January 23, 2004

Dr. Shirley Daniel  
Interim Chancellor  
Hawaii Community College  
200 W. Kawili Street  
Hilo, HI 96720-4091

Dear Chancellor Daniel:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 7-9, 2004, reviewed the Midterm Report submitted by Hawaii Community College. The purpose of this review is to assure that the recommendations made by the evaluation team are addressed by the institution and that the college has also considered the self-identified areas of concern which were included in the institutional self study.

I am pleased to inform you that the Midterm Report was accepted. The college is commended for the progress it has made in addressing the Commission's recommendations.

However, a fall 2003 team visit to the University of Hawaii Community Colleges found the lack of an active program review process to be a system-wide issue. Consequently, the Commission has advised the system to address this issue. The College is advised to review 2002 Standards of Accreditation as well as the following recommendation provided to the University of Hawaii Community Colleges in a team report in January 2004, in developing its own Next Self Study Report. The College will also need to become active with the rest of the University of Hawaii Community Colleges in developing a response to this system-wide recommendation. The recommendation is:

**Recommendation 2:** The Team recommends that the UH Community Colleges develop policies and procedures to ensure:

- that the community colleges engage in regular assessment of institutional effectiveness, including program review;
- that the community college system as well as each college sets priorities for implementing plans for improvement that are based in analysis of research data;
- that the colleges and the UHCC system incorporate these priorities into resource distribution processes and decisions;
- that the colleges and the UHCC system develop and employ a methodology for assessing overall institutional effectiveness and progress toward meeting goals expressed through plans for improvements; and
- that the colleges and the UHCC system report regularly to internal constituencies and the Board on this progress.
Dr. Shirley Daniel  
Hawaii Community College  
January 23, 2004  
Page Two

(Standards I.B., II A. 1. and 2., II.B.3.a., II B. 4., II.C.1.e and II.C.2; III.A.6., III.B.2.b., III.C.1. and 2., III.D.1. a, IV.B.2.b, and the Preamble to the Standards.)

The Commission requires you to give the Midterm report and this letter dissemination to the college staff, the campus leadership and the Board of Regents. The Commission also requires that the report be made available to the public. Placing copies in the college library can accomplish this.

Please note that the next comprehensive evaluation of Hawaii Community College will occur in fall 2007.

The Midterm Report will become part of the accreditation history of the college and should be used in preparing for the next comprehensive evaluation. The Commission expects that you share this information widely among interested parties at the college.

Sincerely,

Barbara A. Beno  
Executive Director

BAB/tl

cc: Dr. Evan Dobelle, President  
    Dr. David McClain, Vice President for Academic Affairs  
    Mr. Michael Rota, Associate Vice President for Academic Affairs  
    Dr. John Carroll, Accreditation Liaison Officer  
    Board President