



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 7, 2014

Ms. Noreen Yamane, Chancellor
Hawai'i Community College
200 W. Kawili Street
Hilo, HI 96720

Dear Chancellor Yamane:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 8-10, 2014, reviewed the Follow-Up Report submitted by Hawai'i Community College and the report of the evaluation team that visited November 18, 2013. The Commission took action to require the College to submit a **Follow-Up Report by October 15, 2014**. The report should demonstrate full resolution of the College Recommendations 1, 2 and 3 and System Recommendations 4 and 5 noted below. In addition, the College should demonstrate compliance with Standard III.A.1.c by adopting and implementing the University of Hawaii Community College System policy.

Need to Correct Deficiencies

The Accreditation Standards, as an integrated whole, represent indicators of academic quality and institutional effectiveness. Deficiencies in any Standard will impact quality at an institution, and ultimately the educational environment and experiences of students. The Commission found Hawai'i Community College deficient in meeting the following Accreditation Standards: I.B.1, I.B.3, I.B.4, I.B.6, I.B.7, II.A.1.b, II.A.1.c, II.A.2.a, II.A.2.c, II.A.2.d, II.A.2.e, II.A.2.f, II.A.3.a-c, II.C.2, III.B.1.a, III.B.2, III.B.2.a, III.B.2.b, III.C.1, III.C.1.b, III.C.1.c, III.C.1.d, III.C.2, III.D.1.a, III.D.4, IV.A.2.b, IV.A.3, IV.B.1.e, IV.B.1.g and IV.B.2.b from college and system recommendations.

Please note that under U.S. Department of Education regulations, when an institution is out of compliance with any Standards, the Commission "must immediately initiate adverse action against the institution or require the institution to take appropriate action to bring itself into compliance with the agency's standards within a time period that must not exceed...two years." Hawai'i Community College should fully resolve the noted deficiencies by October 2014.

Ms. Noreen Yamane, Chancellor
Hawai'i Community College
February 7, 2014

Recommendations:

College Recommendation 1: Institutional Mission and Effectiveness, Student Learning Programs and Services, Resources, Leadership and Governance

To fully meet the Standards, and to fully satisfy the 2006 planning recommendation Part A, the team recommends that the College complete its implementation of the recently adopted Integrated Planning Process for Institutional Effectiveness to include: ongoing use of data and analysis to guide institutional improvement; pervasive dialogue about institutional effectiveness; completion and integration of component plans; and ongoing evaluation of planning processes. (I.B.1, I.B.3, I.B.4, I.B.6, I.B.7, II.A.1.b, II.A.1.c, II.A.2.a, II.A.2.c, II.A.2.e, II.A.2.f, III.B.1.a, III.B.2, III.B.2a, III.B.2.b, III.C.1, III.C.1.b, III.C.1.c, III.D.1.a, III.D.4, IV.A.3, IV.B.2.b)

College Recommendation 2: Student Learning Programs and Services, Resources, Leadership and Governance

In order to fully meet the Standards, and to fully satisfy the 2006 recommendation, the team recommends that the institution complete the identification of SLOs at the course, program and institutional levels. Further, the team recommends that the College implement a full and ongoing cycle of authentic assessment that assures continuous quality improvement of teaching and learning. (II.A.1.c, II.A.2.a, II.A.2e, II.A.3.a-c, II.C.2, IV.A.2.b, IV.B.2.b)

College Recommendation 3: Student Learning, Programs and Services and Resources

To meet the Standards, the team recommends that the College develop and implement a comprehensive technology plan integrated with resource allocation that includes and supports distance education (II.A.1.b, II.A.1.c, II.A.2.d, III.C.1, III.C.1.b, III.C.1.d, III.C.2)

UH Recommendation 4: Resources

In order to meet the Standards, it is recommended that a comprehensive UH system wide technology plan that includes and supports distance education be developed and implemented and is integrated with institutional planning (Standards II.A.1.b, II.A.1.c, II.A.2.c, III.C.1, III.C.1.c, III.C.2).

UH Recommendation 5: Board and Administrative Organization

In order to meet the Standards, it is recommended that the UH Board of Regents (BOR) adopt a regular evaluation schedule of its policies and practices and revise them as necessary. In addition, the UH BOR must conduct its self-evaluation as defined in its policy and as required by ACCJC Standards (Standards IV.B.1.e, IV.B.1.g).

Commission Requirement: The Commission also requires Hawai'i Community College to demonstrate that it has adopted, implemented, and is adhering to the UH Policy on faculty (full- and part-time) evaluations to include, as a component, effectiveness in producing learning outcomes (Standard III.A.1.c).

Ms. Noreen Yamane, Chancellor
Hawai'i Community College
February 7, 2014

The Follow-Up Report submitted in October 2013 will become part of the accreditation history of the College. I have previously sent you a copy of the Follow-Up Visit Report. The University of Hawaii Community Colleges system report was attached and made a part of the College team report. Additional report copies may now be duplicated. The Commission requires that you give the reports and this letter appropriate dissemination to your College staff and to those who were signatories of your Follow-Up Report. The recipients should include the Vice President for Community Colleges, campus leadership, and the Board of Regents.

The Commission also requires that the Follow-Up Report, the Follow-Up Visit Report, and this Commission action letter be made available to students and the public by placing a copy on the College website. *Please note that in response to public interest in disclosure, the Commission now requires institutions to post accreditation information on a page no farther than one click from the institution's home page.* If you would like an electronic copy of the Follow-Up Visit Report, please contact Commission staff.

Institutions are expected to meet Eligibility Requirements, Accreditation Standards, and Commission policies at all times during the six-year review cycle. The College must demonstrate to the Commission at the time of the next regularly scheduled report that the recent changes implemented to resolve deficiencies and meet Eligibility Requirements and Standards have been sustained.

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

Sincerely,



Barbara A. Beno, Ph.D.
President

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¹Institutions preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review *Guidelines for the Preparation of Reports to the Commission*. It contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (<http://www.accjc.org/college-reports-accjc>).