Self Evaluation Steering Committee

Minutes

2-4-11

Manono Conf Rm. 6A and West HI Admin Conf Rm

Present: Joni Onishi (Interim VCAA), Michael Saito, Kalei Haleamau-Kam, Annie Maeda, Sherri Fujita, Wilton Watanabe, Patricia Lewis (recorder), Kanoe Case, Ellen Okuma, Guy Kimura, Kate Sims (ALO), Joel Tanabe (Co-Chair), and Gwen Kimura (Co-Chair)

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

1. Minutes of the January 6, 2011 meeting were reviewed and accepted as submitted.

2. Standard Chair Updates:
   - Standard I - Kalei reported that she is optimistic that the rough draft for A. Mission will be done by the February 25th deadline. Mike and Kalei have divided up Standard I into two parts and committee members have been submitting their parts to the Laulima site. Kate will be working with Kalei to assist her with the rough draft.
   - Standard II - Annie reported that she has started writing the rough draft for A. I. Institutional Programs. While doing research for her section, she discovered that the Program Learning Outcomes posted on the website had low completion rates. Guy informed the group that one reason could be that some of the PLOs had some changes that needed to be made before being posted. He also reported that during the summer of 2010, Administration met to discuss various concerns regarding PLOs. Administration decided at that time that they would concentrate on PLOs beginning from Fall 2009 and up to make sure that they were complete with a plan, rubric, and assessment when submitted. Kate suggested that Annie put in soft numbers for now and any revisions could be done in the Fall 2011 semester.
   - Standard III – Wilt reported that their committee met today (2/4) and is doing okay. Kate has been working with members responsible for writing the rough draft for A. Human Resources and D. Financial Resources. Members working on the Technology Resources section have a good handle on what to write for their rough draft after interviewing Steve Schulte, IT Specialist for the Academic Computing Unit.
   - Standard IV – Gwen reported that Pam was attending another meeting and would join the group as soon as she was available. Per Pam, members of her committee had posted data on Laulima and she was working on writing up the draft for A. Decision Making Roles and Processes. She felt optimistic that she would be able to meet the February 25th deadline. She and Ellen will be attending a System-wide polycom meeting on February 24th from 1-3 p.m. to discuss B. Board and Administrative Organization section.
3. Mock Self Evaluation Information:
   • Kate reported that the Mock Self-Study that was scheduled for Fall 2010 will be
done in Spring 2011 during April/May. Peter Quigley will be organizing a team
of experienced members to visit the different campuses to meet with
Administration to help them prepare for the Accreditation visit.

   • Kate also reported that Peter Quigley requested a progress report on where we
were on our 2006 Self Study Recommendations. She will post her progress report
in Laulima so please look over it when you have a chance.

4. Update on Accreditation Website:
   • Daniel is trying to update the website. Accreditation website links need to be
updated. Part of the delay is due to the going live of the “new” HawCC website.
Joni Onishi announced that the launch of the new HawCC website will be
February 11, 2010.

5. Questions, concerns, and announcements:
   • Kanoe Case announced that students are doing well and trying to attend as many
meetings as possible. They are following along on Laulima. Please feel free to
contact her directly either by phone or via email or come by the lounge.

   • Joni announced that as a result of the campus survey completed in Fall 2010, the
Administration Team identified four goals for our college. She will send this
information out to the college and welcomes feedback and suggestions on how we
can accomplish these goals.

   • Kate will reschedule her visit to Hilo for February 11 instead of the 18th.

Next Self Evaluation Steering Committee meeting is scheduled for March 4th from 3:00 to 4:30
pm, Conference room 6B and WH Admin conf. room.

Meeting adjourned at 4:10 pm.