Present: Gwen Kimura (Co-Chair), Sherri Fujita, Joel Tanabe (Co-Chair), Pam Scheffler, Wilt Watanabe, Annie Maeda, Kate Sims (ALO), Joni Onishi (Interim VCAA), Michael Saito, Monica Burnett (recorder), Ellen Okuma, Caroline Naguwa.

Gwen convened the meeting at 1:04pm

1. Minutes of the May 6th, 2011 meeting were read and approved by Ellen Okuma and seconded by Wilt Watanabe.

2. Accreditation website update (Update Standard Committee Members):
   Daniel has moved the Accreditation information from Laulima to the HawCC website for open access purposes. Kate asked Joni for an IT person to serve on the Committee. It will be important to have this IT person facilitate the electronic documentation that has to get done.

   Student Government representative Kanoe Case has been replaced by Cameron Bickett (bickettc@hawaii.edu). APT representative Monica Burnett is now representing College Council. Gwen will follow up if Monica can serve as both the APT and College Council representatives, otherwise the APT representative position will need to be filled.

   Gwen introduced Caroline Naguwa as one of the editors serving on the Steering Committee. Caroline and Jeanne Ryan will be editing the document, which is due around the 1st or 2nd of March.

   The Update on Standard Committee Members roster was handed out to Wilt, Pam, Mike, Annie, and Sherrie. They are to review the membership list and turn in any updates.

3. Timeline:
   The Accreditation Self Evaluation Timeline is now available on the HawCC website and Laulima. It includes Fall 2011, Spring 2012, and the important May 4, 2012 deadline for the final copy to be bound and printed. Summer 2012 is when the BOR will review the Accreditation Self Evaluation document. The Accreditation Team is scheduled for its visitation on October 2012 and Spring 2013 is when the Commission Action Letter will be posted on the College web page.

   The Timeline also includes a chart with “Comment Periods” information. The July draft or draft #1 feedback is due on September 2nd. The green items on the draft need to be updated. The red items need evidence or other changes. It does not need to be perfect. If you have changes,
identify them and send them to Gwen, Kate, and Joel so that there is only one version of the draft. They will synthesize the changes and send out Draft #2 from Sept. 7-Oct. 7 for the whole campus to review. Oct. 10-18 will be the period for the campus to take the 2011 Faculty, Staff, & Administration Survey. Result from the survey will be incorporated into Draft #3 where the College will be able to have its final review submitted by the Dec. 15, 2011 deadline.

There were concerns about the logistics on having the draft be available to the whole College to comment on and how to manage all the editing and feedback. Some suggestions were: the e-mail needs to be carefully worded; issues on the draft can be addressed at the Wala’au sessions; commenters should provide their name, department, standard and where the change is; the source or citation should be attached to support their claim; use a PDF format, so no one can change the draft document; ask departments/programs to read at minimum their part. The draft will be e-mailed to the Faculty/Staff listserve and is scheduled to be available on the HawCC website from Sept. 7 to Oct. 7, 2011.

Kate asked the Standard Chairs to review their Standards, fill in the holes, and see that it reads well. A perfect draft is not a realistic goal; just do as much as you can. At some point, it needs to be offered to the whole College and they can fill in the blanks and/or provide the evidence.

Let Gwen know if you have any questions on the timeline. The timeline is just a projection and it can still be modified. Everyone is doing a really good job on getting things done and not procrastinating. Before the Team comes, more detailed information will be sent out. Right now, we are concentrating on this Fall 2011.

4. Wala’au Sessions:
The Fall 2011 Wala’au sessions were handed out to the members. The Wala’au sessions will provide the opportunity for the Chancellor, Administration, Standard Chairs, faculty, and staff to be involved in the process and focus on reviewing specific areas of the Accreditation draft. Kate, Joel, and Gwen will attend as many meetings as they can. Sandi Alapai will coordinate the Wala’au meeting dates and times of each session. The Standard Chairs will facilitate their sessions. It is important that the Wala’au sessions have the key players there along with the Committee Members. It is also important that everyone reads the draft before their session. Wilt has a Wala’au session scheduled for September 2nd from 11:30-1:00pm and on October 7th with Mike Leialoha for Standard III A&B. Jim (CTE) and Guy (LBARTS) will meet with their respective divisions and will be responsible for submitting their discussions to Sherri and Annie on Standard II. Standard I is not on the schedule because it is everywhere. Mike and Kalei should attend Wala’au sessions that they would like to contribute to. There was concern about how to engage West Hawai‘i in the sessions. WH should be included in the Student Services and Learning Resources. A suggestion was made to have one of the Standard II Chairs be on the WH Campus during the polycom Wala’au session. Another suggestion was to schedule the WH
Wala’au sessions when the Admin. group visited WH campus. Some of the Standard Members are from WH and could be used to help facilitate the dialogue in WH.

Is there a way to make the sessions run smoothly? At the next meeting on September 2nd, guidelines for facilitating Wala’au sessions will be presented. Wilt will have finished the first Wala’au on that day and he could give feedback on how it went.

Gwen would like to thank all the Standard Chairs in advance for their participation in the Wala’au sessions.

5. Approval of Steering Committee Meeting times and dates:
   This semester we are meeting on the 1st Friday of every month from 2-3pm with the exception of November 4th. That meeting will be from 3:30-4:30pm. There were no objections from the Committee.

6. Questions and Concerns:
   At the All College Meeting held on Aug. 18, 2011, faculty, staff, and admin. were asked to respond to the following survey: “In a written sentence or two, explain what “growth in the spirit of E ‘Imi Pono” means to you in your work at the college” and “Are the Mission and Vision Statements of Hawaii Community College still relevant to the college? (Check one).” The unofficial results of the Mission/Vision survey were 131 yes, 10 no, and 7 abstentions. This did not include the WH count. The positive results from the survey indicate that the Mission and Vision statements were still relevant to the college. Final results will be published in the Kauhale newsletter.

   There needs to be more picture documentation of Liberal Arts displaying “E ’Imi Pono” activities. The E Imi Pono day scheduled for Sept. 16 would be an excellent opportunity for photo documentation where faculty will be showcasing their innovative projects. Kate would like to insert pictures exemplifying excellence in the Accreditation Self Evaluation report.

   Suggestions were made to use the display areas in front of Kaneikeao and Business Education to exhibit the construction and renovations being done on both our campuses.

   The next Self Evaluation Steering Committee meeting is scheduled for September 2nd from 2:00 – 3:00pm in Conference room 6B and video conference to West Hawai‘i.

Meeting was adjourned at 2:00pm