January 31, 2007

Dr. Rockne Freitas  
Chancellor  
Hawaii Community College  
200 W. Kawai Street  
Hilo, HI 96720-4091

Dear Chancellor Freitas:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 10-12, 2007, reviewed the institutional self study report and the report of the evaluation team which visited Hawaii Community College on Monday, October 23-Thursday, October 26, 2006. The Commission took action to reaffirm accreditation, with a requirement that the college complete a Progress Report.

The Commission asks that a Progress Report be submitted by October 15, 2008. The Progress Report should focus on the institution’s resolution of the recommendations and concerns as noted below:

**Recommendation 1:** (Part A) The college needs to renew its attention to institutional long-term planning, and the Academic Development Plan, including revising, as appropriate, and systematically implementing its goals, and evaluating progress toward implementation of the goals. Such a plan should be comprehensive and include integrated plans and a vision for educational programs, facilities, staffing, technology, support and infrastructure for technology and student services. (I.A, II.A.1.c, II.A.1.f, III.A.6, III.B.2.b, III.C.1.a.) (Part B) The college should also identify measures of institutional effectiveness, integrated with institutional-level plans, communicate those measures, and evaluate progress on a regular basis. (I.B.1, I.B.2, I.B.3, I.B.4)

**Recommendation 2:** Along with a focus on institutional planning, the college should align its departmental-level planning and program review, and student learning outcomes on course, program, and institutional levels, with the mission statement, including the mission of the West Campus. (I.A.4)

**Recommendation 3:** Building upon current student learning outcomes efforts, the college should create a plan, with timelines for implementation, for the complete student learning outcomes framework which includes identifying SLOs at the college, program and course levels, implementing those outcomes across the college, assessing the outcomes, and using the results for improvement. (I.B, II.A.1.c, II.A.1.f)
Recommendation 4: Academic planning should include dialogue on classes offered, library and student services and scheduling decisions should include all affected areas or locations (centers) before being implemented. (II.A.1.c.)

Recommendation 5: The college update their transition plan for facilities maintenance and improvement for the East campus at Hawaii CC and the leased facilities at West Hawaii and collaborate with the U of H system to secure funding for this plan so the students attending Hawaii CC in the next 5-10 years can be adequately served with appropriate facilities while the new campus is under construction. (II.B.1.a, b.)

Recommendation 6: The college should memorialize governance practices by establishing, publishing, and implementing a comprehensive written policy that defines and delineates the specific roles of faculty, staff, administration, and students in the college’s decision-making processes. In order to ensure the integrity and effectiveness of the College’s governance and decision-making processes, roles of governance groups, such as College Council and Academic Senate, should be regularly evaluated and results communicated with college constituent groups. (IV.A.2, IV.A.5.)

Attached is the final copy of the team report and the report of the team that visited the University of Hawaii Community Colleges System Office. Additional copies may now be duplicated. The Commission requires you to give the team report and this letter appropriate dissemination to your college staff and to those who were signatories of your college self study report. This group should include the Chancellor, campus leadership, and the Board of Trustees. The Commission also requires that the team report and the self study report be made available to students and the public. Placing copies in the college library can accomplish this. Should you want the report electronically to place on your web site or for some other purpose, please contact Commission staff.

The recommendations contained in the evaluation team report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the team report, the college is expected to use the report to improve the educational programs and services of the institution.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. Hawaii Community College should submit the Midterm Report by October 15, 2009. Midterm Reports indicate progress toward meeting all the evaluation team's recommendations and forecast where the college expects to be by the time of the next comprehensive evaluation. The report also includes a summary of progress on college-identified plans for improvement as expressed in the self study.

The college conducted a comprehensive self study as part of its evaluation. The Commission suggests that the plans for improvement of the institution included in that document be taken into account in the continuing development of Hawaii Community College.
The next comprehensive evaluation of the college will occur during Fall 2012.

Finally, let me take this opportunity to remind you that federal legislation affecting accrediting agencies requires that accredited colleges conduct systematic assessment of educational outcomes (see especially Standards One and Two). A further requirement is that accrediting agencies pay close attention to student loan default rates.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,

Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. John Morton, Interim Vice President for Community Colleges
    Dr. Trina Nahm-Mijo, Accreditation Liaison Officer
    Mr. Michael Rota, Associate Vice President
    Ms. Kitty Lagareta, Chair, Board of Regents, University of Hawaii
    Dr. E. Jan Kehoe, Team Chair
    Evaluation Team Members

Enclosures