

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

**NOTES  
February 15, 2017**

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

**Status Reports from Standard Co-Chairs:**

Standard I: all parts on track to meet deadline. IA has work assigned to individual members, hopes to have something drafted before Spring Break. IC team has completed Sharepoint training.

Standard II: meeting for all of Standard II scheduled for February 27; Jeff Stearns working on draft for IIA.

Standard III: There was a system-level meeting on February 3 for representatives working in this Standard in order to clarify and address common elements particularly in the HR (IIIA) and Financial (IIID) Resources areas. The OVPCC will provide some uniform text for those areas, to which campuses can add. IIIB has had regular meetings using Sharepoint. IIIC, led by Mike Meyer, is focused on preparing to administer the EduCause survey on technology, for which IRB approval is needed.

Standard IV: Three focus groups will be conducted to gather information on participation in campus governance; these will be based on a) faculty, b) staff, and c) students respectively who were involved in governance committees since 2012. This team has decided to wait to conduct interviews with members of the administrative team. One recommendation that has been made is the creation of an orientation handbook for governance committee chairs.

The Chancellor attended a system-level meeting on 2/13 for representatives working on IVC (BOR) and IVD (OVPCC); Conred Maddox and Silvan Chung will attend future meetings of this group, which like parts of Standard III, will receive some sections of the narrative from the OVPCC to ensure consistency across campuses.

**Campus Survey Items and Timetable:**

Suggestions for survey items were received from most of the parts of Standards. These were compiled and distributed, along with a suggested timetable for implementation in Spring 2017, to the Steering Committee prior to this meeting. The committee agreed to

- Forward the items to the Accreditation Task Force, as previously agreed, for final preparation and implementation;
- Separate out the items submitted by IIB to be administered as a separate survey;
- Separate out DE-related items to be administered to DE faculty

**Other Items:**

The Chancellor asked about the status of SLO assessment in relation to Standard II. It was noted that the SLO Inventory forms make it possible to show the alignment between SLOs, PLOs and ILOs. Follow-up is needed to verify the extent to which faculty and others have continued to complete assessment on a regular basis.

The Chancellor also indicated that our revised Mission Statement, with Core Values, will be submitted on February 22 to the OVPCC, prior to review by the Board of Regents.

Items suggested for the Agenda of the March 15 meeting include the following:

- Evidence needs
- Data visualization (graphics)
- Follow up on SLO/PLO/ILO alignment documentation
- Interviews with Admin. team

**NEXT STEERING COMMITTEE MEETING: Wednesday, March 15, 2017, 2 p.m.**