



UNIVERSITY OF HAWAII

OFFICE OF THE VICE PRESIDENT  
COMMUNITY COLLEGES

UH Community Colleges System Work Group Meeting  
Dole Street Offices (Polycom)  
September 9, 2005 1:00 – 3:00 p.m

**ACCJC Standard IVB Proceedings**

**PRESENT:**

Facilitators: Mike Rota, Cheryl Chappell-Long, OVPCC

Bob Asato, Leeward CC

Rick Carmichael, Kauai CC

Susan Inouye, Kapi'olani CC

Floyd McCoy, Faculty Senate

Sam Prather, OVPCC

Charles Whitten, Windward CC

Lou Zitnik, Hawai'i CC

Carl Makino, Executive Assistant BOR (guest)

Joanne Itano, OVPCC

John Carroll, Hawaii CC

Dan Kruse, Maui CC

Sam Rhoads, Honolulu CC

Pat Watase, Kaua'i CC

Mike Yoshimura, OVPCC

**Standard IVB.1 REVIEW**

- ❑ UH Community College System work group reviewed the draft template (attached) 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 (revised January 2004).
- ❑ Some college representatives said that their college would write 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.

**Standard IVB.3 Discussion**

- ❑ Discussion concerning the multi levels of Leadership and Governance (Board of Regents -- University of Hawaii System --University of Hawaii Community College 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 and the Vice President Community Colleges. Some also wanted their college Standard IV committee members to meet with the BOR and the Vice President Community Colleges.

- ❑ Mike Rota stated that from his experience serving on the commission and chairing a visit to a college in a multi-college system, the visiting teams look for commonality in the approach to Standards IVB.1 and IVB.3 and in team recommendations. (See attached)

### BOR Involvement in Self Study Process

- ❑ Carl Makino, Executive Assistant to the BOR, was introduced as the appropriate interface between the working group and the BOR to meet ACCJC standards requiring BOR involvement in the self study process.
- ❑ Carl Makino said that the roles and composition of the Standing Committee Community Colleges would be discussed at the BOR September 2005 meeting [note: At its meeting on September 16, the BOR adopted the university's proposal on the Community College Committee (attached). Regent James Haynes will serve as chair, and the first meeting was called to be held within the next fifty days.]
- ❑ Carl Makino will be the contact for reviewing BOR related issues in the *Descriptive Summaries* and filling in the holes. For example, does the BOR go through self evaluation -- Makino stated that the BOR does go through evaluation every two years, though this is not in policy. The BOR has an internal training manual. He will look into making the training manual more readily accessible.
- ❑ Meetings with the BOR
  - When asked, Carl Makino stated that meeting with the BOR requires a formal request and recommended that it be dovetailed with one of the BOR Community College Committee meetings. He further stated that the BOR would want the colleges' questions to review before meeting.
  - The Office of the Vice President Community Colleges System will make the request to meet with the BOR.
- ❑ Carl Makino conveyed that the BOR looks forward to working with the Community Colleges and that most important to the BOR Chairman is that, "a sense of Community College System needs to be restored."

### **OTHER MATTERS**

- ❑ Discussion of sharing information. The Community College System website
  - (<http://www.hawaii.edu/offices/app/cc>)  
links to system and college accreditation planning
- ❑ 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" which is a description of the delineation of functions of the district/system and the college. The Office of the Vice President Community Colleges is working from the functional

statements of the organization approved June 2005 to draft an organizational “map.” Revisions will be made as the new organization evolves.

- The approved functional statement can be found at:  
<http://www.hawaii.edu/vpaa/posts/050605-cc-sys-reorg-prop.pdf>
- Kapiolani reported that they had met with Vice President Community Colleges John Morton and will share their notes with the work group.
- Request to shift meeting date from Fridays.

## **NEXT STEPS**

- Work Group members provide comments on draft template. Please use distribution list UHCC-STANDARD-IV-B-L@hawaii.edu
- A college representative raised the following for consideration:
  - “What are the operating rules for our committee, especially those designed to resolve editorial and procedural disputes? Do we have a chair? Is there an editor who will write the final report? Who will judge when the wording is correct and what issues need to be included? Will the committee see the report and have adequate time for input?”
  - I ask this because we seem to be in an odd situation: although the accrediting body does not accredit systems, we are composing a report that speaks to issues at each college and at system and at the BOR, and the communication and lines of command between those bodies, so it should be made clear for the ACCJC how we have gone about resolving these issues.”

## **ATTACHMENTS:**

Agenda September 9, 2005 meeting

Template

BOR Community College Committee Proposal

ACCJC Planning Visits in Multi College/District Systems