

Summary Notes - Accreditation Oversight Committee February 6, 2:30 – 3:30
Present: Jarren Uyehara, Kyle Higa, Marcia Roberts-Deutsch, Sally Dunan, Cynthia
Smith Excused: Jim Poole, Steven Shigemoto Absent: Ralph Kam

The Committee agreed that the minutes were accurate.

The Committee agreed to a timeline for the creation and approval of the Progress Report:

- Continue to gather information regarding status of responses to recommendations
- Cynthia will draft report by Feb. 19
- Committee will review and revise at meeting: Feb. 20, 2:30
- Will send revised report to governance committees for feedback (likely email) as well as the campus as a whole
- Final draft of report done by March 5
- Report sent to ACCJC/Vesting team members – week of March 10.

Review of Status on Key Recommendations

Recommendation 5:

*** The team recommends the development of written descriptions clearly delineating the roles of the Chancellor and the Vice Chancellor for Academic Affairs in regards to the delegated authority given to the Vice Chancellor consistent with the responsibilities in Standard IV.B for the Chief Executive Officer of the college.**

1. The Committee first began with a discussion about the confusing nature of the visiting team's recommendation. While the language refers to criteria, and narrative suggestions, for Standard IV B, the reference parts of the document are Standard IV A – for which the visiting team had no recommendations. The group decided that the ALO will follow up with ACCJC to clarify which specific criteria and recommendations should be addressed in the Progress Report.

2. In terms of the specific recommendation language regarding delineation of duties from the matrix the Committee felt the following items / elements needed expansion:

- Need another column that has specific references to kinds of decisions, scope of authority – examples and specific processes.
- Also need to make clear – what are the delegation of duties in terms of resources, and personnel decisions – these two key areas of responsibilities need to be added in.
- Some job duties, in particular, are vague – such as Communication – ‘carry out internal and external communication processes’, or Outreach – ‘represents the academic interests of HCC ‘ – questions such as what kind of interests? Where? In what context? Governance and Management – ‘carry out recommendations on matters relating to the priorities for the direction of the COLLEGE’. Adding a column to indicate specific issues and tasks covered will help to clarify these.

- Also need to indicate - when there is overlap in authority and/or conflicting decisions, how are issues resolved. In essence, who has the final say, the final authority on decisions? Should make clear the form, frequency and protocols for communication between Chancellor and VCAA when decisions need to be reconciled. Also, when the Chancellor delegates responsibilities (i.e. out of town, delegating responsibility for something that is usually his purview – how is that decided and formalized? Need to identify areas where there are questions regarding final authority.
- Should make sure all key duties are indicated – even if no overlap: i.e. duties that only VCAA does; and should include the duties of the Chancellor with relation to the System.
- Need – in a broader document, to indicate job duties of Executive Assistant; DOSS, VCAS, Program Deans. Was recognized that things are more complicated due to unique nature of many of the programs at HCC, such as PCATT etc..

3. The Committee felt that there should be interviews with the Chancellor and VCAA (as was done in preparation for the self-study) to clarify these issues.

The Committee agreed that clarifying and fleshing out these many issues will take time and will not be complete by the time the Progress Report is submitted. However, should be well along by the time of the visit. The AOC will indicate on the Progress Report that this process will be completed by the end of the semester.

4. Was noted by the Committee that these clarifications regarding duties need to be made clear to the new VCAA when that person is hired.

***The Chancellor is also encouraged to take steps to stabilize the administration.**

Committee agreed that should mention, in addition to permanent hires, that current acting VCAA has done an excellent job of getting up to speed quickly thus contributing to stabilization of administration.

Also, (with reference to earlier meeting) need to include discussion of pending reorganization of administration.

Recommendation 2:

*** To meet the standard's focus on ensuring student success and the quality of programs and services, the team recommends the college conducts meaningful, timely, and inclusive dialogue with all campus constituents to develop and refine its program review process and learning outcomes at the course, program, and institutional levels.**

*** The college should also systematically assess these student learning outcomes and use the results of these assessments for the improvement of institutional effectiveness.**

Regarding assessment status, Ross and the Assessment Committee will gather necessary information. In particular need to assess program review processes, have in place and/or conducted avenues for feedback on how to improve, and have identified necessary steps for approval. These steps not carried out by the end of the year will be collected in the form of an action plan for the next year.

Also, an inventory needs to be carried out so that we are clear about **all** assessment taking place – at the program, classroom and service level. Ross will coordinate this effort with the Assessment Committee.

Mapping program to course slos is another important initiative that needs to be carried out. Committee members felt the need to make it stronger and more of an imperative that training, such as Ruth Steihl training, take place to help programs with this.

Recommendation 1.

*** The team recommends that the Chancellor and the Planning Council clearly state the purpose, function, and membership of all governance committees and ensure that minutes are published and accessible to all constituents.**

*** The team encourages the Chancellor and the Planning Council to focus the Council's agendas on its primary purpose as stated in its Charter, develop a commonly agreed-upon definition of collegiality, and establish specific timelines for accomplishing self study Planning Agendas.**

Marcia and Jim, on the PC, reported that it is on the agenda for the Feb. 6 meeting that the Charter will be reviewed, and also on the agenda is discussion about how well the PC has been focused on discussions related to its Charter.

Cynthia will also check to see if the issue of collegiality is on the PC agenda.

Was mentioned that other major committees such as CPC and CLT are reviewing their charters. SSEC will also be pursuing this.

... establish specific timelines for accomplishing self study Planning Agendas.

The Committee agreed that the updating of the Planning Agenda status report will be done by the AOC, to be completed by end of Spring/Summer.

Cynthia will cull out and send the current Planning Agenda status report for all the major committees.

Other Business

The next meeting is scheduled for February 20, at 2:30.