PURPOSE OF THE SITE VISIT

• Verify evidence submitted as support for assertions made in the Institutional Self Evaluation Report (ISER) narrative

• Determine whether the College meets or exceeds the Eligibility Requirements (ERs), Accreditation Standards, and Commission policies

• Provide recommendations to meet Standards and/or improve the effectiveness of the institution
• Comprised of TEN Members and ONE ACCJC Vice-President (liaison)

• Members include a Chair, Assistant, and eight qualified, impartial peers representing ACCJC

• Peers are faculty, administrators, and CEOs with diverse backgrounds and expertise
MEET THE TEAM

Dr. Sunita Cooke

Dr. Chris Hill

Dr. David Newnham

Lucy Kluckhohn-Jones

Kimberly Nickell

Dr. Andrew Lamanque

Dr. Ryan Cornner

Dr. Richard Mahon

Janet Houlihan

Dr. Theresa Koroivulaono
TEAM PREPARATIONS PRIOR TO SITE VISIT

• All members read the entire ISER; annual and midterm reports may also be reviewed along with submitted evidence

• Attend a Team meeting/Training approximately one month prior to visit

• Members are assigned specific areas based on experience to thoroughly review and evaluate

• Members identify areas of strengths (for optional commendations)

• Members identify groups and individuals to interview for validation of assertions and evidence in ISER or to seek additional information if there are perceived gaps or questions
REQUESTED MEETINGS

<table>
<thead>
<tr>
<th>Standard(s)</th>
<th>Meeting Description</th>
<th>Interviewers</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.B, II.A, II.B</td>
<td>Program Review group or leaders</td>
<td>Nickell, LaManque</td>
</tr>
<tr>
<td>I, II.A</td>
<td>Leaders from College Council</td>
<td>Cornner, LaManque</td>
</tr>
<tr>
<td>I</td>
<td>Leaders from Mission Taskforce</td>
<td>Cornner</td>
</tr>
<tr>
<td>I</td>
<td>Director, Institutional Research &amp; Institutional Researcher</td>
<td>Cornner, Koroivulaono, Newnham</td>
</tr>
<tr>
<td>I</td>
<td>Lead of SLO process</td>
<td>Cornner,</td>
</tr>
<tr>
<td>I.C, IV.C</td>
<td>Chancellor</td>
<td>Cornner, Koroivulaono, Newnham</td>
</tr>
<tr>
<td>II.A</td>
<td>Alan Boyes &amp; Gigi Dent (signed off on MYPO)</td>
<td>Kluckhojn-Jones</td>
</tr>
<tr>
<td>II.A</td>
<td>Vice Chancellor, Academic Affairs</td>
<td>Kluckhojn-Jones, LaManque, Newnham</td>
</tr>
<tr>
<td>II.A</td>
<td>Faculty Lead and Chair for DE (Peggy Lake?)</td>
<td>Kluckhojn-Jones, La Manque</td>
</tr>
<tr>
<td>II.B</td>
<td>Library and Tutoring Services</td>
<td>Nickell</td>
</tr>
<tr>
<td>II.C</td>
<td>Vice Chancellor, Student Affairs</td>
<td>La Manque</td>
</tr>
<tr>
<td>II.A, IV.A</td>
<td>Curriculum Comm Chair</td>
<td>Kluckhojn-Jones, La Manque</td>
</tr>
<tr>
<td>III</td>
<td>Facilities Manager</td>
<td>Houlihan</td>
</tr>
<tr>
<td>III</td>
<td>Campus Public Safety Manager</td>
<td>Houlihan</td>
</tr>
<tr>
<td>III</td>
<td>Campus Safety and Operations Committee</td>
<td>Houlihan</td>
</tr>
<tr>
<td>III.C</td>
<td>ITAC</td>
<td>Koroivulaono</td>
</tr>
<tr>
<td>III.C</td>
<td>College IT Team</td>
<td>Koroivulaono</td>
</tr>
<tr>
<td>III.C</td>
<td>One or two online instructors</td>
<td>Koroivulaono</td>
</tr>
<tr>
<td>III.C</td>
<td>Group of current or former online students (4 or less in different subjects at different levels)</td>
<td>Koroivulaono</td>
</tr>
<tr>
<td>I, III.D, IV.A</td>
<td>Vice Chancellor, Admin Services</td>
<td>Kluckhojn-Jones, Cornner, Houlihan</td>
</tr>
<tr>
<td>IV.B</td>
<td>Chancellor’s Cabinet</td>
<td>Koroivulaono</td>
</tr>
<tr>
<td>IV.B</td>
<td>Student Representative from College Council</td>
<td>Koroivulaono</td>
</tr>
</tbody>
</table>

Most meetings will be held in OSC 207 or LIB 122

The Team Room (Private) will be OSC 204
 TYPES OF INTERVIEW QUESTION

• Explore a topic: “Can you please explain....”
• Ask for an example: “Can you give an example of...?”
• Seek clarification: “What do you mean by.....?”
• Verify: “We have been told that....Is that correct?”
• Reflect: “What do you think can be done...?”
• Evaluate: “How would you evaluate the effectiveness of....?”
• Probe: “So, although there exists.....?”
Please find the group that has your same question

These are numbered 1-10
1. Who are the college’s intended students? How does the college address their needs?

2. Explain the college’s planning process. How do stakeholders provide input?

3. What is the relationship between budgeting of resources and the college’s planning process? Describe how this process is aligned with the College’s mission.
4. How do programs use the college’s planning process to improve the program and/or services? Can you give me an example from your area?

5. How does the College use assessment results to improve its programs and services? Can you give me an example from your area?

6. How do the college’s support services contribute to student learning? Can you give me an example?
7. How does the college identify needs and obtain physical resources (facilities, equipment, land, assets)? Do you think these are effective and sufficient to meet the diverse needs of the campus community?

8. How does the College provide information about the college’s budget, fiscal conditions, and financial planning throughout the college? Can you give me an example of when and how? Is this information sufficient and timely?

9. Please describe how the college evaluates its governance structures and processes. Is this done effectively?
10. How does the college identify needs and obtain technology resources (e.g., infrastructure, equipment)? Do you think these are effective and sufficient to meet the needs of the campus community?
WHAT ELSE DOES THE TEAM DO BESIDES INTERVIEWS?

This report represents the findings of the External Evaluation Team that visited
AFTER THE VISIT

• CELEBRATE!!!

• Chancellor receives draft of Evaluation Report for errors of fact within a month of the site visit

• Commission makes decision at meeting in January 2019

• College receives action letter from ACCJC with commission decision within a month of the January 2019 Commission Meeting and the Final Evaluation Report
POSSIBLE COMMISSION DECISIONS

- Reaffirmation of Accreditation
- Reaffirmation of Accreditation with follow-up report
- Reaffirmation of Accreditation with follow-up report and visit
- Sanction Issued
- Terminate Accreditation
8:30 am, Monday, October 15th (Welcome Team at Hawaiian Studies)

4:30 pm, Tuesday, October 16th (Public Forum in Cafeteria)

12:15 pm, Wednesday, Oct 17th (Public Forum in Fine Arts Auditorium)

10 am, Thursday, October 18th (Team Report to College, Fine Arts Auditorium)

Entire Schedule will be posted at: http://kauai.hawaii.edu/accreditation
## MASTER SCHEDULE

<table>
<thead>
<tr>
<th>10/15</th>
<th>10/15</th>
<th>10/16</th>
<th>10/16</th>
<th>10/16</th>
<th>10/17</th>
<th>10/17</th>
<th>10/18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8-8:30</strong></td>
<td>OSC 207/Other</td>
<td>LIB 122</td>
<td>OSC 207/OCET 104</td>
<td>LIB 122/Cafeteria</td>
<td>OCET 106</td>
<td>OSC 207/Auditorium</td>
<td>LIB 122/OCET 103</td>
</tr>
<tr>
<td><strong>8:30-9</strong></td>
<td>(One Stop Center) ALL</td>
<td>8:30 am (OSC) ALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9:45-10:00</strong></td>
<td></td>
<td></td>
<td>Director of IE and Institutional Researcher (OSC 207)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10-10:50</strong></td>
<td>Campus Tour (ALL)</td>
<td>Campus Tour (ALL)</td>
<td>Facilities Manager (LIB 122)</td>
<td>Campus Public Safety Manager (OSC 207)</td>
<td>Library and Tutoring Services (LIB 122)</td>
<td>IT Team</td>
<td>Blockchain</td>
</tr>
<tr>
<td><strong>10:50-11:15</strong></td>
<td>Chancellor (OSC 207)</td>
<td>Chancellor’s Cabinet (OSC 207)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>11:15-12:00</strong></td>
<td>VC Academic Affairs (OSC 207)</td>
<td>VC Admin Services (OSC 207)</td>
<td>LUNCH (Cafeteria)</td>
<td>LUNCH (Cafeteria)</td>
<td>LUNCH (Cafeteria)</td>
<td>Mission Task Force (ALL)</td>
<td></td>
</tr>
<tr>
<td><strong>12-12:15</strong></td>
<td>Assessment Committee 12-10-1:00 (BUS 111)</td>
<td>ITAC (LIB 122)</td>
<td>LUNCH (Cafeteria)</td>
<td>VC Student Affairs (LIB 122)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1:00-1:15</strong></td>
<td>Curriculum Committee (LIB 122)</td>
<td>DE Faculty (OSC 207)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1:15-2:00</strong></td>
<td>LiveText Platform (Assessment) (OCET 104)</td>
<td>MYPO meeting (LIB 122)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2:00-3:00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3:00-4:00</strong></td>
<td>College Council Leaders (OSC 207)</td>
<td>Kuali Platform (Curriculum) (OCET 104)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4:00-5:00</strong></td>
<td>Faculty Senate (OSC 207)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5:00-6:00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>