
Members Absent: Brian Furuto, Nawa’a Napoleon, Leon Richards and Charles Sasaki

The next Administrative Staff Council meeting on Monday, November 25th, will be for the Vice Chancellors and Deans only to work on the recruitment timeline for faculty hires.

ACCJC Accreditation Site Visit - Louise Pagotto

Each of the nine recommendations was reviewed by the accreditation team, Dr. Jowel Laguerre (Team Chair) and Mr. Mark Snowhite.

For recommendation 1, Louise Pagotto and Salvatore Lanzilotti acknowledged that the planning timeline is being integrated with the budgeting process. The Title III matrix for allocation of funds and the C3T grant were shown as evidence of due diligence.

For recommendation 2, Mr. Snowhite went to the OFIE office with Bob Franco to view the new facilities. He had one question, how do we assess whether the processes are working? In fall 2014, a survey similar to the one distributed in fall 2013 will be given to receive feedback on the impact of the planning and budget cycles.

For recommendations 3 and 4, Louise Pagotto and the assessment coordinators, Dawn Zoni, Laure Burke and Tony Silva were asked about their endeavors with a particular interest in student affairs. The team commented that the KCC model was great. They were appreciative of the steps taken and what was accomplished since October. There was a question about the decentralized counseling model. ARPD and CPRs include the counselors. The course outcomes assessment achieved 100% compliance and they asked about the college’s plans to stay compliant.

For recommendation 5, Mona Lee and the student affairs assessment team, Dawn Zoni, Lori Maehara, Michaelyn Nakoa, LaVache Scanlan and Lori Sakaguchi were interviewed. The team was impressed that representatives from each group were present.

For recommendation 6, Dr. Laguerre cancelled the meeting with John Morton. He felt there was enough information available for them to complete their report.

For recommendation 7, the team met with Chancellor Richards and separately with Kelli Brandvold and Brian Furuto. A report was requested from Kelli showing the time between when someone was hired and their first day of work. The timeline request was for people hired during Kelli’s tenure at the college and specifically for full-time APTs and faculty members.
For recommendation 8, Mary Hattori was interviewed. The team requested a curriculum form, which was hand-delivered to them several hours later.

For recommendation 9, Bob Franco and Sal Lanzilotti described how the roles changed from the PPAC to the CAC. The CAC is an advisory board to the Chancellor and provides the opportunity for information sharing and input from a broader segment of the community.

After meeting about the recommendations, the team met with representatives from the CAC and the AGOs. It was confirmed that the CAC was a forum for many to participate and provide feedback.

**Debrief with the Chancellor**

The team felt the Institutional Follow-up Report was well-written, the information from the interviewees was good and the energy and enthusiasm from participants were commendable.

There were a few suggestions from the team:

- Recommendation 5: Service Area Outcomes (SAOs) will become a prominent feature in future assessments. Data on student services such as financial aid, registration and admissions will need to be assessed. Brian Furuto had established this practice at Honolulu Community College.
- Recommendation 2: The team reinforced the goal of assessing the effectiveness of our communication of the planning process over the next 12-18 months.
- Recommendation 1: Continue to work on communicating the changes to the larger community.

Bob Franco requested that a new Accreditation Liaison Officer (ALO) be considered.

* For accompanying documents and/or access to all Administrative Staff Council minutes and documents please go to Quill, Governance: Shared and Participatory (http://quill.kcc.hawaii.edu/page/governance); under Standing Councils, Administrative Staff Council.

Submitted by: Joanne Whitaker
2013-11-18_Admin_Staff_Council_Minutes