

**HONOLULU COMMUNITY COLLEGE
ACCREDITATION STEERING COMMITTEE
For the
INSTITUTIONAL SELF-EVALUATION REPORT (ISER)**

**NOTES
December 14, 2016**

Members Present: Standard I: Keala Chock, David Panisnick; Standard II: Katy Ho; Standard III: Steven Auerbach, Jeff Stearns; Standard IV: Erika Lacro, Cynthia Smith; IR Liaison: Jeffery Arbuckle; ISER Chair: Marcia Roberts-Deutsch.

Status Reports from Standard Co-Chairs:

Standard Co-Chairs were asked to provide updates on their respective parts of Standards, as follows:

IA: David Panisnick reported that the groups had met five times and focused on gathering evidence related to the set of Core Values linked to the new (proposed) Mission Statement. Members have identified various items of evidence and will next identify their locations.

IB, IC: Keala Chock reported that these two groups have met four times and are still gathering evidence. He noted two challenges—the actual locus of some evidence (i.e., knowing it exists, but not sure where it is), and overlapping of evidence (i.e., some items are pertinent to more than one section, so how to cite.) Keala also noted that Billie Lueder had shared a matrix with the individual sections and evidence.

IIA, B, C: Katy Ho reported that members of all three parts of the Standard had met earlier on 12/14, during which time she reviewed basic concepts, the need to write across the sections of Standard II, and the significance of the Eligibility Requirements (ERs) and Federal Regulations. Katy noted that the three groups were at different places in the process: IIA has done an initial sweep of evidence; IIB has developed some interview questions; IIC has not met yet. All agreed to use the same template for evidence (spreadsheet in Google Excel). Because a number of members are new to the process, there is uncertainty about what they are supposed to do. Katy will provide some assistance to IIB, and Marcia will meet with IIC.

III: Members from all sections will meet on 12/14.

IIIA: Jeff Stearns reported that this group has met.

IIIB: Steve Auerbach reported that this group has met, and is using the template to organize their work and identify gaps. They have a schedule of bi-weekly meetings. Mike Meyer provided a tutorial on the use of Sharepoint, and OneNote for minutes. They are working on survey questions.

IIIC: Has not met yet.

IIID: Jeff has talked to the lead for this part of Standard at Kap`iolani CC about the need to coordinate evidence-gathering and writing at the system level. It was noted that John Morton intends to find someone to help with system-level coordination for this and other Standards or parts of Standards.

IV: Cynthia Smith reported that the group had met twice to organize their work, which will focus on parts A and B; parts C and D will require input from the system. About two-thirds of their evidence is gathered, and they have identified gaps that should be addressed as soon as possible (e.g., committee minutes, organizational charters.) They have identified a need to have some targeted focus groups in addition to items included in the general survey. Other needs include assessment for governance committees, and orientation for those serving as chairs of those committees. It was recommended that the Chancellor send out a general reminder to all committees to post minutes of their meetings in a timely manner, and notify the campus when they are available for review.

Updating the Timeline:

April 10, 2017 was agreed upon as the due date for a first draft, so that it can be posted for campus review before the end of Spring semester. It was also agreed that evidence-gathering should be completed by the end of January. Steering committee members were also asked to provide recommendations for survey questions by Monday, January 16, so that those could be reviewed at the next meeting of the Steering Committee on January 18. [NOTE: since 1/16 is a holiday, please send Marcia your recommendations no later than 9 a.m. on Tuesday, 1/17.]

Meeting schedule for the Steering Committee:

It was agreed that the Steering Committee would meet on the 3rd Wednesday of each month at 2:00 pm: Dates are January 18, February 15, and March 15, with subsequent dates to be determined.

These meetings will be supplemented by separate Standards/Parts of Standards meetings.

Duty Week – Accreditation event planning:

The schedule for duty week will include a session on Accreditation. Suggestions for content included a brief overview, identifying opportunities for campus input (e.g., survey, focus groups); this event should be upbeat, and include identifying some of the positive changes that have taken place as a result of institutional self-evaluation (e.g., SSEC, Planning Council.) More planning will take place at the Executive mini-retreat.

Interface with Accreditation Task Force:

The Steering Committee will continue to coordinate with the Accreditation Task Force (AcTF), which will meet on December 15. It was agreed that it would be appropriate for the AcTF to do a final review of the Actionable Improvement Plan (AIP) from our 2012 Self-Study, and take the lead on compiling and administering the Campus Survey in Spring 2017.

Action Items Updates:

In addition to items above, other action items include a) Coordination of Interviews (with Admin et al.); b) Identifying and acting on gap items; c) campus discussion (Town Hall?) about institution-set standards; d) clarifying system-level coordination and consensus; e) consistent documentation of the process of preparing our report.