



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 7, 2014

Mr. Douglas Dykstra, Chancellor
Windward Community College
45-720 Kea`ahala Road
Kane`ohe, HI 96744

Dear Chancellor Dykstra:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 8-10, 2014, reviewed the Follow-Up Report submitted by Windward Community College and the report of the evaluation team that visited November 13-14, 2013. The Commission took action to require the College to submit a Follow-Up Report by **October 15, 2014**. The report should demonstrate full resolution of the College Recommendations 2 and 3 and System Recommendations 4 and 5 noted below. In addition, the College should demonstrate compliance with Standard III.A.1.c by adopting and implementing the University of Hawai'i Community College System policy.

Need to Correct Deficiencies

The Accreditation Standards, as an integrated whole, represent indicators of academic quality and institutional effectiveness. Deficiencies in any Standard will impact quality at an institution, and ultimately the educational environment and experiences of students. The Commission found Windward Community College deficient in meeting the following Accreditation Standards: I.B.1, I.B.2, I.B.3, I.B.4, I.B.5, I.B.6, I.B.7, II.A.1.b, II.A.1.c, II.A.2, II.A.2.c, II.B.4, II.C.2, III.A.1.b, III.A.2, III.A.5, III.A.6, III.B.2, III.C.1, III.C.1.b, III.C.1.c, III.C.2, III.D.1, III.D.3, III.D.4, IV.A.1, IV.A.5, IV.B.1, IV.B.1.e, and IV.B.3.g from college and system recommendations.

Please note that under U.S. Department of Education regulations, when an institution is out of compliance with any Standards, the Commission "must immediately initiate adverse action against the institution or require the institution to take appropriate action to bring itself into compliance with the agency's standards within a time period that must not exceed...two years." Windward Community College should fully resolve the noted deficiencies by October 2014.

Mr. Douglas Dykstra, Chancellor
Windward Community College
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College Recommendation 2:

In order to fully meet the standards, it is recommended that the college design, document and implement an effective, integrated planning model, system of program review and resource allocation process which is inclusive of all institutional planning activities including administrative services and technology. The college should develop formal systematic evaluation mechanisms for assessing the quality and effectiveness of planning structures and processes and use assessment results for the improvement of learning and institutional effectiveness (I.B.1 through I.B.7, II.A.2, II.B.4, II.C.2, III.A.6, II.B, III.B.2, III.C.1, III.C.2, III.D.1, III.D.3, III.D.4, IV.A.1, IV.A.5, IV.B.1, IV.B.3.g).

College Recommendation 3:

In order to fully meet the standard, the team recommends that the institution develop a comprehensive staffing plan as well as a professional development plan designed to meet the needs of its personnel and fully implement the civil service evaluation process (III.A.1.b, III.A.2, III.A.5, III.C.1.b).

UH Recommendation 4: Resources

In order to meet the Standards, it is recommended that a comprehensive UH system wide technology plan that includes and supports distance education be developed and implemented and is integrated with institutional planning (Standards II.A.1.b, II.A.1.c, II.A.2.c, III.C.1, III.C.1.c, III.C.2).

UH Recommendation 5: Board and Administrative Organization

In order to meet the Standards, it is recommended that the UH Board of Regents (BOR) adopt a regular evaluation schedule of its policies and practices and revise them as necessary. In addition, the UH BOR must conduct its self-evaluation as defined in its policy and as required by ACCJC Standards (Standards IV.B.1.e, IV.B.1.g).

Commission Requirement: The Commission also requires Windward Community College demonstrate that it has adopted, implemented, and is adhering to the UH Policy on faculty (full- and part-time) evaluations to include, as a component, effectiveness in producing learning outcomes (Standard III.A.1.c).

The Follow-Up Report submitted in October 2013 will become part of the accreditation history of the College. I have previously sent you a copy of the Follow-Up Visit Report. The University of Hawai'i Community Colleges system report was attached and made a part of the College team report. Additional copies may now be duplicated. The Commission requires that you give the reports and this letter appropriate dissemination to your College staff and to those who were signatories of your Follow-Up Report. This group should include the Vice President for Community Colleges, campus leadership, and the Board of Regents.

Mr. Douglas Dykstra, Chancellor
Windward Community College
February 7, 2014

The Commission also requires that the Follow-Up Report, the Evaluation Team Report, and this Commission action letter be made available to students and the public by placing a copy on the College website. *Please note that in response to public interest in disclosure, the Commission now requires institutions to post accreditation information on a page no farther than one click from the institution's home page.* If you would like an electronic copy of the Follow-Up Visit Report, please contact Commission staff.

Institutions are expected to meet Eligibility Requirements, Accreditation Standards, and Commission policies at all times during the six-year review cycle. The College must demonstrate to the Commission at the time of the next regularly scheduled report that the recent changes implemented to resolve deficiencies and meet Eligibility Requirements and Standards have been sustained.

On behalf of the Commission, I wish to express continuing interest in the institution's educational quality and students' success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness, and educational quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

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¹ Institutions preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review *Guidelines for the Preparation of Reports to the Commission*. It contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (<http://www.accjc.org/college-reports-accjc>).