of 01/27/15), need to reflect other membership in the task force-Steven Auerbach, Diane, Caulfield, Ross Egloria, Steven Shigemoto: http://programs.honolulu.hawaii.edu/intranet/node/1750

- Are minutes posted in a timely manner?
  - No, minutes are posted for the following dates for AOC only (none of the PDFs are currently working):
    - April 25, 2014 http://programs.honolulu.hawaii.edu/intranet/content/april-25-2014
    - March 21, 2014http://programs.honolulu.hawaii.edu/intranet/content/march-21-2014
    - February 21, 2014 http://programs.honolulu.hawaii.edu/intranet/content/february-21-2014
    - January 17, 2014http://programs.honolulu.hawaii.edu/intranet/content/january-17-2014
    - December 6, 2014http://programs.honolulu.hawaii.edu/intranet/content/december-6-2013

- Are they easily located?
  - Yes, from the main intranet page, minutes are located under Committees : Committee Minutes; it takes 4 clicks to get to actual minutes
Are all key documents (policies) related to committee posted and accessible?
- Yes, listed under AOC (last updated 06/14/11)- however, none of the links work, except for the charter-see below: http://programs.honolulu.hawaii.edu/intranet/node/238
- Accreditation Oversight Committee Charter is available online: http://programs.honolulu.hawaii.edu/intranet/sites/programs.honolulu.hawaii.edu.intranet/files/charters-AOC_0.pdf
- Self Study Report – 2006 has the following links not functioning:
  - http://programs.honolulu.hawaii.edu/intranet/node/168
  - http://programs.honolulu.hawaii.edu/intranet/node/159
  - http://programs.honolulu.hawaii.edu/intranet/node/158

Recommendations:
- Need to ensure policies and relevant documents are all linked and posted.
- Need to update membership listing based on new name.
- Need to ensure all past minutes are readily accessible and links are functional.
- Need to find a way to better organize documents that are currently posted. A different indexing system could allow for better maneuverability/access to documents needed.

According to the AOC Charter, the Committee will review the charter annually and revise as needed – Evidence of annual charter review should be posted.

Committee meeting minutes are distributed via campus email to the committee members, current minutes should also be posted to the intranet

For continuity, the following should be conducted annually:
- Review of Intranet postings (for AY, prior years should be acceptable, unless changes to the website or indexing occur)
- Review of minutes – dates posted
- Review minutes (to make sure policies mentioned/discussed/approved are then posted)