Self Evaluation Steering Committee Meeting Minutes
November 4, 2011   3:30 – 4:30 p.m.
Manono Conf. Room 6B and WH Admin Conf. Room

Present:  Joel Tanabe (Co-Chair), Kate Sims (ALO), Wilt Watanabe, Mike Saito, Pam Scheffler, Noreen Yamane, Joni Onishi, Guy Kimura, Annie Maeda, Sherri Fujita, Monica Burnett, Joyce Hamasaki, Gwen Kimura (recorder), and Beth Sanders, Kalei Haleamau-Kam, and Chuck Conners (WH Vidcon).

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

1. Minutes of October 7, 2011 meeting were unanimously approved with no correction.  
   (m/s – Maeda/Burnett).

2. Archiving Wala’au Session Minutes – Send minutes of Wala’au sessions to Kate to put in Laulima. Minutes can have who was present, when Wala’au sessions were held, and any significant notes if you have them.

3. New Timeline and Goals for Draft #3 – Kate announced that the timeline for Draft #3 may be revised. Editors will start reviewing the draft when they return in Jan. 2012. As a result, Standard Chairs will have more time to work on the final draft. A revised timeline will be presented at our next meeting.

4. 2011 Faculty, Staff & Admin Survey Results –
   • Kate announced that 57% responded to the survey.
   • After analyzing the results, it looks like we haven’t met our four goals set in 2010.
   • One area that comes across strongly in the survey is the need for a new campus.
   • The committee felt that the survey results should be put on the accreditation website under resources.

5. Announcements, Questions, and Concerns –
   • The ILOs and Integrated Planning Policy can be written in Standard I since it was just approved by the College Council today, Nov. 4. Monica will send Kalei the approved minutes. A reminder was made that the Mission needs to be reviewed every five years.
   • Sherri brought up a question of whether there is a UHCC mission statement? Monica will send the website link to Sherri.
   • Possible Wala’au sessions for Nursing and WH were discussed. Joyce mentioned that Dec. 1 or 8 would be good dates because those are Nursing department meeting days. Noreen will ask Elizabeth Ojala whether Nursing would like to have a special Wala’au session. Beth asked whether a special Wala’au session could be held on Nov. 9 in WH. Beth will send out a memo to WH faculty/staff to see if they would like a Wala’au session and let us know their response.
   • Pam announced that John Morton will be joining the Standard IV system-wide polycom meeting on Dec. 2 from 3-4 to clarify questions the group may have. The session is open to anyone interested in attending.

Meeting was adjourned at 5:00 p.m.