

ACCREDITATION OVERSIGHT COMMITTEE CHARTER

Statement of Purpose

The Committee acts on behalf of the College to help ensure that Accreditation standards are met.

Promotes ongoing accreditation-related activity at Honolulu Community College;

Ensures that Planning Agenda items recommended in the Accreditation Self Study Report are addressed, and identifies those responsible for carrying out the recommendations;

Promotes accountability by requesting documented progress accomplished by annual updating of the Accreditation Planning Agenda document.

Operating Procedures

Accreditation Oversight Committee (AOC) is open to questions and input from any campus member communicated to any of its representative members.

The Committee will address any concerns raised by the College community or committee member related to College movement in addressing Accreditation recommendations and Standard criteria. The Committee will identify necessary action and make recommendations to the appropriate individual or committee.

The Chair of the Committee will report the action taken to the campus through committee minutes, or specific email announcement if necessary

The Chairs of Committees will be asked to select their AOC representatives prior to the first AOC meeting. The Chairs of the Faculty Senate Executive Committee and Staff Senate Executive Committee will collaborate with the Accreditation Liaison Officer to select at-large members for this committee.

Staggered terms are recommended to provide continuity.

The first act of each academic year will be meeting to determine activities and goals necessary on an ongoing and ad hoc basis, and linking of those goals with individuals and communities on campus responsible for them.

The committee will carry out annual review and updating of the College Planning Agenda, and ensure that all responsible parties are provided with an updated Agenda at the start of the academic year.

The committee will record actions taken by the College, through the annually updated Planning Agenda, and Committee minutes.

The committee will serve as a consultative body to the Accreditation Liaison Officer in the formation and orientation of standard committees and their members in preparation for Accreditation Self-Study Reports.

Authorization

Authorized by the FSEC: September 9, 2005

Structure of the Committee

- Accreditation Liaison Officer
- FSEC Representative
- Administrative Representative
- Campus Leadership Team Representative
- Staff Senate Executive Committee Representative
- Institutional Researcher
- Student Senate Representative
- HCC Faculty At-large Representative
- HCC Staff At-large Representative
- Vice Chancellor for Academic Affairs
- Assessment Coordinator

Scope of Authority

The Committee will help the College prepare for any interim ACCJC-WASC reports and visits.

The Committee reports to the Planning Council, the FSEC and SSEC.

The Committee recommends to all College governance bodies and the Administration.

Meetings

• The committee will meet once each month to identify needs, goals, and areas where the committee's influence might assist the accreditation process along.

Documentation/Communication

• The committee will also require brief reports from each responsible party at the end of each academic year documenting progress made in meeting Planning Agenda goals.

• The committee will provide an end-of-the-year report to the campus in the form of an updated Planning Agenda.

• The minutes of the committee meeting are distributed via campus email and posted on the HCC intranet.

• The Committee will review their charter annually and revise as needed