Self evaluation Steering Committee  
MINUTES  
Nov. 12, 2010, 8:00-9:00 a.m.  
Bldg. 379A-6A (polycom), West HI Conf. Rm. (polycom)

Present: Monica Burnett, Kanoe Case, Gwen Kimura (co-Chair), Tony Kitchen, Annie Maeda, Dorinna Manuel-Cortez, Ellen Okuma (recorder) Joni Onishi, Mike Saito, Kate Sims (ALO, West HI), Joel Tanabe (co-Chair)

Gwen convened the meeting at 8:00.

1. Minutes of October 8, 2010 were corrected: change to co-Chair for Gwen Kimura and Joel Tanabe; change to ALO for Kate Sims. Minutes approved as edited.

2. Review of survey results
   - 220 people were surveyed (faculty, staff, lecturers and administrators); 53% response rate; Shawn explained to Kate that survey was confidential but not anonymous because sorts can be made on the demographic information.
   - Survey was purposefully constructed without open-ended questions by Joel, Gwen and Kate. It was not meant to be a dumping ground.
   - Dorinna—concern that respondents weren’t sure of College Council’s role so she will work on getting out more publicity about it.
   - Kate—standard chairs need to share information with their committees for relevant questions; results will show the ACCJC team some positive actions.
   - Joni—someone needs to do some correlations with the question results to sort out how staff, faculty, etc. responded. Some answers from certain groups may not be relevant, which might bring the % down. Concern about the N/A responses to answers that should have had different responses for certain groups.
   - Kate—she can share the link so committee members can use SurveyMonkey filters. Ellen recommended against this due to Shawn’s explanation that the survey is not anonymous once such filters are applied.
   - Committee recommended that a summary analysis be prepared by Joel, Gwen and Kate and then share it with Joni when done.
   - Kate—recommends doing this survey again in 1 year to have a baseline; determine targeted areas for improvement; and see if improvements have been made.
   - Joni—will bring up the results at the next Administrative Team meeting (Monday, Nov. 15).
   - Kate—format in the summary includes the former question numbering. Will see if Shawn can fix it.

3. Standards update
   - Each standard should have something on the Laulima site.
• Kate—we are at the “crack the whip” stage. Others are concerned that Program Review deadline of Nov. 15 and Assessment Plan deadline of Dec. 1 are top priorities right now.
• Dorinna—College Council is reviewing Strategic Plan Action Strategies for Goal A. Input is due Dec. 10.
• Kate—Accreditation website has been updated. Laulima data collection is important and this site has also been updated.
• Ellen—all of these--strategic plan, survey, Self evaluation, etc.--work together in ongoing campus planning efforts.
• Gwen—per Shawn, UH system will give us updates on campus demographics.
• Kate—will attend UH system meeting of ALO’s and see how Standard IV. B. (system governance) report will be written.
• Kanoe—how can she and the students be connected? Ellen—recommend her to Pamela Scheffler for inclusion on Standard IV. (governance). Kate added her and Monica Burnett (representing APT’s) to Laulima web site.

4. Next meeting, 12-3-10, 8:00-9:00 a.m.
5. Agenda for next meeting:
   • Laulima updates
   • Standard Chairs’ updates
   • Report on survey summary
   • Web site progress

6. Meeting adjourned, 9:00 a.m.