Present: Noreen Yamane (Interim Chancellor), Shawn Flood, Sherri Fujita, Ellen Okuma, Dorinna Manual-Cortez, Annie Maeda, Kate Sims (ALO), Pamela Scheffler, Monica Burnett, Joni Onishi (Interim VCAA), Raynette Haleamau-Kam, Michael Saito, Joel Tanabe (Co-Chair), Guy Kimura (Interim Dean Lib Arts & Public Srvcs), Patricia Lewis, Gwen Kimura (Co-Chair, recorder)

Gwen convened the meeting at 3:35 p.m.

1. Minutes of the April 1, 2011 meeting were approved as submitted.

2. Standard Chairs Update of April 29, 2011 3rd and final rough draft deadline:

   - Standard I – Mike reported that he ran into a slight procrastination problem and that there are still some small pieces that are missing. He will work with his committee members to complete Part B. Kalei added that Part A still needs some tweaking but the bulk is there.

   Kate noted that there may be some overlapping of Part A and B so Mike and Kalei should look over both parts to make it consistent.

   - Standard II – Annie and Sherri reported that they completed their rough draft and posted it to Laulima. The rough draft was written based on information given and items written in green would be checked and updated later. Planning agendas may be revised based on input and feedback from others as the process unfolds. Committee members were asked to look over the rough draft and submit comments by May 11, 2011 before the draft goes back to the steering committee.

   Kate talked about version control and that dates should be put on all drafts. Sherri reported that she has deleted all the old drafts to eliminate confusion.

   - Standard III – Joel reported for Wilt that the rough draft was pretty complete. Joel attended Wilt’s last committee meeting for the semester today at 11:30.

   - Standard IV – Pam announced that the rough draft has been posted in Laulima. She sent reminders to her committee members to look over the draft and send comments in to her for their input.

Kate asked that each Standard submit to her an updated list of members who actively participated in their committee.
3. Lessons Learned:

- Kate announced that this session will be rescheduled for the Fall 2011. She will send us a summary of valuable advice, from other faculty who has recently served on Self Evaluation visits, on what to prepare for when the Accreditation Team visits us in the Fall 2012.

- Kate mentioned that going through this self-evaluation process was exciting. She can already see good changes happening; to name a few: people are becoming more aware of assessment and program review, interesting discussions and dialogue are occurring through Wala’au sessions, our beautiful website and connecting links are being developed, and how the Mission statement is on the minds and tip of the tongues of the whole campus.

4. Time line of future events and activities for the Fall 2011 semester:

- Shawn will assist with sending out Survey questions in October.
- Administrations’ four goals will be posted in our Kauhale Newsletter to remind everyone to work on achieving those goals
- Focus groups or Wala’au sessions will be scheduled so everyone can participate in giving feedback on the draft.

Kate, Joel, and Gwen thanked the following members for volunteering to take minutes at our steering committee meetings: Sherri, Ellen, Joel, Tricia, and Monica. The committee ended their final meeting for the semester with a surprise birthday celebration for Kate. She was also acknowledged for her leadership and thanked for being graciously tenacious like a “pet tako” in guiding the campus through this self evaluation process.

The meeting was adjourned at 4:30 p.m.