



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

10 COMMERCIAL BOULEVARD
SUITE 204
NOVATO, CA 94949
TELEPHONE: (415) 506-0234
FAX: (415) 506-0238
E-MAIL: accjc@accjc.org
www.accjc.org

Chairperson
SHERRILL L. AMADOR
Public Member

Vice Chairperson
STEVEN KINSELLA
Administration

President
BARBARA A. BENO

Vice President
SUSAN B. CLIFFORD

Vice President
KRISTA JOHNS

Vice President
GARMAN JACK POND

Associate Vice President
JOHN NIXON

Associate Vice President
NORVAL WELLSFRY

CORRECTED LETTER

February 7, 2014

Dr. Leon Richards, Chancellor
Kapi'olani Community College
4303 Diamond Head Road
Honolulu, HI 96816

Dear Chancellor Richards:

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 Kapi'olani Community College and the report of the evaluation team that visited November 16, 2013. The Commission took action to require the College to submit a **Follow-Up Report by October 15, 2014**. The Report will be followed by a visit of Commission representatives. The report should demonstrate full resolution of the College Recommendations 2, 3, 4, 5, and 8 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. The Report should demonstrate, and the visiting team will verify, that the institution has addressed the recommendation noted below, resolved the deficiencies noted, and now meets Eligibility Requirements and Accreditation Standards.

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 Kapi'olani Community College deficient in meeting the following Eligibility Requirements and Accreditation Standards: ER 10, Standards I.B, I.B.1, I.B.4, I.B.6, II.A.1.a, II.A.1.b, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.c, II.A.2.e, II.A.2.f, II.A.2.i, II.A.3, II.B.4, II.C.2, III.C, III.C.1 III.C.2, 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." Kapi'olani Community College should fully resolve the noted deficiencies by October 2014.

Dr. Leon Richards, Chancellor
Kapi'olani Community College
February 7, 2014

Recommendations:

College Recommendation 2.

In order to meet the Standards, the College planning processes should be effectively communicated to all College constituencies and reviewed on an annual basis to ensure that resource allocation leads to program and institutional improvement. (I.B.4, I.B.6).

College Recommendation 3.

In order to meet the Standards, the team recommends that the College assess student learning outcomes for every course, instructional program, and student support program and incorporate the findings into course and program improvements. (ER 10, I.B, I.B.1, II.A.1.a, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.e, II.A.2.f, II.A.2.i, II.A.3, II.B.4, II.C.2)

College Recommendation 4.

In order to meet the Standards, the team recommends that the College utilize student learning outcomes assessment to support institutional planning decisions. (I.B, I.B.1, II.A.1.a, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.e, II.A.2.f, II.A.2.i, II.A.3, II.B.4, II.C.2)

College Recommendation 5.

In order to fully meet the Standards, the team recommends the College: 1) identify student learning outcomes for all student services programs, 2) assess student attainment of these outcomes, and 3) conduct dialogue to use assessment results to implement program improvements. (Standards II.B.4, II.C.2)

College Recommendation 8.

In order to meet the Standard, the team recommends that the College develop a technology plan to identify technology needs and inform the budgeting process (III.C.)

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 Kapi'olani 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).

Dr. Leon Richards, Chancellor
Kapi'olani Community College
February 7, 2014

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 Evaluation Team 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. 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 Evaluation Team 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,



Barbara A. Beno, Ph.D.
President

BAB/tl

¹ Institutions 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>).