

February 6, 2006

MEMORANDUM

TO: All Faculty and Staff

SUBJECT: Chancellor's Memorandum

By now you have probably heard, Windward Community College is still on warning and is the only Hawaii community college still on warning. I have attached the letter and the report from the visiting team. The good news is that they did not ask for a May progress report but are giving us until our October visit to demonstrate our compliance. **We can do that.**

We are still an accredited institution during the warning period. It means that they have concerns about us deviating from one of the standards, and that we need to work to get back into full compliance within the given timeline. In our case the problem was a need for a clear planning and budgeting process based on program evaluation. We believe that we now have that in place; we just need to demonstrate that we have done it and it works.

The conclusion of the report says in part:

“The college has made some progress based upon the suggestions of the previous visiting team by instituting several policies and a governance structure aimed at formalizing a planning process that includes program review and ties it to budget and staffing. Unfortunately, the team was unable to assess its effectiveness due to its very recent implementation. Although program reviews were in progress, the new committees had met only once and the schedule of decisions regarding planning and budgeting were in the future. “(November 15, 2005 Progress Visit Team Report, Dr. Marie Smith, Dr. Gari Browning)

Since the visit, the reports and reviews came in (all but one), the strategic planning committee has completed its update using those reports, and the budget committee will be beginning its part based on the updated plan. By the end of March we should have completed the first full review, planning and budgeting cycle. That gives us time to update our self study to include all that has transpired.

I have been asked by faculty and staff what they can do to help. My answers are simple:

1. Familiarize yourself with the plans, processes and procedures that have been developed and are taking place. Go to the faculty staff and IR sections of the website and read documents.
2. When you can participate, do so, and do so with the focus on the whole college.
3. Develop and share a positive attitude. Assure your students and others that we are taking care of it.
4. When the self-study is complete and circulated in draft...read it. No matter who you are, you will learn things about this college that you didn't know.

Timing is critical and we knew that this outcome was a possibility. On the other hand, we took our time in developing processes that we believe will work for Windward. In the end, our own acceptance of the processes and their results will be the test. I believe that we will prevail and that the fall visiting team will be pleased.

Angela Meixell
Chancellor