February 7, 2014

Dr. Erika Lacro, Chancellor  
Honolulu Community College  
874 Dillingham Boulevard  
Honolulu, HI 96817

Dear Chancellor Lacro:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 8-10, 2014, reviewed the Follow-Up Report submitted by Honolulu Community College and the report of the evaluation team that visited November 12, 2013. The Commission took action to remove Warning, reaffirm accreditation and require the College to submit a Follow-Up Report by October 15, 2014. Reaffirmation with a Follow-Up Report is granted when an institution is found to substantially meet or exceed the Eligibility Requirements, Accreditation Standards, and Commission policies, but has recommendations on a small number of issues of some urgency which, if not addressed immediately, may threaten the ability of the institution to continue to meet the Eligibility Requirements, Accreditation Standards, and Commission policies. The report should demonstrate full resolution of the College Recommendations 2 and 6 and System Recommendations 4 and 5 noted below. In addition, the College should demonstrate compliance with Standard III.A.1.c by adopting and implementing the University of Hawaii Community College System policy.

Need to Correct Deficiencies
The Accreditation Standards, as an integrated whole, represent indicators of academic quality and institutional effectiveness. Deficiencies in any Standard will impact quality at an institution, and ultimately the educational environment and experiences of students. The Commission found Honolulu Community College deficient in meeting the following Accreditation Standards: IB.1, IB.4, IB.7, II.A, II.A.1.b, IIA.1.c, IIA.2.a, IIA.2.b, II.A.2.c, IIA.2.e, IIA.2.f, IIA.2.g, IIA.2.h, IIA.2.i, IIA.3, IIA.6, IIA.6.a, IIB.1, IIB.4, IIC.1.a, IIC.2, IIA.1.b, IIA.1.c, III.A, III.A.1.b, III.A.6, III.C.1, III.C.1.c, III.C.2, IVA.1, IVA.2.b, IV.A.5, IVB.1.b, IV.B.1.e, and IV.B.1.g from college and system recommendations.

Please note that under U.S. Department of Education regulations, when an institution is out of compliance with any Standards, the Commission “must immediately initiate adverse action against the institution or require the institution to take appropriate action to bring itself into compliance with the agency’s standards within a time period that must not exceed…two years.” Honolulu Community College should fully resolve the noted deficiencies by October 2014.
Recommendations:

College Recommendation #2:
As was recommended by the 2006 evaluation team, “in order to meet the standards’ focus on ensuring student success and the quality of programs and services, the team recommends the College… develop and refine its program review process and to identify student 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”. In addition, the College should ensure that assessment of program quality occurs for all student support, academic and administrative programs. (2006 Recommendation 2, Standard IB.1, IB.4, IB.7, II.A, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.e, II.A.2.f, II.A.2.g, II.A.2.h, II.A.2.i, II.A.3, II.A.6, II.A.6.a, II.B.1, II.B.4, II.C.1.a, II.C.2, Standard II.A.1.b, II.A.1.c, III.A, III.A.6, IV.A.1, IV.A.2.b, IV.A.5, IVB.1.b)

College Recommendation #6:
To fully meet the standard, the team recommends that the College review its evaluation process for all positions and ensure that all staff and faculty (including post-tenure faculty) are evaluated in all operational units on a regular basis. (III.A.1.b.)

UH Recommendation 4: Resources
In order to meet the Standards, it is recommended that a comprehensive UH system wide technology plan that includes and supports distance education be developed and implemented and is integrated with institutional planning (Standards II.A.1.b, II.A.1.c, II.A.2.c, III.C.1, III.C.1.c, III.C.2).

UH Recommendation 5: Board and Administrative Organization
In order to meet the Standards, it is recommended that the UH Board of Regents (BOR) adopt a regular evaluation schedule of its policies and practices and revise them as necessary. In addition, the UH BOR must conduct its self-evaluation as defined in its policy and as required by ACCJC Standards (Standards IV.B.1.e, IV.B.1.g).

Commission Requirement: The Commission also requires Honolulu Community College to demonstrate that it has adopted, implemented, and is adhering to the UH Policy on faculty (full- and part-time) evaluations to include, as a component, effectiveness in producing learning outcomes (Standard III.A.1.c).

The Follow-Up Report submitted in October 2013 will become part of the accreditation history of the College. I have previously sent you a copy of the Follow-Up Visit Report. The University of Hawaii Community Colleges system report was attached and made a part of the College team report. Additional report copies may now be duplicated.
Dr. Erika Lacro, Chancellor  
Honolulu Community College  
February 7, 2014

The Commission requires that you give the reports and this letter appropriate dissemination to your College staff and to those who were signatories of your Follow-Up Report. The recipients should include the Vice President for Community Colleges, campus leadership, and the Board of Regents.

The Commission also requires that the Follow-Up Report, the Evaluation Team Report, and this Commission action letter be made available to students and the public by placing a copy on the College website. Please note that in response to public interest in disclosure, the Commission now requires institutions to post accreditation information on a page no more than one click from the institution’s home page. If you would like an electronic copy of the Follow-Up Visit Report, please contact Commission staff.

Institutions are expected to meet Eligibility Requirements, Accreditation Standards, and Commission policies at all times during the six-year review cycle. The College must demonstrate to the Commission at the time of the next regularly scheduled report that the recent changes implemented to resolve deficiencies and meet Eligibility Requirements and Standards have been sustained.

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

Sincerely,

[Signature]

Barbara A. Beno, Ph.D.  
President

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1Institutions preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review Guidelines for the Preparation of Reports to the Commission. It contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: [http://www.accjc.org/college-reports-accjc](http://www.accjc.org/college-reports-accjc).