Self Evaluation Steering Committee

MINUTES
October 8, 2010, 8:00 AM to 9:00 AM
Bldg. 379A - Conf. Rm. 6A & PB3-103 via VidCon & West HI Admin Conf Rm

Present: Sherri Fujita (recorder), Guy Kimura, Gwen Kimura (Chair), Tony Kitchen, Annie Maeda (PB3-103), Dorinna Manuel-Cortez, Ellen Okuma, Mike Saito, Kate Sims (Chair, West Hawaii), Joel Tanabe, Wilt Watanabe, Noreen Yamane,

Gwen opened the meeting at 8:00am
Reminder for each Standard Chair to keep meeting agendas and minutes

1. Draft Timeline
Kate went through the timeline for the fall semester. By November 30, we should have data entered in Laulima for each standard item. Annie pointed out that for Standard II, some items are chunked, but the information will all be there.

Kate explained that the survey is to provide additional information for the standards. We should go over the survey with our standard committees and send any additional questions to Gwen by October 15.

Kate would like input from us on the length of time we should allocate for completion of the survey, 2 weeks, 1 week? She confirmed with the committee if the timeline for the survey is do-able. All agreed that it was.

Kate pointed out that we will have monthly Steering Committee Meetings according to the timeline. Kate will post the timeline on Laulima.

Kate advised the committee to look at how Standard II has broken down the work according to standard items. This might be a good approach for other standard committees.

Action Items:
- Kate: Finalized “Accreditation Self-Evaluation Process Timeline” posted on Laulima
- Committee chairs give feedback to Kate of length of time needed for campus to return the survey
- Committee chairs be mindful of deadlines set in the timeline
2. Survey

The survey was used in the past to get impressions of how faculty sees the college. Ellen was concerned that the survey responses may be negative rather than constructive and that the survey should not be a dumping ground. We need to word survey items in such a way as to elicit positive, constructive responses.

Beth has already uploaded this survey as part of a Perceptions Workshop. It can serve as the basis for our survey. Beth confirmed that it is fairly easy to edit the survey.

Ellen was concerned that there is no category for “governance” (Standard IV). There is a heading called “Involvement” but it is not accurate (questions #30-33). Ellen will go back to the Standard IV committee to make suggestions and will submit to Gwen.

Gwen urged each committee to meet and discuss possible survey items.

Noreen voiced the need to address possible concerns over the number of interim positions on the administrative team. We should include the campus perspective on interims for ACCJC. For example, “I have confidence in the leadership that we have.” This is a possible replacement for item #22.

Annie brought up the need to be mindful that we are capturing a snapshot of a specific point in time, in the past, we did not have so many interims so therefore was not an issue.

Kate suggested that we resurvey next year.

Dorinna suggested that phrasing an item to cover the different time periods such as, “I have confidence that the current admin team will provide leadership, as admin teams have in the past.”

Ellen said that the Standard IV Committee would look at this and come up with some possible items.

Ellen asked for confirmation over who would edit for consistency and style and the scale being used.

After a discussion it was decided that a 4 point scale would be used with “strongly agree”, “agree”, “disagree”, and “strongly disagree.” Respondents will also be able to choose “N/A” which will be rated as a “0.”
Editing will be done by Kate, Gwen, and Joel. Standard Committees should just come up with items. Open-ended questions should be avoided.

**Action Items:**
- **Standard Committee Chairs** to take survey to their committees for additional items. Send to Gwen by Oct. 15
- **Standard IV Committee** (prompted by Ellen) will submit items concerning governance for the survey

3. **Using Laulima**
Kate is pleased with the way people have been using Laulima so far. If things are not in the right place, you can move them around. Make sure you check in regularly to see if people on your committee are entering data and if they put it in the right place.

Kate asked if the committee found Laulima to be a useful tool. The committee confirmed that Laulima is working.

If anyone wants help in Hilo with Laulima basics, Sherri can help.

Ellen has been posting links in the “Resources” section. You can send useful resources information to Ellen if you would like to share it with others. She will keep things organized.

Kate promised that the new college website will have an improved accreditation page. It should be fairly easy to migrate our data from Laulima to this site.

Let Kate know if you are having any problems.

**Action Items:**
- People who need help with Laulima basics can ask Sherri for help
- Send Ellen useful resources you would like to share on Laulima

4. **Questions, problems, concerns, successes**
There was a discussion on the best way to share links on Laulima and in the report writing. It is important to make the link from a direct source to avoid broken links in the future, for example during the site visit.

5. **Other?**
Dorinna will check to see if she can find an APT representative for the Steering Committee. Gwen will find a point person from civil service. Ellen has a list of civil service people on campus which she will share with Gwen. This should be followed up on next month’s agenda.

Kate reminded the committee of the next meeting date: November 12, 2010.

**Action Items:**
- Dorinna will look for an APT rep for the Steering Committee
- Gwen will look for a civil service rep for the Steering Committee
- Kate will add the search for these reps to the next meeting agenda