UNIVERSITY OF HAWAI‘I
OFFICE OF THE VICE PRESIDENT
COMMUNITY COLLEGES

Record of Proceedings
UH Community Colleges System Standard IVB Work Group Meeting
Dole Street Offices (Polycom) May 11, 2006 1:30 – 4:00 p.m.

PRESENT:

Bob Asato, Leeward CC    Lou Zitnik, Hawai‘i CC
John Carroll, Hawaii CC   Kate Muraoka, Maui CC
Cheryl Chappell-Long, OVPCC Pat Watase, Kaua‘i CC
Joanne Itano, OVPCC       Marilynn Bader, Hawaii CC
Susan Inouye, Kapi‘olani CC Trina Nahm-Mijo, Hawaii CC
Sam Rhoads, Honolulu CC   Sam Prather, OVPCC

Descriptive Summary/Self Evaluation/Planning Agenda

- Mike Yoshimura will provide a revised description for IVB1c & 3d on finance and budget to be included in the next draft.
  - System documents for which there is no electronic link or that are too large to copy and that are required for evidence will be made available when the ACCJC teams visit the system office. Cheryl Chappell-Long stated that the ACCJC team leaders will arrive Saturday Oct 23 and visit the system office the following Monday.

- Reached consensus on which IVB.1 and IVB.3 sub items required planning agenda.
  - Lou Zitnik stated neighbor islands have some challenges with BOR short notice meetings and late agendas and will draft a self evaluation/planning agenda for group consideration.

Functional Roadmap

- The roadmap has been completed and posted to the Community College website http://www.hawaii.edu/offices/cc/index.html.


- Cheryl Chappell-Long stated that the Office of the Vice President for Community Colleges (OVPCC) is drafting the response to the report’s recommendations. A copy will be forwarded to the colleges to use as an addendum to the self study.
Self Study Calendar and BOR approval

- Self studies will be submitted to the OVPCC for review, signature, and forwarding to the President and the BOR for review and signature. The BOR will hold a meeting in August to review, approve, and sign the self studies.
- The VPCC has requested Chancellors submit a descriptive summary of the self study to present to the BOR at its July meeting.
- It is recommended that colleges not bind their self study until after approval by the BOR. There will be sufficient time (six weeks required by ACCJC) before the October 23-26 comprehensive visits to send copies of the self study to ACCJC and to each team member.

Next Steps/Meeting

- General discussions around “snapshot/freeze date” used by colleges. Various dates have been used. The work group also discussed formatting and use of workgroup draft (e.g. how much of the descriptive summary would be used).
- Next Meeting
  - Additional meetings are not anticipated. Discussions via email.

Attachments:

UHCC Standard IVB Final Draft
Agenda May 11, 2006