

October 13, 2006

Ms. Marie Smith
Chair
ACCJC/WASC Comprehensive Evaluation Visit Team
c/o Los Rios Community College District
1919 Spanos Court
Sacramento, California 95825

Dear Ms. Smith:

SUBJECT: Accreditation – Significant Updates

Please find attached a list of significant developments since we completed our Self Study on June 1, 2006. As you will see, we have identified two developments that have impact institution-wide. Other developments listed are linked to our Summary of Planning Agendas in the Self Study (p. 477-482).

We have also included recent work on off-campus sites and related Substantive Change requests.

This information should bring the Comprehensive Evaluation Visit Team up to date on our ongoing improvements at Kapi'olani Community College. We look forward to your visit.

Sincerely,



Leon Richards
Interim Chancellor

LR:BF:fm

Attachment

**University of Hawai'i Kapi'olani Community College
Accreditation Self Study
Significant Developments – June 1, 2006 to October 13, 2006**

Institution-Wide Developments

Dr. John Morton resigned as Chancellor and continues as Interim Vice-President for University of Hawaii Community Colleges (June 6, 2006) and search for permanent Chancellor began in August, 2006.

Comments and suggestions were solicited on the College Reorganization Plan and reported to the October 2006 Policy, Planning, and Assessment Council (PPAC) meeting. The next draft of the reorganization plan will be shared directly with all campus governance bodies in November, 2006.

Standard I Developments

To increase the number of key stakeholders involved in developing campus mission and new strategic plan, a Community Engagement in Accreditation meeting was convened at the campus on October 4, 2006.

To strengthen cycles of planning, assessment, and improvement, the PPAC:

- Received a consolidated list of programs to be reviewed. A schedule of these reviews is posted at the PPAC web site.
- Decided that separate review of college emphases and initiatives would be conducted in relation to their new three-year tactical plans being developed in 2006-07.
- Reviewed Arts and Sciences and Business Education program review reports at October 2006 PPAC meeting.
- A systemwide advisory group comprised of institutional researchers, deans, vice-chancellors, chancellors, and department chairs met to suggest revisions to data elements, timelines, benchmarking, and report formats. Additional positions for program review were funded in the Supplemental Budget for FY 2007.

To respond to the recommendation of the Budget Execution Task Force related to grants, a new task force was created to review the current grants process and make specific recommendations on grants development, management, and administration and related administrative and departmental roles and responsibilities. This task force has met three times.

Standard II Developments

To strengthen support for student learning and success and improve the quality of the student experience:

- A new counselor was hired for students with disabilities and started on September 6, 2006.

- A new First Year Experience Coordinator was hired and started on August 21, 2006.
- A new Service-Learning Outreach Coordinator was hired and started on September 1, 2006.
- Results from the 2006 Community College Survey of Student Engagement (CCSSE) were received and reviewed by the Acting Vice-Chancellor for Academic Affairs, Dean of Student Services, Director of Planning and Grants, Institutional Researcher, First-Year Experience Coordinator and Service-Learning Outreach Coordinator on September 21, 2006.

Continued progress is being made on UH system articulation agreements and the development of the inter-college articulation database.

Standard III Developments

To update, formalize, and streamline hiring processes:

- Deans and human resources staff have met and drafted standard recruitment and hiring procedures, which will be distributed to the Deans Advisory Council for discussion at its next meeting on October 17, 2006.
- The Human Resources Office has hired one new permanent and one new temporary staff.

To uphold a written code of professional ethics for all of its personnel, the new UH Policy on Faculty Ethics 5.211 was broadly disseminated via email when it was issued in July 2006.

Standard IV Developments

Comments and suggestions were solicited on the College Reorganization Plan and reported to the October 2006 Policy, Planning, and Assessment Council (PPAC) meeting. The next draft of the reorganization plan will be shared directly with all campus governance bodies in November 2006.

Updating Off Campus Sites and Submitting Substantive Changes

In September 2006, the Interim Chancellor, Acting Vice-Chancellor for Academic Affairs, Interim Dean of Health and Legal Education, and Accreditation Liaison Officer held a conference call with Barbara Beno, President of ACCJC/WASC. In this and follow-up discussions, Dr. Beno indicated that all of the College's off campus sites should be visited during the October 2006 Comprehensive Evaluation Visits to Hawai'i. The College decided to also submit Substantive Change Requests to fully update ACCJC/WASC on these programs and sites.