



Leeward Community College

Follow-Up Report, March 2020

Follow-Up Report

Submitted by:

Leeward Community College
96-045 Ala 'Ike
Pearl City, Hawai'i 96782

Submitted to:

Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

March 2, 2020

Follow-Up Report

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Carlos Peñaloza, Chancellor
Leeward Community College
96-045 Ala 'Ike
Pearl City, Hawai'i 96782

I certify there was broad participation by the campus community and believe this report accurately reflects the nature and substance of this institution.

Signatures:

Carlos Peñaloza Chancellor, Leeward Community College	Date
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David Lassner President, University of Hawai'i System	Date
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Erika Lacro Vice President, University of Hawai'i Community Colleges	Date
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P. Jayne Bopp Accreditation Liaison Officer	Date
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Michael Cawdery, Chair, Faculty Senate	Date
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Kathryn Fujioka-Imai, Chair, Campus Council	Date
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Genai U'ilani Keli'ikuli, Chair, Pūko'a no nā 'Ewa Council	Date
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Monica Aiwohi-Makekau President, Associated Students of Leeward Community College	Date
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Certification of the Follow-Up Report Governing Board

To: Accrediting Commission for Community & Junior Colleges
 Western Association of Schools & Colleges

From: Carlos Peñaloza
 Chancellor, Leeward Community College
 96-045 Ala 'Ike
 Pearl City, HI 96782

We certify that we read the final 2020 Follow-Up Report and that we were involved in the reporting process.

Signed:

Benjamin Kudo
Chair, University of Hawai'i Board of Regents

Date

Ernest Wilson, Jr.
Chair, Board of Regents Committee on Academic and Student Affairs

Date

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Statement on Report Preparation

Background

The Accrediting Commission for the Community and Junior Colleges (ACCJC) reaffirmed the accreditation of Leeward Community College (Leeward CC) on January 25, 2019, with a requirement that the College submit a *Follow-Up Report* by March 2, 2020 ([RP1-Letter](#)).

The letter identified the single compliance recommendation that was to be addressed in the Follow-Up Report as follows:

Standard I.B.7 (Recommendation 1):

In order to meet the standard, the College should establish a clear cycle to regularly evaluate and update its policies and procedures.

Preparation of the Report

The preparation of the *Leeward CC 2020 Follow-Up Report* was headed by the College's Accreditation Liaison Officer (ALO), P. Jayne Bopp and Vice Chancellor for Academic Affairs, Della Teraoka, under the guidance of the chancellor.

On January 1, 2019, the College appointed P. Jayne Bopp as the ALO. The previous ALO, Della Teraoka, worked with Bopp through the development of the report. At the time of the January 2019 letter, the chancellor was Suzette Robinson. Chancellor Robinson retired on June 30, 2019, and the Board of Regents appointed Chancellor Carlos Peñaloza. Both chancellors were involved in the preparation of the report.

During the year, Bopp and Teraoka worked with the Authorized Governance Bodies (AGs) to review and revise all of the Leeward policies that were not current. Bopp and Teraoka met monthly to ensure progress was being made. The *Follow-Up Report* was compiled and shared with administration and campus governance leaders in January 2020. The final draft was posted online for campus wide review in February 2020.

Contributors to the report preparation included:

1. Chancellor
2. Vice Chancellor for Academic Affairs
3. Accreditation Liaison Officer
4. Coordinator, Office of Planning, Policy, and Assessment
5. Faculty Senate Chair
6. Campus Council Chair
7. Pūko'a no nā 'Ewa Council Chair
8. Associated Students of University of Hawai'i – Leeward CC President
9. Curriculum Committee Chair

Response to College Recommendation 1 (Compliance)

In order to meet the standard, the College should establish a clear cycle to regularly evaluate and update its policies and procedures (I.B.7).

Leeward Community College Response

Standard I.B.7. *The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.*

Leeward Community College began the process of reviewing and revising, as necessary, its policies before the peer evaluation team visit in October 2018. Unfortunately, the Office of Planning, Policy, and Assessment (OPPA), the unit charged with maintaining institutional policies, was understaffed and unable to have all policies reviewed in a timely manner. One policy, *L5.200 Policy on Course and Program Prerequisites*, had not been reviewed since 1992. *L1.201, Policy on Shared Governance*, had been under review but was not updated at the time of the evaluation team visit. The College recognized the need to create an institutional calendar of review and used this opportunity as a means to engage the Authorized Governance Bodies (AGs) in the process.

In October 2018, the Faculty Senate took an active role in moving policies through the review process ([CR1-Email](#)). With their assistance, a major revision of *L1.201, Policy on Shared Governance* was undertaken. In addition, *L1.101, Policy on Policy Development and Review*, was revised to incorporate changes in *L1.201, Policy on Shared Governance* to make for a more inclusive campus engagement process.

In November 2018, a key position was filled with the hiring of the Coordinator for the Office of Planning, Policy, and Assessment (OPPA). The Coordinator of OPPA has the responsibility of managing the process for policy review and revision. OPPA has created a shared drive with all of the policies and also developed a spreadsheet with the list of policies and their review dates.

During 2019, the following policies were reviewed and revised, as necessary:

- *L1.101, Policy on Policy Development and Review*
- *L1.201, Policy on Shared Governance*
- *L4.201 Policy on Institutional Mission*
- *L5.190 Policy on Administrative Disenrollment for Failed Prerequisites*
- *L5.202 Policy on Program Review*
- *L7.210 Unsatisfactory Academic Progress Policy*
- *L10.201 Facilities Use Guidelines and Procedures*
- *L10.901 Policy on Designation of Electrical Vehicle Parking Stalls*

Only two Leeward policies were rescinded or replaced: *L5.200 Policy on Course and Program Prerequisites* was rescinded and the Leeward Student Conduct Code was replaced with a new systemwide conduct code, *EP7.208 UH Systemwide Student Conduct Code*, that was approved by all ten University of Hawaii campuses.

OPPA is responsible for tracking and managing policies to ensure they are reviewed as per the schedule. OPPA is also working closely with Faculty Senate to ensure the process for reviewing and revising policies is clear and well-communicated.

Policy Schedule

Policy Number	Policy Title	Effective Date	Review Date
L1.101	Policy on Policy Development and Review	12/23/2019	12/23/2024
L1.201	Policy on Shared Governance	12/24/2019	12/24/2024
L1.202	Policy of Nondiscrimination and Affirmative Action	8/1/2017	8/1/2022
L4.201	Policy on Institutional Mission	3/27/2019	3/27/2024
L5.190	Policy on Administrative Disenrollment for Failed Prerequisites	3/27/2019	3/27/2024
L5.200	Policy on Course and Program Prerequisites	12/24/2019	Rescinded
L5.201	Policy on Curriculum Review and Revision	3/22/2017	3/22/2022
L5.202	Policy on Program Review	3/27/2019	3/27/2024
L5.210	Policy on Assessment	3/1/2018	3/1/2023
EP7.208	UH Systemwide Student Conduct Code	3/1/2019	3/1/2021
L7.210	Unsatisfactory Academic Progress Policy	3/27/2019	3/27/2024
L10.201	Facilities Use Guidelines and Procedures	12/24/2019	12/24/2024
L10.501	Policy on the Designation of Electrical Vehicle Parking Stalls	12/24/2019	12/24/2024
L10.901	Facilities Access Control Policy and Procedures	4/10/2017	4/10/2022
L11.102	Animals on Campus Policy	3/6/2017	3/6/2022

All current policies can be found on the Leeward CC Policies website ([CR2-website](#)).

Conclusion

The College has met the compliance recommendation and meets Standard IB7.

Leeward Community College completed a full review of all Leeward policies and revised as needed. As a result of that review, the College created a Policy Schedule to ensure that all policies will be reviewed at least once every five years.

Appendix A – Evidence

RP1-Letter	Action Letter from Accrediting Commission for Community and Junior Colleges
CR1-Email	Email from Faculty Senate Chair on Planned Review Process, Dated 10/31/2018
CR2-website	Leeward CC Policies website