CAC Accreditation Workgroup Meeting  
December 2, 2014  
Agenda  

1. Mary Hattori presentation on visit to American Samoa Community College  
2. Debriefing information from November 7 site visit  
3. Moving up agenda item: discussion of selecting a new chair to begin next semester  
4. Assessment coordinator position: Interim position and Amy Patz Yamashiro  
5. AMS update  
   • Description of implementation team  
   • Meeting schedule for implementation team  
6. Preparations for March annual report  
7. Preparing for the midterm report  
8. Workgroup’s charter  
9. New standards and ERs  
10. What’s on your mind?  

Minutes  

Present: Tony Silva, Ron Takahashi, Robert Moeng, Charles Sasaki, Louise Pagotto, Sal Lanzilotti, Dawn Zoni, Joanne Whitaker and Sunny Pai  

1. Mary Hattori was unable to make the meeting due to family leave. The workgroup will try to reschedule both her and Susan Kazama to talk about Mary’s full accreditation visit to American Samoa Community College and ACCJC’s revised standards and eligibility requirements.  

2. Joanne and Sunny have made an attempt to meet with everyone who was interviewed during the November 7 visit. Feedback from KCC personnel is that their interviews went smoothly and comments from the team visitors were very positive. Comments Joanne and Sunny heard from the team visitors were very positive. The Chancellor will share some of these comments with the CAC at its scheduled December 2 meeting.  

3. Sunny Pai has been the chair of the workgroup since its first meeting in April 29, 2014. Joanne has served as a co-chair. With the completion of the 2014 Follow-Up Report, Sunny will be stepping down as chair. She asked those in attendance to consider volunteering to chair the workgroup beginning January 2015. The Chancellor wishes that a faculty or staff person chair each workgroup. Dawn Zoni volunteered to be the next chair for the spring 2015 semester pending confirmation with the new Vice Chancellor for Student Affairs.  

4. It is now official that Amy Patz Yamashiro will be the interim assessment coordinator effective January 1 through June 30, 2015. She will lead the AMS implementation team during these critical early months of AMS configuration until the hiring of the coordinator is completed.
5. The startup of the AMS is being guided by a small Taskstream implementation team and a larger advisory team composed of early adopters and other interested parties. Currently the smaller implementation team meets with the vendor and once a week and then the larger group, including the implementation team, meets once a week. A suggestion was made that all clusters should be included in the implementation process, either as members of the larger group or in an information sharing process.

**Action:** Sunny will provide Tony with lists of those who attended the AMS vendor webinars so that the implementation team will know who on campus demonstrated an interest in the AMS.

6. Preparations are underway for the March annual report. Sunny is working on a timeline.

7. Planning is beginning for the midterm report. Joanne is working on a plan that she will be sharing.

8. Sunny and Joanne shared a “final draft” of the charters for the CAC workgroups. These guidelines were never officially finalized; hence they were not formally presented earlier. Sunny suggested that in future workgroup meetings these guidelines could be revisited and that the workgroup could develop internal structures to fulfill the requirements of its charter.

9. The group discussed the need to begin thinking about the 2018 full evaluation. There is a need to formally compare the old and new standards and eligibility requirements and to grow accreditation expertise at the college. Proposed ideas for increasing awareness included hosting seminars, including discussions of accreditation and assessment in new faculty orientation sessions, and working with Faculty Senate to provide forum presentations. The SLO implementation report is an informal report produced by ACCJC that scores each college in relation to the other colleges within the ACCJC’s jurisdiction.

**Action:** Sunny had sent this report out earlier to the workgroup and will share this report out again with the workgroup.