Self Evaluation Steering Committee Meeting Minutes
January 13, 2012
3:30-4:30 p.m.
Manono Conf, Room 6A and WH Admin Conf. Room

Present: Sherri Fujita, Annie Maeda, Wilt Watanabe, Monica Burnett, Kate Sims (ALO), Guy Kimura, Mike Saito, Manaikalani Kalua, David Canning, Joni Onishi, Gwen Kimura (recorder), and Kalei Haleamau-Kam (WH Vidcon).

Gwen convened the meeting at 3:30 p.m.

1. Minutes of December 2, 2011 were unanimously approved with the amendment of changing the meeting adjournment time to 5:00 p.m.  
   (m/s – Maeda/Watanabe)

2. Standard Chairs update on Draft #3 (deadline January 27, 2012):
   - **Standard I** – Kalei and Mike reported that Section 1A6 and IB6 need to be worked on. Kalei and Mike will be working with Kate next week to include Integrated Planning information into the draft.
   - **Standard II** – Annie reported that Section IIA is still a work in progress. She is working with Sherri on this. Sherri reported that Section IIB and C are nearly done. She is updating data elements, inserting some tables back in, and including updated unit assessment plans from people who have been sending things in. Kate announced that she is working on DE information that will go in the introduction section. She will also send that information to Sherri and Annie to be included in Standard II section where appropriate.
   - **Standard III** – Wilt reported that Section IIIC and D are in good shape. Kate will work on Section A, human resources, and Wilt is rewriting Section B, physical resources, to be finished by next week.
   - **Standard IV** - Pam was not present at this meeting. Gwen will meet with her next week to check on her progress with her standard.

3. FAQ Sheet:
   - Kate reported that Chancellor Yamane e-mailed FAQ sheet to all the DCs and people responsible for their units to share with their constituents. This sheet has important information about the college that everyone should become familiar with.

4. Mock visit preparation/Non-instructional Day:
   - Kate and Gwen met with Chris Jacobsen to discuss sustainability tour and accreditation activities for March 2, 2012, a non-instructional day sponsored by WO Champions. The following were some brainstormed ideas:
     a. Tour of Manono campus where sustainability projects are happening
     b. FAQ Accreditation matching activity
     c. “Accreditation Idol”
5. Announcements, Questions, and Concerns:
   • Kate explained how to access Shawn’s website by clicking on the following:
     She emphasized that HawCC needs to be paying attention to data and making
     decisions based on data.
   • Discussion on updating the website was brought up. Joni will ask Daniel to be
     responsible for redoing the organization of the website. Joni will schedule a
     meeting with Kate, Sherri, Daniel, and Shawn to accomplish this task.
   • Two new steering committee members were introduced: David Canning
     representing Student Government and Manai Kalua representing Academic
     Senate. Kate will send David the link to the Accreditation website. She
     encouraged his participation and involvement in Standard IV and Standard II
     sections.

Meeting was adjourned at 4:30 p.m.