



**ACCREDITING  
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for COMMUNITY and  
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January 23, 2004

Mr. Ramsey R. Pedersen  
Chancellor  
Honolulu Community College  
874 Dillingham Blvd  
Honolulu, HI 96817

Dear Chancellor Pedersen:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 7-9, 2004, reviewed the Focused Midterm Report submitted by Honolulu Community College. I am pleased to inform you that the Commission acted to accept the report and to require a Progress Report by **October 15, 2004**, on the college's progress in addressing comprehensive and integrated planning, program review and solidifying administrative structure. The Report will be followed by a visit by Commission representatives.

The comprehensive evaluation team that visited the college in fall 2000 made the following recommendations that were the subject of the Focused Midterm Report:

*Recommendation 1: The team recommends that the College develop and institutionalize a comprehensive planning process that is systemic and inclusive. (Std. 1.3, 1.4, 2.8, 3.A.1, 3.A.3, 3.A.4, 3.B.1, 3.B.2, 3.B.3, 3.C.1, 3.C.2, 3.C.3, 4.D.1, 5.4, 5.10, 6.7, 8.5, 9.A.1, 9.A.3, 9.A.4, 9.A.5, 10.B.8, 10.C.6)*

*Recommendation 4: The team recommends that the College ensure an effective administrative structure that optimizes the College's ability to serve students and achieve its mission. (Std. 1.2, 3.A.3, 10.B.3, 10.B.4)*

In addition, the comprehensive evaluation team recommended:

*Recommendation 3. The team recommends that the College engage in systematic and integrated educational and financial review of all programs and services. (Std. 3.B.3, 5.10, 6.7, 7.C.2, 8.5)*

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The Commission notes the Focused Midterm Report indicates that the college has made only limited progress in addressing the recommendation on integrated and comprehensive planning, and that program review is still under development. It further notes that progress toward achieving a stable administrative structure has been limited.

A fall 2003 team visit to the University of Hawaii Community Colleges also found the lack of an active program review and integrated planning process to be a system-wide issue. Consequently, the Commission has advised the system to address this issue. Honolulu Community College is advised to review the *2002 Standards of Accreditation* as well as the following recommendation provided to the University of Hawaii Community Colleges in a team report in January 2004, when developing its Progress Report:

*Recommendation 2: The Team recommends that the UH 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 sets priorities for implementing plans for improvement that are based in analysis of research data;*
  - *that the colleges and the UHCC system incorporate these priorities into resource distribution processes and decisions;*
  - *that the colleges and the UHCC system develop and employ a methodology for assessing overall institutional effectiveness and progress toward meeting goals expressed through plans for improvements; and*
  - *that the colleges and the UHCC system report regularly to internal constituencies and the Board on this progress.*
- (Standards I.B., II A. 1. and 2., II.B.3.a., II B. 4., II.C.1.e and II.C.2; III.A.6., III.B.2.b., III.C.1. and 2., III.D.1. a, IV.B.2.b, and the Preamble to the Standards.)*

The Commission requires you to give the Focused Midterm Report and this letter dissemination to campus leadership and the Board of Regents. The Commission also requires that the report be made available to the public. Placing copies in the college library can accomplish this.

Please note that the next comprehensive evaluation of Honolulu Community College will occur in fall 2006.

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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. Evan Dobbelle, President  
Dr. David McClain, Vice President for Academic Affairs  
Mr. Michael Rota, Associate Vice President for Academic Affairs  
Ms. Cynthia Smith, Accreditation Liaison Officer  
Board President

Enclosure