Self Evaluation Steering Committee Meeting
Minutes
October 7th, 2011
2:00 – 3:00 p.m.
Manono Conf. Room 6A and West HI Admin. Conf. Room

Present: Gwen Kimura (Co-Chair), Joel Tanabe (Co-Chair), Kate Sims (ALO), Wilt Watanabe, Joyce Hamasaki, Monica Burnett (recorder), Shawn Flood, Sherri Fujita, Pam Scheffler, Annie Maeda, Ellen Okuma, Mike Saito, Beth Sanders (WH vidcon), Joni Onishi

Gwen convened the meeting at 2:06pm

1. Minutes of the September 2nd, 2011 meeting were unanimously approved with no corrections. (m/s – Watanabe/Sims)

2. Feedback on Wala’au Sessions:
   Gwen provided an update on the Wala’au sessions. Three Wala’au sessions have been done and were well attended with good discussions. Sherrie and Annie have completed the most Wala’au sessions so far - Standard IIA and IIB part 1. Annie provided an update on the Standard IIA (OCET) Wala’au. It went very well with good feedback from Debbie, Wilt and everyone in OCET, so revisions and updates of the draft were made in Google docs. Sherrie and Annie are still working on corrections because they are receiving feedback from Liberal Arts and individual people. Kate, Gwen and Joel have also received feedback on Standard II and more will be coming in until the October deadline. Annie and Sherrie also met with Standard IIB (Student Services) people on September 19th and were able to get halfway through that draft even though only half the invitees were able to come. They will meet again on October 31st.

   The most difficult part was who to invite, managing the scheduling and having the key people there. There is no point in having the session unless the key people are there. Doris Chang is coordinating and scheduling more Wala’au sessions. Check your e-mails for the newly scheduled dates.

   Wilt has Standard IIIA, B and D scheduled. Mike Saito and Kalei Haleamau-Kam are attending the different Wala’au sessions in lieu of having their own. The Liberal Arts are having discussions in their DC meetings and will send the minutes to Annie and Sherrie. Joel will have CTE faculty look over the sections of the draft that pertains to their area and submit feedback to him.

3. Draft Feedback Guidelines:
   By November 1, 2011, the next draft is due. Please incorporate:
   1. results from Wala’au sessions    (9/7 – 10/7)
   2. results from all college feedback    (9/7 – 10/7)
   3. results from Faculty, Staff, & Admin Survey (10/10 -10/18)

   As of Monday, Oct. 10, when you go to the website, it will say November draft coming soon.
Today is the deadline for feedback from the College on the current draft. The College feedback has been minimal even though Kate has sent out e-mails on the list serv. The Wala’au sessions have provided the richest feedback.

Kate is concerned about the lack of feedback from West Hawai’i (WH) in Standard IIB and C and suggested having a Wala’au at WH possibly when the Admin. goes over for their meeting.

The timing this month is very tough with some of the Wala’au sessions scheduled very close to the November draft deadline and the survey results allowing only ten days to incorporate into the draft. The November draft should be an almost complete document. If we miss our deadlines we will start having problems.

We are one year away from the ACCJC visit. Kate has submitted our request for the ACCJC to visit either the first, second, or third week of October, with the first week as our first choice. As soon as Kate has those dates confirmed, she will let us know.

4. 2011 Faculty, Staff, & Admin Survey going out on October 10 – 18:
Shawn has the survey, same as last years’, ready to go and e-mailed it to the ALO for distribution.

The new survey results should be showing the changes from the previous survey. Be selective and focus on what will help people to see the trends and how we have dealt with that. It was suggested the Standard Chairs enter in the new survey data and have the editors suggest how to present that data, e.g. pie chart or graph. Ellen suggested the following website to help with graphing - Kidzone. Power point and Word can also do graphing. The Standard Chairs can mark in green indicating the area for a pie chart or graph. Or if they are sure they want a pie chart, then go ahead and insert. Gwen will check with Jim if Tyler or Jason can assist with the data graphs for consistency, since they did the graphs for the introduction section.

Kate will compile the survey results with Shawn’s assistance. Shawn will send out the link with the final results and Kate will create the table in different configurations.

5. Announcement, Questions, and Concerns
Draft 3 is scheduled to go out college-wide on November 7th and will be called our November draft. After receiving feedback from that draft, it will go to the editors on December 15th. An addendum will probably happen.

Compared to other campuses, we are doing very well. However, that’s not to say that we won’t have issues to resolve. Some concerns to keep in mind are: Integrated Planning should be at the stainable level, Program Review/CERC should be closing the loop, some assessment is at the developmental level when we should be at the proficiency level, and we should address the many interim positions.

What we have done is received validation from the Wala’au Sessions, recorded those sessions and those will go into the Standard minutes. The minutes should be living on Laulima and the steering committee will need to figure out how to archive them. The minutes from the 2006
Standards are also on Laulima. It was recommended to do like the Program Advisory Council did with their minutes and put them in a binder and put on a CD. The committee will have to discuss at the next meeting how to archive the Wala’au Session minutes.

Daniel Fernandez will serve as the IT representative on the Steering Committee.

The next Self Evaluation Steering Committee is scheduled for November 4th from 3:30 to 4:30pm in conf. room 6B and WH Admin conf. room.

Meeting was adjourned at 3:10pm