

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

**NOTES
January 18, 2017**

Members Present: Standard I: David Panisnick; Standard III: Jeff Stearns; Standard IV: Cynthia Smith; Mike Meyer (IT Liaison); Marcia Roberts-Deutsch (ISER Chair).

Status Reports from Standard Co-Chairs:

Standard I: David Panisnick provided input on survey questions from all parts of Standard I.
Standard III: Jeff Stearns reported that a system-level meeting was scheduled for January 24 for the VCAS group regarding coordination of information regarding Resources. The Functional Map created by the OVPCC was cited as key to clarifying who was responsible for what information

Standard IV: Cynthia Smith indicated that this team wants to do Focus Groups on governance issues with faculty, staff and students. She also expressed concern that while members of the senior administration have been designated as Co-Chairs of the Standards, the division of labor has been uneven, with more responsibility falling on the faculty or staff with whom they are paired.

Jeff Stearns raised the issue of how to structure the report, given the increased emphasis in the ACCJC guidelines on Distance Education (DE.) He noted that at the College he recently visited as a member of team, all sections pertaining to DE were gathered into a separate section. Marcia noted that team members are assigned different parts of standards (which may include some items pertinent to DE) it might be difficult to separate those items into a totally separate section. She will seek clarification from Jack Pond (ACCJC VP.)

Faculty and Staff Campus Survey—Spring 2017:

Marcia had previously sent out the link to the Executive Summary from the survey conducted in 2012 (i.e., quantitative data only.)

Not all parts of Standards have submitted survey questions, which were due January 15. Marcia will follow up.

Mike Meyer indicated that he wanted to use a national survey instrument from EduCause relating specifically to IT issues.

Marcia will work on a timeline for developing and administering the 2017 survey, based on the premise that results should be available to team writers about two weeks prior to the April 10 deadline for a first draft.

We will try to have all proposed survey questions in hand to review (online if needed) prior to engaging the Accreditation Task Force, which meets next on February 17, 2017.

Identifying and Acting on “Gap Items”:

Marcia asked for input on issues that might require immediate response (aka “gap items” to be addressed this academic year) based on initial findings from the teams. The following items were identified:

- SLO/SAO Assessment – it was suggested that units begin with a quick audit of current practices.
- Assessment of Administration – this was specifically highlighted as an area that needed clearer articulation of SAOs and regular assessment.
- Meeting minutes – It had been decided previously that a message from the Chancellor reminding the campus about timely posting of minutes was necessary.
- Updating Committee Lists
- Orientation for Chairs of Governance bodies

Other Action Items:

Cynthia will try to locate the content analysis done by Jennifer Higa-King for the last campus survey (i.e., identification of key themes derived from narrative comments).

Marcia will follow up with Ross regarding activities of Standard III.C.

The list of participants on the teams will be updated/corrected.

Marcia will prepare survey timeline for committee review.