

Summary Notes - Accreditation Oversight Committee **DRAFT**

April 16, 2:30 – 3:30

Present: Marcia Roberts-Deutsch, Sally Dunan, Cynthia Smith, Jim Poole, Steven Shigemoto, Ralph Kam

Excused: Jarren Uyehara, Kyle Higa

The Committee provided a few corrections and then approved the minutes for February 6 (again due to length of time in posting), February 20 and March 5.

Meeting Topics:

ANNUAL REPORT

Cynthia reported that the Annual Report would be submitted at the end of the week and was posted on their intranet. The increased requirement for reporting on more areas of the campus was discussed in particular regarding the difficulty of reporting on institutional tracking of student performance on certification, and employment. A few ideas of how this might be done were mentioned but the consensus was that given privacy issues and difficulties in contacting students who have graduated, this will remain a challenge. This will be something that the Assessment Committee will need to help programs address.

CHARTER REVIEW

The group discussed the needed revisions of the AOC charter which required updating in a number of areas to match evolution of membership and practices. The suggested changes will be incorporated into a final draft to be voted on by the AOC at the final meeting.

PLANNING AGENDA UPDATE

The group discussed how to proceed with updating the Planning Agenda per the established updating cycle established by the AOC. The following steps will be taken:

- > A copy of the current report will be sent to Chairs of all committees, heads of departments, or individual offices mentioned as 'responsible parties'
- > These point people will be responsible for sending updated information to Cynthia.

Updates on Status should be indicated **BOLD**:

Completed;

Ongoing – in which case indicate what activities have occurred and what remain to be done to Complete

Documents that verify completion should be included, or referenced and will be archived with AOC records (which will greatly help in the creation of midterm and 2012 report)

For time/deadline portion – should indicate:

> Target Date of completion

> Ongoing (if it is something that should be process that need to make sure is sustained.)

A deadline of May 19 will be given, with the expectation that some updating will dribble in after that. Cynthia will incorporate all updates and send out the updated report to the campus, as well as committee/department specific lists by mid-summer, so that these committees are ready to pick up tasks in the fall.

MEETINGS REGARDING DELEGATION OF DUTIES

The need to follow through on the intended action discussed in the progress report was discussed – to carry out interviews with the VCAA and Chancellor. Given Erika's illness, this will be postponed til the fall. Will also need to get a status report on meetings with groups involved in pending mini-reorg, minutes of those meetings, current plans for carrying out etc.. Once Erika returns to work, will follow up on that.

COMMUNICATION

The group discussed the current debate regarding hcc-I and forums for discussion on campus. Many points of view were expressed. There were a number of suggestions discussed regarding other mechanisms the College might pursue to ensure and encourage dialogue related to campus issues.

NEXT MEETING

The final meeting of the AOC will be: April 30 at 2:30