Self Evaluation Steering Committee Meeting Minutes  
December 2, 2011  
3:30-4:30 p.m.  
Manono Conf, Room 6A and WH Admin Conf. Room

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

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

1. Minutes of November 4, 2011 were unanimously approved with the amendment of adding Joyce Hamasaki’s name to the list of members present.  
   (m/s – Hamasaki/Tanabe)

2. ALO, Kate Sims, reported the following from the Dec. 1, 2011 ALO meeting:  
   • Kate will give the Policy Production on the approved flow chart to Pam to include in Standard IV.  
   • Issue on credit hours is up for discussion. System will define what a credit hour is for the CC’s early in spring, and we will be expected to get Senate approval on this at HawCC. ACCJC visiting teams are being trained to look at six different classes with varying types of credit hours when they do their site visitations. They will measure credit hours against the national standards. They will look at course syllabi and content level, etc. Ellen announced that she has been working on modifying the CCCM 6100 into a local policy for HawCC. This policy will need to go through the Senate for approval.  
   • Kate asked Shawn about the status of the Institutional Data (table/chart of demographic data). Shawn reported that he will work on that project after completing an AtD project he is currently working on. It is hoped that this Institutional Data table can be completed in time to be included in the draft.  
   • Kate announced that the draft doesn’t have to be formally approved by the Senate. The Senate Chair can just sign off that the Senate had a chance to review the draft and endorses it. Joyce plans to remind the faculty at the January Senate meeting to read the draft and be ready to endorse it at the April 20, 2012 meeting.  
   • At the ALO meeting, Peter Quigley announced that everyone should be at the sustainable level for integrated planning, and that the report should reflect that we are at that level. Kate will work with Mike and Kalei on Standard IA.6 and IB.6 to review if we are close to reaching the sustainable level for those sections.
3. Revised Timeline for Draft #3
   - We revised the timeline incorporating new information:
     - January 27, 2012 deadline for Chairs to submit Draft #3 to ALO
     - January 31, 2012 Editors will start looking at Draft#3
     - April 1st edited draft back from Editors and posted online on Accreditation website
     - October 15th – 18th 2012 Accreditation Team Visits HawCC

4. Additional Wala’au Sessions:
   - Nursing and WH both reported that no additional special Wala’au Sessions were necessary for their constituents. Faculty and staff can review the draft on the Accreditation website and send in their feedback to ALO.

5. Announcements, Questions, and Concerns:
   - Ellen commended Pam on the nice tables and charts she put in for Standard IV.
   - Joyce asked whether we would be planning a mock site visit to prepare the campus for the team visitation. Ellen, Joyce, Kate, Joel, and Gwen (and anyone interested in volunteering) will put together a FAQ sheet that can be shared at the All College Meeting on January 5, 2012. In addition, this group will work on activities, to be presented throughout the Spring and Fall semesters, that will help prepare, coach, and answer questions on what to expect when the team visits HawCC during October 15 – 18, 2012.
   - Kate, Joel, and Gwen thanked the Standard Chairs (Kalei Haleamau-Kam, Mike Saito, Annie Maeda, Sherri Fujita, Wilt Watanabe, and Pam Scheffler) for all of their hard work and presented them with a small gift as a token of their appreciation. They also presented Monica Burnett with a small gift for recording many of the Self Evaluation Steering Committee Meeting Minutes. Joel and Gwen recognized and thanked Kate with a small gift for leading the college through this overwhelming Accreditation process.

Meeting was adjourned at 5:00 p.m.