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for COMMUNITY and
JUNIOR COLLEGES**

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June 28, 2005

Dr. Rockne Freitas
Interim Chancellor
Hawaii Community College
200 W. Kawili Street
Hilo, HI 96720-4091

UNIVERSITY OF HAWAII
BOARD OF REGENTS

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Dear Chancellor Freitas:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 8-10, 2005, reviewed the Progress Report submitted by the college and the report of the evaluation team which visited on Thursday, April 7, 2005. The Commission acted to issue a **Warning** and to ask that Hawaii Community College correct the deficiencies noted. The college is asked to submit a Progress Report by **October 15, 2005**. That report will be followed by a visit of Commission representatives

The Progress Report of October 15, 2005 should focus on the concerns and University of Hawaii System recommendations as noted below:

Concern: Program Review.

Hawaii Community College needs to provide evidence that demonstrates that a conscious effort to improve student learning is occurring at the institution and that the college organizes its key processes and allocates its resources to support student learning. Furthermore, the institution needs to demonstrate its effectiveness by providing evidence of the achievement of student learning outcomes and evidence of institution and program performance through ongoing and systematic evaluation and planning and improvement (1996 Standards III.A. all, III.B. all, III.C. all).

System Recommendations:

Recommendation 2: The team recommends that the University of Hawaii Community Colleges develop policies and procedures to ensure

- That the community colleges engage in regular assessment of institutional effectiveness, including program review;
- That the community college system as well as each college set priorities for implementing plans for improvement that are based in analysis of research data;
- That the colleges and the UH CC system incorporate these priorities into resource distribution processes and decisions;
- That the colleges and the UH CC system develop and employ a methodology for assessing overall institutional effectiveness and progress toward meeting goals expressed through plans for improvement; and

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- That the colleges and the UH CC system report regularly to internal constituencies and the Board on this progress (Standards I.B, II.A.1 and 2, II.B.3, II.B.4, II.C.1.e, II.C.2, III.A.6, III.C.1, III.C.2, III.D.1.a, IV.B.2.b, and the Preamble to the Standards).

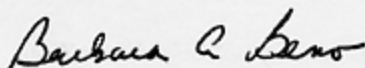
Recommendation 6: The UH Community Colleges and the University of Hawaii System should identify more clearly the community college system functions and authority assigned to the two Associate Vice President offices and staff, and communicate those to the colleges and the University System-wide Support. Both organizations must then design workflow and decision – making processes that allow the Community College System-wide Support staff to provide support and delegated authority in areas of academic planning, administrative (including personnel) and fiscal operations (Standards IV.A.5, III.A.3, I.B).

Recommendation 7: The UH Community Colleges identify and implement the means to ensure that the Community College governance system at the system head and board levels meets accreditation standards by developing and implementing policies and processes that ensure the quality, integrity, and effectiveness of the student learning programs and services (Standards IV.B. all).

I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include campus and system leadership and the Board of Trustees. The Commission also requires that all reports be made available to the public. Placing copies in the college library can accomplish this. Should you want the team report electronically to place on your web site or for some other purpose, please contact Commission staff.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno
Executive Director

BAB/tl

cc: Dr. David McClain, Interim President, University of Hawaii
Dr. Trina Nahm-Mijo, Accreditation Liaison Officer
Mr. Michael Rota, Associate Vice President, University of Hawaii
Dr. Patricia Lee, Chair, Board of Regents, University of Hawaii
Dr. Barbara A. Beno, Executive Director, Team Chair
Evaluation Team Members