

**HONOLULU COMMUNITY COLLEGE
ACCREDITATION 2018 STEERING COMMITTEE**

**MINUTES
August 23, 2017**

Members Present: Jeffery Arbuckle, Steven Auerbach, Erica Balbag-Gerard, Keala Chock, Emily Kukulies, Karen Lee, Billie Lueder, Mike Meyer, David Panisnick, Marcia Roberts-Deutsch, Cynthia Smith, Jeff Stearns, Jolene Suda, Monique Tingkang.

Note: Emily Kukulies was asked to attend Steering Committee meetings to ensure student representation in the ISER preparation. She will serve as a liaison, or identify a member of student government to attend.

Where we are now: Team Status Report: Based on the break-out sessions held after the Accreditation Town Hall during Duty Week, a consolidated report was prepared and distributed, so that the Steering Committee would have a better sense of current membership, meeting plans, and current issues or concerns that need to be addressed. It was also suggested that the Report be updated to identify Co-Chairs (leads) and liaisons for each Standard or part of Standard. Two immediate concerns were raised by Cynthia Smith:

- Can we schedule a meeting with the Administrative Team for the purpose of a joint/group interview? This would be more efficient than trying to schedule individual interviews, and would provide teams with information on areas of concerns in other standards.
- Can we get a better idea about how the Intranet has been restructured and how items that may be needed as evidence have been migrated or reorganized? Can there be a separate and easily identifiable section on Budget? Billie Lueder agreed to do a “tour” of the new Intranet site at the next Steering Committee meeting on September 6.

Clarify role of Steering Committee, Co-Chairs, Liaisons: While the Steering Committee as a whole has a coordinating function for preparation of the ISER, the Co-Chairs for each Standard and the liaisons for each part of Standard have front-line responsibility for checking in with each team and addressing their concerns as quickly as possible, or bringing issues back to the Steering Committee, which will be meeting on a bi-weekly basis. It was also agreed that the Accreditation Task Force, though responsible for a few tasks (e.g., surveys, Town Hall) would play a secondary role during this final year (2017-2018) of preparation for accreditation.

Update on Surveys for Faculty/Staff and Students: Jeff Stearns had distributed current iterations of surveys prepared last year for a) faculty/staff, and b) students. There was substantial discussion about the length, format and content of the survey. Jolene Suda indicated that IIB and IIC have some additional items to include, as did Cynthia Smith for Standard IV. Emily obtained preliminary feedback on the survey from students in Chartered Student Organizations. and they made several recommendations for modifications. After Jeff

provides Emily with the correct student version of the survey and the committee provides the additional questions, Emily will work with student leaders to improve the student survey questions and narrative to be appropriate for students. It was also agreed to a) provide a brief introduction to both surveys to clarify their purpose; b) eliminate the Standard numbers and titles from each section, and the “neutral” option on the response scale, and c) add comment boxes at the end of each related cluster of items. The student version of the survey will go to all continuing students, regardless of whether they are home-based at HonCC. Jeff will circulate updated drafts of the surveys after he receives additional items. The surveys will be open for response September 11-22, with a reminder sent after the first week.

Review Timeline for AY 2017-2018: An updated timeline was distributed to the committee, including new dates for the survey as well as future Steering Committee meetings. It will be updated as needed.

Some additional resources: Marcia Roberts-Deutsch distributed some additional resources to the committee, as follows:

- ACCJC Suggested Formatting and Style Sheet: As teams continue to work on updating draft reports (2nd drafts due October 2), they should follow these guidelines for formatting. Two small changes in protocol for justification and margins were noted.
- ACCJC Team Preparation Exercise: This is a series of questions given each member of a visiting team to answer, based on their initial reading of a college’s ISER, prior to a site visit. It provides insight into how the teams are being trained to analyze the ISER.
- ISER Components: This is a list, drawn from the Table of Contents of a recently re-accredited college’s ISER, of the various sections of the Report, in addition to the direct response to the Standards on which we have been focused. Marcia is working on sections of the Introductory materials.

These materials, along with meeting minutes, team status report and updated timeline, will be posted on the Intranet and also provided to all team members.

Cynthia asked about the QFE and whether our items had been identified and if so, how.; Jeff indicated that two had been selected: 1) Assessment, and 2) Communication. Keala Chock asked for more information about what kinds of initiatives would be appropriate. Marcia will send to the Committee a list of what other UHCC campuses are considering, as well as a list of QFE items from recently re-accredited California colleges.

NEXT STEERING COMMITTEE MEETING: Wednesday, September 6, 2:00 p.m., 6-101