Self Evaluation Steering Committee Meeting
Minutes
September 2, 2011
Manono Conf. Room 6B and West HI Admin. Conf. Room

Present: Gwen Kimura (Co-Chair), Joel Tanabe (Co-Chair), Kate Sims (ALO), Kalei Haleamau-Kam (WH vidcon), Wilt Watanabe, Noreen Yamane, Guy Kimura, Sherri Fujita, Shawn Flood, Joyce Hamasaki, Cameron Bickett, Pam Scheffler, Monica Burnett (recorder), and Mike Saito.

Gwen convened the meeting at 2:10 pm

Welcome new member Cameron Bickett, Student Representative.

1. Minutes of the August 18, 2011 meeting were unanimously approved as corrected. (m/s – Flood/Watanabe) Corrections: “control” to “manage” on the second page, second paragraph, and first sentence; also misspelled “Kaneikeau” to “Kaneikeao” on the third page.

Shawn inquired if the Committee is bringing on an IT person. Gwen will address that in the next session.

The last meeting minutes of May 6, 2011 were posted on the web.

Draft Update on Standards:

• Standard I - Kalei reported that Part A is still in draft form, but working on it. Mike reported that he is working on Part B.
• Standard II – Sherrie reported she is preparing all the green and red comments they received from the summer and is creating a form to give to the members to update or fill in missing information. Sherrie asked when would be a good deadline date to collect the feedback. Kate suggested middle of September or end of the month. These will be changes for the 3rd draft, including anything from the Wala’au Sessions and survey. We are trying to get as much done as we can now, so the draft can go out to the campus by the September deadline. Agreed to use the July draft version of Standard II.
• Standard III – Wilt reported he is focusing on the Part A: Human Resources and Part B: Physical Resources. Both parts still need work and he wants to get more edits in. Human Resources group met today and Physical Resources group met last week. Turning in drafts soon.
• Standard IV – Pam reported she is working on the red highlighted items of IVA, and most are done. Holding off on inserting the tables because it will take hours of work. Kate recommended putting in what charts you can and don’t worry about the links, they will be standardized later. Actions plans should also be inserted at this time. The Co-Chairs and ALO will look at the Standard IVA draft with Pam after the meeting.

The September 7th date to have the campus review the 2nd Draft is ambitious, so the date will be changed to September 9th. Gwen expressed her appreciation to everyone for getting all this together for the draft.
2. **Wala’au Session Guidelines:**
   This is a way for the Chancellor Yamane to communicate campus wide, to have documentation that the draft was widely disseminated, and to allow everyone an opportunity to read it and provide feedback. Gwen handed out the Schedule for Wala’au Sessions, which is based on major areas in each Standard. Sandra Alapai is coordinating the meeting times and dates for the sessions. Two Wala’au Sessions are confirmed on 9/8 for OCET Standard II A and 9/19 for Student Services Standard II B. The Standard Chairs are to facilitate the sessions. There was a concern that the Standard Chairs were not consulted as to who the key people are that should be involved in the sessions. Chancellor Yamane will work with Sandra to put together a list of people who would have the knowledge and information to make valuable contributions at the different Wala’au sessions. Chancellor Yamane also announced that the Chairs of each standard can invite other people to the sessions. The Wala’au Sessions are focus groups that are open to anyone interested in participating.

   The Wala’au Session Guidelines, consisting of planning and facilitating information, were handed out at the meeting. It’s essential to have a note taker at each session to provide the documentation. The facilitating is very important to the session and it is not recommended the facilitator be the note taker. As an option, a tape recorder could be used to help the note taker. Standard I is the only area not holding Wala’au sessions because they don’t have a clear distinct group that would be their Wala’au group. The Standard I Co-Chairs have been encouraged to attend other Wala’au sessions and serve as note takers if needed. The facilitator or note taker will send out the minutes to the group to verify the content.

   There may be money to support the Wala’au Sessions with food, etc. Gwen will check on it.

   Try to schedule your Wala’au Sessions soon because of room availability issues. Again, work with Sandra on the scheduling.

   Facilitators need to guide the sessions. If you are using vidcon, remember to include West Hawaii participants in the introduction and discussions. Keep the discussion on topic and close the session by thanking everyone for participating.

3. **Draft Feedback Guidelines:**
   Gwen modified the Self Evaluation Feedback Guideline form based on helpful suggestions from Ellen Okuma. The form will be available on the web for people to download and fill out. The Guideline provides a manageable way for a Faculty/Staff to provide comments. This will go out with the draft. The draft will have a September date on it for reference. It was suggested that the Draft Feedback Guideline be made form fillable PDF or Word document, so people can e-mail it in. Everyone agreed to have both options available, hardcopy and electronic. A deadline and who to send it to should be included on the draft form.

4. **Result of Mission and Vision Statement and Comments from Administrative Goals:**
   The exercise was done at the All College Breakfast held on August 18, 2011. An article will be published in the next Kauhale newsletter with comments and responses of what “in the spirit of E ‘Imi Pono” means to HawCC Ohana. The results of the Mission/Vision survey were 152 yes, 11
no, 7 abstain. There was an overwhelming reassertion of the College’s Mission and Vision statement and is something our College endorses.

If you see any of the old posters still posted, pull them down. Replacement posters are waiting on the College Council’s decision on the ILO’s. It was noted that Helen Tupai may be working on a new poster.

5. Question and Concerns
   None

The next Self Evaluation Steering Committee meeting is scheduled for October 7th from 2:00-3:00 pm in Conference Room 6B and West HI Admin. Conf. Room.

Meeting was adjourned at 3:23pm