Attendance: Ken Morris (Chair), Michael Shintaku, Cathy Zenz, Jan Zulich, Scott Saff, Aaron Jacobs, Donald Pric, Mahealani Jones, Jerry Calton, Natalie Beam, Yoshiko Fukushima, and Tony Wright. Jenny Lee Ramos (scribe).

Meeting brought to order at 10:00am.

1. **UHH Program Document vs. WASC**
   a. WASC format is more prescriptive than that of UHH
      i. WASC does not require assessment tools
   b. Need template/guideline for program documents
   c. Appoint subcommittee to address approval of program documents
      i. Ask April Scazzola to chair committee
   d. Motion: Donald Price moved to form a committee to modify and create guidelines for program documents. Jan Zulich seconded.
      i. Yes – 8, No – 0, Abstentions – 0
   e. Livetext.com
      i. Online submission/editing of program documents
      ii. Limited access
      iii. Includes section on what needs to be done

2. **Next meeting: 10:00am 2/3/2011**

Meeting adjourned at 12:15pm.