



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 (Polycorn) February 24, 2011 1:00 – 3:00 p.m.

PRESENT:

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|-----------------------------|----------------------------|
| Kay Ono, LEE CC | Harry Davis, KAP CC |
| Pam Scheffler, HAW | Frances Dinnan, KAU CC |
| Cheryl Chappell-Long, APAPA | Roy Kamida, LEE CC |
| Gwen Kimura, HAW CC | Guy Kellog, KAP CC |
| Joel Tanabe, HAW CC | Jennifer Higa-King, HON CC |
| Sam Prather, APAPA | |

Standard IVB Review

- ❑ UH Community College System work group reviewed the draft template distributed earlier. Cheryl Chappell- Long stated that the template was designed to provide a baseline model for collaboration by the workgroup to produce a common *Descriptive Summary* for each Standard IVB.1 and Standard IVB.3 question. Further, the intention was for the workgroup to collaborate on their *Self Evaluations* which should provide coordinated *Planning Agendas* that would assist the University of Hawaii System and the University of Hawaii Community College System in responding to college needs. This common approach would address ACCJC's expectations for multi-college systems/districts ACCJC Policy and Procedures for the Evaluation of Institutions in Multi-College/Multi- Unit Districts or Systems.
- ❑ Some college representatives said that their college had already started writing their own *Descriptive Summary*, *Self Evaluations*, and *Planning Agendas* and that they may use the final version of the distributed work group draft template as an appendix to the college self study.
- ❑ Consensus that OVPCC will revise the description, as necessary, to make it more current to include progress made on converting old CCCMs to UHCCPs and college-level policies.
- ❑ Discussion concerning the multi levels of Leadership and Governance (Board of Regents -- University of Hawaii System -- individual College) and challenges in describing organizational functions which are a work in progress following the BOR approved June 2005 reorganization. To describe the college's relationship to the BOR, college representatives said that they want to meet with the BOR. Academic Planning, Assessment, and Policy Analysis (APAPA) will arrange for a meeting after the institutional self-evaluations are underway.
 - BOR Involvement in Self Study Process – Cheryl Chappell-Long stated that questions for the BOR will be worked through the APAPA office as was done in preparation for the 2006 comprehensive visits.

OTHER MATTERS

- ❑ As part of the self study process and in consultation with the district/system the institution must specify whether primary responsibility for all or parts of a specific function is at the college or district level through an organizational “map”. This “map” is a description of the delineation of functions of the district/system and the college. The OVPCC will work with the UHCC Chancellors to review and revise, as necessary, the UHCC Function Map. [Current Function Map](#)
- ❑ APAPA will check with ACCJC regarding the “Guide to Evaluating Institutions” which is currently undergoing revision. As all colleges report that they have begun writing their Self Studies, there are questions as to which guide colleges will follow.

NEXT STEPS

- ❑ Please use distribution list UHCC-STANDARD-IV-B-L@lists.hawaii.edu to share comments and information.
- ❑ APAPA will forward and updated IVB description by March 14, 2011. College representatives will review and “discuss” via email.