



Appreciation and Clarification of Update

34 messages

Mark Goor <mgoor@wscuc.org>

Fri, Sep 17, 2021 at 2:47 AM

To: Bonnie Irwin <bdirwin@hawaii.edu>, Seri Luangphinit <seri@hawaii.edu>

Cc: "judy.sakaki@sonoma.edu" <judy.sakaki@sonoma.edu>, Harold Stanislaw <hstanislaw@csustan.edu>

Aloha Bonnie and Seri

Thank you so much for helping us reschedule the on-site visit. We are all struggling with the fallout from the pandemic, and the review team understands the desire to switch to a remote visit. However, the strong consensus among the team was that the mission of facilitating continuous improvement at UHH would best be served by meeting directly with the campus community. We also recognize that preparing for a visit — whether conducted remotely or in person — involves considerable effort by both the campus and the review team. To minimize the added workload generated by rescheduling the visit, the team thought it might be helpful to limit further documentation to a brief summary of any updates UHH might wish to provide regarding the lines of inquiry. We are especially keen to learn of noteworthy developments, areas of pride or accomplishment, and plans for the future that UHH would like to share. We also want to emphasize that we do not expect a lengthy report: The team can explore details when it is on campus, and preparing a highly detailed update would take valuable time away from the discussions in which UHH may wish to engage prior to the visit. We envision something on the order of as little as a single page for each LOI, or nothing at all for LOIs on which there is no news to report.

Our hope is that assembling such a document would be viewed not as an exercise to satisfy the needs (or whims) of the review team, but an opportunity for UHH to continue engaging in institutional reflection. For your convenience, the lines of inquiry are copied below. The document could consist of a response to this email, sent directly to Mark by March 1 (so the team will have it in time for the pre-visit preparation meeting a week or so later). Mahalo!

1. Given the importance of program reviews, and previous Commission recommendations, the team would like an update regarding the assessment of student learning at UHH. For example, what data are being gathered and how are these data being used? How and when are academic and co-curricular programs reviewed, including distance education programs? How have these reviews contributed to institutional decision-making?
2. The team would like to know more about the plans UHH has to address the challenges that have become evident between advancing science and the promotion of indigenous language and culture.
3. The team seeks more information about the campus climate and the inclusivity and success of student subgroups. How does UHH define these subgroups? What equity gaps has UHH identified and what actions are being taken to remediate these gaps? How is the Committee for Excellence in Diversity, Equity, and Inclusion leveraging the diversity of UHH and advancing the institution?
4. The team would like more information regarding the current and projected enrollments for each academic program, the resource implications for those programs, and the evidence that is available to indicate that the programs are meeting their objectives and the needs of the community.
5. The team seeks more information about the engagement of UHH faculty, including: the role of faculty in service, student success, and shared governance; perceptions among lecturers and tenure-line faculty regarding retention and promotion; and the degree to which faculty engage with colleagues in other disciplines and the campus community in general.
6. The team seeks a better understanding of staffing levels in relation to the number of students served, and the stability and continuity of leadership at UHH.
7. The team would like a better understanding of the infrastructure provided by UHH to ensure the delivery of high quality instruction and services to students, including opportunities for professional development, supports for distance learning, and availability of critical resources.
8. The team seeks more information about long-term planning at UHH. This includes the integration of institutional data in decision-making processes, enrollment projections and methods for achieving those projections, budget planning, the state of strategic planning, and the institution's sustainability moving forward.
9. The team seeks to understand what UHH has learned from its history and self-reflection (including the impact of the pandemic), the vision it has for the future, and how the new administrative leadership plans to achieve this vision.

Mark

Mark B. Goor, PhD

Vice President

WASC Senior College and University Commission

1001 Marina Village Parkway

Suite 402

Alameda, CA 94501

(510) 748-9792

www.wscuc.org



INSTITUTION: University of Hawai'i at Hilo
VISIT TYPE: Accreditation Visit
VISIT START DATE: Wednesday, April 6, 2022
WSCUC STAFF LIAISON: Mark B. Goor

We expect that you will communicate throughout the visit process by email and phone, checking in and following up with one another at various points. Please note that these dates are preferred dates but not inflexible. The dates of the visit and of the Commission review are fixed but all other dates may be adjusted. This timeline is to give you a sense of the sequence of events rather than to impose set dates.

#	ACTION	TEAM MEMBERS		WSCUC STAFF		INSTITUTION STAFF	DATES	
		Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
BEFORE THE VISIT								
1	WSCUC sends preparation materials to ALO (team roster, timelines, draft schedules, logistics survey, email account information, hosting a visit guide)	-	-	Sends	Receives and reviews	Receives, acknowledges and reviews	10-12 weeks before visit	January 26, 2022
2	WSCUC sends preparation materials to team (institutional and logistics information, team roster, timelines, worksheets etc.)	Receives and reviews	Receives and reviews	Sends	-	-	10-12 weeks before visit	January 26, 2022
3	ALO sends the institution's report (for SAV and SV) or response to lines of inquiry (for AV) electronically to WSCUC, WSCUC provides link to team members.	Receives and reviews	Receives and reviews	Receives and reviews	Receives and reviews	Sends	10 weeks before visit	January 26, 2022
4	WSCUC contacts the team to schedule pre-visit conference call	Provides availability	Provides availability	Arranges call	Provides availability	-	9 weeks before visit	February 2, 2022
5	Chair sends first email to team with outline of team assignments and conference call worksheets	Sends	Receives and reviews	-	Receives and reviews	-	8 weeks before visit	February 9, 2022
6	ALO emails the team and VP with the logistics survey, draft visit schedule, and a list of team room exhibits	Sends and review	Receives and reviews	-	Receives and reviews	Sends	7 weeks before visit	February 16, 2022
7	Team members send conference call worksheets to AC who will compile and distribute before the team call	Receives and reviews	Receives and compiles	-	Receives and reviews	-	5-6 weeks before visit	March 2, 2022
8	Chair has a call with the CEO (the ALO/ VP/ AC may be included)	Leads call	May participate in call	May arrange call	May participate in call	May participate in call and should provide availability of the CEO	5 weeks before visit	March 2, 2022
9	Team conference call is held	Leads call	Takes team notes	-	Participates in call	-	4-5 weeks before visit	March 9, 2022
10	Chair or AC communicates with ALO as needed to finalize schedule, confirm requested documents, etc.	As needed	As needed	-	As needed	As needed	4 weeks before visit	March 9, 2022
11	Institution sends notice of confidential email account to campus community	Notes receipt of notice	Notes receipt of notice	-	Notes receipt of notice	Sends notice, notifies VP	3 weeks before visit	March 16, 2022
DURING THE VISIT								

		TEAM MEMBERS		WSCUC STAFF		INSTITUTION STAFF	DATES	
#	ACTION	Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
12	Team holds initial meeting	Leads team	Serves as team member and edits team draft report		Supports team	-	4 pm on the day before the site visit starts	April 5, 2022
13	First day of site visit	Leads team	Takes notes and edits team draft report		Supports team on first 24 hours of visit or longer as needed	Provides logistical support and consultation	Meetings commence on site at 8-8.30 am	April 6, 2022
14	Last day of site visit	Leads team	Takes notes and edits team draft report				Meetings end at noon at latest	April 8, 2022
15	Team chair calls VP before exit meeting to discuss team recommendation	Calls VP	-		Receives call	-	Last day of visit	April 8, 2022
AFTER THE VISIT								
16	WSCUC sends team chair and assistant chair deadlines for report completion process	Receives and reviews	Receives and reviews	Sends	Receives and reviews	-	1 day after visit	April 9, 2022
17	Assistant chair sends consolidated draft report to team chair and VP	Receives and reviews	Sends	-	Receives and reviews	-	1 week after visit	April 15, 2022
18	Team chair revises as necessary and sends first draft of report to team members and VP for review	Revises and sends	Receives and reviews	-	Receives and reviews	-	2 weeks after visit	April 22, 2022
19	Team members and VP send comments to team chair	Receives and reviews, revises draft as needed	Sends comments; assists chair with report as needed	-	Sends comments	-	3 weeks after visit	April 29, 2022
20	Team members submit expenses to WSCUC Finance Manager for reimbursement	Sends	Sends	-	-	-	No more than 4 weeks after visit	May 6, 2022
21	Team chair sends revised draft as PDF to institution for correction of errors of fact and redaction of proprietary information. Team chair also sends a copy to WSCUC	Sends	-	Receives and sends to VP and WSCUC President	Receives and reviews	Receives and reviews	4 weeks after visit	May 6, 2022
22	Team chair sends confidential recommendation form to WSCUC	Sends	-	Receives and sends to VP, WSCUC President, Commission	Receives and reviews	-	4 weeks after visit	May 6, 2022
23	Institution sends corrections and redactions to team report to team chair and VP	Receives and reviews	-	-	Receives and reviews	Sends	6 weeks after visit	May 20, 2022
24	Chair revises report and sends final version to WSCUC and team members	Revises and sends	Receives and reviews	Receives and sends to VP, WSCUC President, Commission	-	-	8 weeks after visit	June 3, 2022

#	ACTION	TEAM MEMBERS		WSCUC STAFF		INSTITUTION STAFF	DATES	
		Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
25	WSCUC sends final team report to institution, and invites CEO to respond	-	-	Sends	Receives and reviews	Receives and reviews	8-9 weeks after visit	June 3, 2022
26	CEO may respond in writing to the final team report; if so sends response to WSCUC	-	-	Receives and sends to VP, WSCUC President, Team Chair, Commission	-	Prompts CEO to send response if necessary	2 weeks after receiving report/ 4 weeks before Commission meets (confirm with WSCUC staff)	January 28, 2022
27	Commission reviews and takes action (Note: institutions are reviewed on the Wednesday or Thursday before this date)	Participates by conference call	Participates in call if the chair is unavailable	Attends Commission Meeting	Attends Commission Meeting	May participate in review (CEO is asked to participate by phone or in person and may invite other institutional representatives)	Institutions are reviewed during two days prior to target date, Commission meets on target date	February 25, 2022
28	Team members and staff destroy all institutional-related materials provided by the institution or by WSCUC	Shreds hardcopy documents, deletes electronic documents	Shreds hardcopy documents, deletes electronic documents	Shreds hardcopy documents, deletes electronic documents	Shreds hardcopy documents, deletes electronic documents	-	As soon as the Commission has met	February 25, 2022
28	WSCUC sends action letter to the institution CEO, ALO, board chair and team members. Action letter and team report are published on WSCUC website.	Receives and reviews	Receives and reviews	Sends	-	CEO and ALO receive and review	2-3 weeks after Commission meeting	March 11, 2022
29	ALO distributes action letter and informs community of next steps	-	-	-	-	Distributes	Within 30 days after receiving action letter	April 10, 2022