Gwen convened the meeting at 3:00 p.m.

1. Minutes of January 13, 2012 were unanimously approved with the friendly amendment of changing Faculty to Academic Senate.
   (m/s – Maeda/Kalua)

2. Standard Chairs update on Draft #3 - deadline to Editors January 30, 2012
   **Standard I** – Mike reported that last minute changes were made to Standard I and has been submitted to the editors. All done.
   **Standard II** – Annie and Sherri reported that Standard IIA is still a work in progress. Kate is working on it.
   **Standard III** – Wilt reported that all four sections of Standard III are done.
   **Standard IV** - Pam reported that HawCC Part A is written and she is just waiting for system to complete Part B 1 & 3. She also reported that system recently sent an e-mail stating, “--all Actionable Improvement Plans” must read the same for all campuses. The wording in the description and self-evaluation may vary.” Initially, Standard IV chairs were informed that the description and actionable improvement plan should be the same for all campuses, and only the self-evaluation section could be written up differently depending on each campus. Pam will follow up with system for clarification.

3. Planning for Non-instructional WILD Day – March 2, 2012:
   - Kate, Joel, and Gwen met with Chris Jacobsen, Christina Quintana, and Graceson Ghen on Feb. 2 to continue discussion on accreditation activities for WILD Day scheduled for March 2, 2012. “FAQ” and “Accreditation Idol” are activities being planned for the day. The Steering Committee members have been asked to help with the facilitation and implementation of the activities. More information TBA.
     Pam announced that the committee should contact William Affonso for ideas on sustainable projects that could be included in the Manono campus tour.

4. Announcements, Questions, and Concerns
   - Monica announced that the College Council is asking the Hawaiian Language Committee to be responsible for all the Hawaiian words and diacritical marks on the final report. Monica will send the editors the link to the website for the online resource for Hawaiian Language, which includes installing the Hawaiian keyboard on windows and mac.
Monica also announced that the Hawaiian Language Committee will be translating the ILOs, Mission, and Vision into Hawaiian. Joni will ask Meidor to work with Monica, Gwen, Joel, and Kate on creating a poster with all of this information on it. Hopefully the posters will be ready for WILD day.

- Kate shared several samples of Accreditation covers, designed by Leanne Urasaki, that the committee members voted on. Two choices were narrowed down. Leanne will work more on these, given the suggestions.

- Kate announced that she will send out an edited draft of the Accreditation report sometime in April to be signed off by the Senate Chair. The same process goes for the College Council and Student Government.

- Kate announced that we should begin planning for the Accreditation Team visit scheduled for October 16-18, 2012. The following is a tentative schedule:
  - October 15 - the whole visiting team will be spending the day on Oahu to discuss system-wide concerns.
  - October 16 – The 10-12 member team will be meeting with Administration, ALO, and Co-chairs to coordinate and schedule meetings with the different organizations, units, committees, and faculty/staff.
  - October 17-18 Team meeting with groups on East and West side.

  Joni will reserve Conf. rooms 6A & 6B (Oct. 16-18) for the Team to use as their meeting and conference rooms.

- Kate announced that while Shawn was not able to be at this meeting, she wanted to express appreciation for all he has done to crunch numbers and create graphs that we have added to the self-evaluation report. In addition, Kate, Joel, and Gwen expressed their appreciation to all Standard Chairs/Co-chairs and others on the Steering Committee for working diligently to get the draft ready for the editors. We look forward to their continued support as we start planning for the Team’s visit.

Meeting was adjourned at 4:00 p.m.