Self Evaluation Steering Committee
Minutes
1-6-11
~9:30-10:00
Manono Conf Rm 6A and West HI Admin Conf Rm

Present: Shawn Flood, Dorinna Manuel-Cortez, Gwen Kimura (Co-Chair), Guy Kimura, Joni Onishi (Interim VCAA), Michael Saito, Tricia Lewis (Recorder), Pamela Scheffler, Kate Sims (ALO, West HI), Wilton Watanabe, Joel Tanabe (Co-Chair), Monica Burnett, Sherri Fujita

Gwen convened the meeting at 9:30.

1. Minutes of the December 3rd, 2010 meeting were reviewed for accuracy and approved as submitted.

2. Standard Chair Updates:
   • Standard I: Mike Saito - almost everyone posted something to Laulima. Members were informed that if they aren’t comfortable they are welcome to send information to the chair of the committee so they can post.
   • Standard II: Sherri Fujita – last meeting in December was cancelled. Annie is on sabbatical but she will continue to work on the draft. No updates at the moment.
   • Standard III: Wilt Watanabe reported that the group is still struggling with Laulima. HR contact is Mari Chang, Finance contact is Jodi Mine, Physical Resources contact is Bill Affonso, still looking to fill the gap with the ACU for the Technology Resources. Three out of four not bad. Kate says no need to worry about using Laulima if that is a hindrance, just write it out and work from the last report.
   • Standard IV: Pam reported posting to Laulima but nothing new since the 12/03/2010 meeting. Gwen stated that last semester was information gathering and putting together data. Timeline was discussed by Gwen. She stated that the steering committee is there to guide the standards and their committee members.

3. Sherri Fujita discussed Beno’s rubric and Peter Quigley’s recommendations to follow it. Kate discussed following the guideline and expectations defined in Beno’s rubric to help standards determine performance level.

4. Dorinna mentioned that at the December College Council Meeting, Terry Manning’s workshop, it was mentioned that our ILO’s are not measurable. Joni Onishi is re-evaluating that. Kate said that we are working on revisiting and aligning the ILO’s with other levels of assessment. Joni Onishi said that at an admin. meeting they identified 4 goals to work on based on the survey results. Per Chancellor
Yamane, “Assessment is applicable to everyone.” Gwen Kimura said we should use the survey in a positive manner & use it as a continuous process to improve. Shawn Flood will be helping with the survey again in the Fall 2011 semester.

Pam Scheffler and Ellen Okuma will be attending a System-wide meeting to work on Standard IV B section regarding Board and Administrative Organization.

5. May 6\textsuperscript{th} would not be a good day for the Steering Committee to meet due to the College Council meeting on the same day per Dorinna Manuel-Cortez.

Kate: “Keep on “books” and modify if necessary. Dates of future meetings are also on Laulima.”

Kate is in Hilo and available for questions or “brain picking”.
Kate asked if anyone wants to schedule times with her for Standards I-III, email her.
January 14\textsuperscript{th}, 2:00-3:30 - Standard II Mtg with Sherri Fujita
11:30-1:15 - Standard III Mtg with Wilt Watanabe
January 21\textsuperscript{st}, 9:00-4:00 - Kate in Hilo and is flexible to meet whenever, PB21 is open conference room per Guy Kimura if you want to use that space.

Steering committee members were dismissed at 10:00am except for the Standard Chairs who will be meeting to discuss timeline of rough draft deadlines.