



OFFICE OF THE VICE PRESIDENT  
COMMUNITY COLLEGES

**UNIVERSITY OF HAWAII**  
**UH Community Colleges System Standard IVB Work Group Meeting**  
**Dole Street Offices (Polycom) March 15, 2012 2:00 – 4:00 p.m.**  
**Record of Proceedings**

**PRESENT:**

Cheryl Chappell-Long, OVPCC

Kate Sims (HAW)

Erika Lacro, (HON)

Edwin Timoteo (KAP)

Cherie Mooy (KAU)

Kay Ono, LEE CC

Jan Lubin (WIN)

**Continuing Business**

- ❑ Schedule for Submission – Prior to the start of the meeting, several members raised questions as to the schedule for submitting campus evaluations to the BOR. Debbie Nakagawa, Executive Assistant to the VPCC, joined the meeting to answer the questions. She clarified that the copies are due to the OVPCC by May 31, 2012 and will go to the BOR at their July meeting. Details of the submission and requirements will be forwarded by Debbie Nakagawa to each college's Accreditation Liaison Officer (ALO). Cheryl Chappell-Long reminded that the visiting Team Chairs will meet with OVPCC staff on Monday, October 15<sup>th</sup>, to complete their evaluation of the system support functions to the colleges (the Standard IVB items).
- ❑ Cheryl Chappell-Long reviewed the charge to the group --to develop a common description of the BOR and the system for standards 4.b.1 and 4.b.3 (4.b.2 is for the college). Based on the description, the group and the colleges need to come to common determination as to whether the college meets the standard and if they do not meet the standard, the Actionable Improvement Plans in this section must be common across all evaluations.
- ❑ The working group reviewed the March 15 draft and concluded that the colleges meet all standards. There are no Actionable Improvement Plans. Members were reminded that if this changes in the editing /review process at their college, they need to come back to the work group to make changes for all other colleges. Consensus reached to adopt the revised draft to be emailed to the group.

- ❑ The link to evidence for IV.B.1.f. (BOR minutes for the February meeting) has not yet been posted to the BOR website. The minutes will include that the BOR revised their bylaws to reflect the obligation to conduct timely orientation of new members. Cheryl Chappell-Long will monitor the website and send notice and link to members with the minutes have been posted.
- ❑ Cheryl Chappell-Long thanked all of the members for their yearlong work on the Standard.