



## Brigham Young University Hawai'i

Office of the President

TO: BYUH Faculty and Staff  
FROM: Eric B. Shumway  
DATE: March 1, 2006  
SUBJECT: **ACCREDITATION TEAM VISIT – MARCH 15-17**

We are looking forward to the first of two visits of our accrediting team with the first visit scheduled for March 15-17; this visit is part of the "Capacity and Preparatory Review." What is the purpose of this visit?

The Preparatory Review is designed to enable WASC to determine whether the institution *functions with clear purposes, high levels of institutional integrity, fiscal stability, and organizational structures and processes to fulfill its purposes*. The Capacity and Preparatory Review is intended to be a focused review which includes a site visit with clearly defined purposes and procedures. These are to:

1. Audit and verify the information provided in the Capacity and Preparatory Report, and to assure that the data presented fairly and accurately portray the state of the institution at the time of review.
2. Evaluate key institutional resources, structures, and processes in the light of the Commission's Standards to assure that the institution operates at or above threshold levels acceptable for accreditation and, where appropriate, to identify any capacity-related issues that need to be carried forward in the Educational Effectiveness Review (scheduled for 2008 for BYUH).
3. Assess the institution's preparedness to undertake the Educational Effectiveness Review as proposed, and to assist the institution in refining its focus and plan for that review.

*WASC Handbook of Accreditation, p. 41*

The agenda for their visit was recently provided to us and is attached for your information. As you review the schedule, you'll notice that it includes a visit with you and perhaps some of your colleagues. Also attached is a brief description of the five team members; we anticipate 2-3 of these team members will be meeting with you during your assigned time.

Of course, this visit is very important to our university. We suggest that you:

1. Prepare for your discussion by reading the "Capacity and Preparatory Review," especially those sections that pertain to your area. (It is available online if you haven't received a printed copy).
2. Be prompt for your meeting.
3. Be open and candid during your discussion with the team members.

**Please note that there is an exit briefing to which you are invited, scheduled for Friday at 11:30 a.m. at the Little Theatre.**

Mahalo for your assistance in meeting these team members. If you have any questions, please feel free to contact me, Keith Roberts, or Bill Neal.

Enclosures



# BRIGHAM YOUNG UNIVERSITY HAWAII

## Capacity & Preparatory Review



*Wednesday, March 15*

TIME	INTERVIEWS AND ACTIVITIES	
<b>8:00 – 10:00 a.m.</b>	<b>Team meeting and breakfast at the hotel</b>	
<b>10:30 – 11:30 a.m.</b>	<b>Team visits team room, meets with Keith Roberts (ALO and Academic Vice President) and Bill Neal to review schedule, to refine the overall schedule and receive orientation to team room (CAS Conference Room)</b>	
<b>11:30 – 12:30 p.m.</b>	<b>Team meets with President Eric Shumway (Administration Building)</b>	
<b>12:30 – 1:30 p.m.</b>	<b>Lunch and meet with the BYU Hawai'i President's Council (President's Council Room)</b> <ul style="list-style-type: none"> <li>▪ Eric Shumway, President</li> <li>▪ Keith Roberts, Vice President for Academics</li> <li>▪ Michael Bliss, Vice President for Administrative Services</li> <li>▪ Isileili Kongaika, Vice President for Student Life and Dean of Students</li> <li>▪ Napua Baker, Vice President for University Advancement</li> <li>▪ Bill Neal, Assistant to the President—Institutional Research and Planning</li> <li>▪ Jim Nilson, CIO</li> </ul>	
	<b>President's Council Room</b>	<b>CAS Conference Room</b>
<b>2:00 – 3:00 p.m.</b>	<b>Topic: International Work Experience Scholarship (IWES)</b> <ul style="list-style-type: none"> <li>▪ Isileili Kongaika, VP for Student Life</li> <li>▪ Norma Te'o, Director, IWES</li> <li>▪ John Muaina, Polynesian Cultural Center</li> </ul>	<b>Topic: Finance, Budgets, and Audits</b> <ul style="list-style-type: none"> <li>▪ Michael Bliss, VP for Administrative Services</li> <li>▪ Glenn McMurtrey, Treasurer</li> <li>▪ Brian Blum, Director, Financial Services</li> <li>▪ Bob Owan, Director, Purchasing</li> <li>▪ Judd Whetten, Director, Physical Plant</li> </ul>
<b>3:00-4:00 p.m.</b>	<b>Topic: Program and Administrative Unit Assessment (Theme)</b> <ul style="list-style-type: none"> <li>▪ Glade Tew, Chair, University Assessment Committee</li> <li>▪ Paul Freebairn, Director of Assessment</li> <li>▪ Bill Neal, Institutional Research</li> <li>▪ Assessment Committee Representatives</li> </ul>	<b>Topic: Alumni Association</b> <ul style="list-style-type: none"> <li>▪ Rowena Reid, Director, Alumni</li> <li>▪ Les Steward, President, Alumni Association</li> <li>▪ Napua Baker, VP for University Advancement</li> </ul>
<b>4:00-5:00 p.m.</b>	<b>Topic: Admissions (Domestic and International)</b> <ul style="list-style-type: none"> <li>▪ Jeff Bunker, Dean, Admissions and Records</li> <li>▪ Arapata Meha, Associate Dean</li> <li>▪ Vernelle Lakatani, Registrar</li> <li>▪ Marilee Ching, Academic Advisor</li> <li>▪ Joann Lowe, International Processing</li> <li>▪ Angie Keo, Domestic Processing</li> </ul>	<b>Topic: Human Resources and Benefits</b> <ul style="list-style-type: none"> <li>▪ Tessie Faustino, Director, HR (will be off island this week)</li> <li>▪ Jeannie Lawrence, Assistant Director, HR</li> <li>▪ Leialoha Pakalani (Training)</li> <li>▪ Edo Kentjanaputra (Database)</li> <li>▪ Ray Kaanga (DMBA—benefits)</li> </ul>
<b>5:30 – 6:30 p.m.</b>	Luau dinner at the Polynesian Cultural Center	
<b>7:30 – 9:00 p.m.</b>	PCC Night Show	
<b>9:00 p.m.</b>	Return to hotel	

TIME	INTERVIEWS AND ACTIVITIES	
	President's Council Room	CAS Conference Room
8:00 – 9:00 a.m.	<b>Topic: General Education Assessment (Theme)</b> <ul style="list-style-type: none"> <li>▪ Jeff Burroughs, Dean, College of Arts and Sciences</li> <li>▪ Michael Allen, Associate Dean, College of Arts and Sciences</li> <li>▪ Randy Day, Associate Dean, College of Arts and Sciences</li> <li>▪ GE Assessment Committee</li> </ul>	<b>Topic: LDS Philanthropies and Fundraising; Funding for Academic Centers (Entrepreneurship, Pacific Institute, David O. McKay Intercultural Understanding, Hawaiian Studies)</b> <ul style="list-style-type: none"> <li>▪ President Shumway, President</li> <li>▪ Napua Baker, VP for University Advancement</li> <li>▪ Wally Thiim, Donor Liaison</li> </ul>
9:00 – 10:00 a.m.	<b>Topic: Second Language Learning (L2) (Theme)</b> <ul style="list-style-type: none"> <li>▪ Norm Evans, Chair, L2 Committee Chair; Chair, English Language Teaching and Learning</li> <li>▪ L2 Committee</li> </ul>	<b>Topic: Library and Information Systems (LIS)</b> <ul style="list-style-type: none"> <li>▪ Jim Nilson, CIO</li> <li>▪ Rex Frandsen, Associate CIO</li> <li>▪ Douglas Bates, Librarian</li> </ul>
10:00 – 11:00 a.m.	<b>Campus Devotional, Cannon Activities Center</b> – Bode and Beth Uale, Speakers	
11:00 – 12:00 a.m.	<b>Topic: Placement and Returnability (Theme)</b> <ul style="list-style-type: none"> <li>▪ Kim Austin, Director, Career Services</li> <li>▪ Meli Lesuma, Director, Academic Internships</li> <li>▪ Returnability Committee Representatives</li> </ul>	<b>Topic: Center for Instructional Technology and Outreach</b> <ul style="list-style-type: none"> <li>▪ Bob Hayden, Dean, CITO</li> <li>▪ M. David Merrill, Educational Psychologist</li> <li>▪ Anne Mendenhall, Instructional Designer</li> </ul>
12:00 – 1:30 p.m.	Team lunch in the team room	
1:30 – 2:30 p.m.	<b>Topic: Faculty Advisory Committee (FAC)</b> <ul style="list-style-type: none"> <li>▪ Jeff Caneen, Chair, FAC</li> <li>▪ FAC Committee</li> </ul>	<b>Topic: Data Accessibility and Use (Strategic Planning and IR)</b> <ul style="list-style-type: none"> <li>▪ Bill Neal, Institutional Research and Planning</li> <li>▪ Clayton Hubner, Associate Professor, International Business</li> <li>▪ Ron Miller, Assistant Professor, Psychology</li> <li>▪ Paul Freebairn, Director, Assessment and Testing</li> <li>▪ Kathy Pulotu, Institutional Analyst</li> </ul>
2:30 – 3:30 p.m.	<b>Topic: Academic Planning Council (APC)</b> <ul style="list-style-type: none"> <li>▪ Keith Roberts, Chair</li> <li>▪ APC Members</li> </ul>	<b>Topic: Student Development</b> <ul style="list-style-type: none"> <li>▪ Charles Goo, Associate Dean, Student Life</li> <li>▪ Paul Buckingham, Director</li> <li>▪ Student Development Staff</li> </ul>
3:30 – 4:30 p.m.	<b>Topic: Student Activities</b> <ul style="list-style-type: none"> <li>▪ David Lucero, Director, Student Activities and Leadership</li> <li>▪ BYUHSA Leadership and Representatives</li> </ul>	<b>Topic: Financial Aid Program, Scholarships</b> <ul style="list-style-type: none"> <li>▪ Wes Duke, Director, Financial Aids</li> <li>▪ Scholarship Committee Representatives</li> </ul>
4:30 – 5:30 p.m.	<b>Reception with the BYU Hawai'i WASC Steering Committee</b> (Michael Allen, Susan Barton, Jeff Burroughs, Norm Evans, Paul Freebairn, Jennifer Lane, Meli Lesuma, Bill Neal, Lupe Piena, Keith Roberts)	
5:30 p.m.	Return to hotel	
6:00-8:30 p.m.	Team dinner meeting at hotel	

**Friday, March 17**

TIME	INTERVIEWS AND ACTIVITIES
8:00 – 10:00 a.m.	Team members complete draft reports and conduct follow-up interviews; potential meeting with the team chair and the BYUH President
10:30 – 11:30 a.m.	Team meeting with the President's Council
11:30 – 12:30 p.m.	Exit briefing with interested faculty, staff, and administrative directors (Little Theatre)

## WASC VISITING TEAM



### **Dr. Stan D. Gaede – Committee Chair**

- Currently the President at Westmont College, a Christian liberal arts college, located in Santa Barbara. He has served in this role since July 2001 and will conclude his presidency in June 2006.
- Recently accepted a position as scholar in residence in the Center for Christian Studies, which he helped established, and senior advisor to the president at Gordon College, a Christian college, located in Wenham, MA. He will be returning to Gordon College where he joined the faculty in 1974 and became provost in 1993.
- Areas of expertise include social theory, the sociology of knowledge, American culture, and the relationship between social and religious change.
- “My calling is moving me in a different direction,” Gaede says, “away from the presidency and toward a more focused effort on behalf of Christian scholarship.”
- Authored seven books, including “An Incomplete Guide to the Rest of Your Life,” “When Tolerance is No Virtue: Political Correctness, Multiculturalism, and the Future of Truth and Justice,” “Surprised by God” and “Life in the Slow Lane: On the Benefits of Not Getting What You Want When You Want It.” He graduated from Westmont in 1969.
- He and his wife, Judy Brinkman Gaede, met at Westmont and have three children. Their youngest, Kirsten, is a senior at Westmont. Their son, Nathaniel, graduated from Westmont in 1998 and is a second-year student at Boston College Law School. Their daughter Heather Gaede Regoli is an attorney in Palo Alto, Calif.



### **April R. Komenaka – Assistant Chair**

- Serves as Asst Dean of the College of Arts and Science and Professor of English/Linguistics at the University of Hawai‘i at Hilo
- Ph.D. from the University of Hawai‘i
- Teaches children's literature, linguistics, and writing
- Taught six courses on Hawaii Interactive Television and have been using WebCT (a web teaching system) to supplement my on-campus courses.
- Offered my children's literature course every summer in completely on-line format using streaming video and the web; in summer 2005, I will add modern English grammar and usage to my on-line portfolio.
- Believes that students want to meet high standards of learning and performance, and that teachers should set those high expectations and help students to meet them. While technology is an important aid to learning and teaching, the most important components of both learning and teaching are personal: to desire to do one's best, to continue to learn, to seek and enjoy new ideas and new ways of doing things.
- Current research interests are crosscultural study of folktales of transformation and linguistic analysis of contemporary American poetry. Use what I have learned from my own study in my teaching.



### **Richard Winn**

- Serves as Associate Director of the Western Association of Schools and Colleges
- Was appointed to WASC in 2003.
- Joined the staff after serving as the Assistant Dean for Curriculum at Western University’s College of Medicine.
- Holds an Ed.D. in Educational Leadership from the University of La Verne.
- In addition to supporting a portfolio of institutions, oversees the Annual Meeting, Commission publications, the eligibility process, and WASC reports to the US Department of Education, CHEA, and granting agencies.



### **Dr. Bobby Fong**

- Served as a member of the BYUH accreditation team in 1996
- Became the 20th president of Butler University, located in Indianapolis, on June 1, 2001.
- First American-born child of Chinese immigrants, Fong grew up in Chinatown in Oakland, Calif.
- Accepted entrance to Harvard University, supported by scholarships and Social Security benefits.
- Earned his doctorate in English literature from UCLA in 1978. His dissertation research formed the basis for his lifelong scholarship in the works of Oscar Wilde.
- He serves on the Board of Directors for the American Council on Education and the Association of American Colleges and Universities.
- Began his academic career at Berea College in Kentucky, where he taught from 1978-89.
- Married to the former Suzanne Dunham (B.A. Wellesley '74, M.A. UCLA '78, J.D. Kentucky, '82). An attorney, she taught at the University of Kentucky law school and edited a mineral law manual which is now considered a standard reference work
- Fong is also an avid baseball fan and card collector. "The wonderful thing is that immigrant families never throw away anything, and I still have my childhood collections, which enabled me to complete sets of Topps for 1958, 1959, 1961 and 1962," says the Yankee fan.



### **James H. Manifold**

- Serves as Assistant Professor of Accounting and Vice President of Financial Aid and Business Affairs/Treasurer of Scripps College, Claremont, California
- Faculty Member at Scripps since 1982
- Born in New York City and grew up in Connecticut, New Jersey and Long Island.
- Graduated from Georgetown University's School of Foreign Service in 1966.
- Began an MBA program at Inter American University in San Juan Puerto Rico.
- During the Vietnam War he joined the U. S. Coast Guard and served in Virginia, New Jersey, California and Hawaii. In Honolulu he was stationed at Aloha Tower and worked in port security. His billet required that, in the event of an enemy attack, he was to check out a 50 calibre machine gun and take up a position on Waikiki Beach.
- After his discharge, he used the G.I. Bill to complete his MBA at Rutgers University. This was a pioneer program in accounting funded in part by the (then) Big Eight accounting firms. He returned to Hawaii to work for Peat Marwick Mitchell (KPMG Peat Marwick) and earn his CPA certificate in 1972.
- From October 1972 to May 1973 he attended the Institute de Français Moderne at the University of Fribourg in Switzerland. He then became the International Financial Manager for Pennwalt International in Paris, France, traveling extensively throughout Europe, the Near East and Africa.
- Upon returning to the United States in 1975, he became an accounting professor, first at Muskingum College in Ohio and then at Claremont McKenna College in California. During this time he did consulting for the House Ear Institute in Los Angeles and then became its Director of Finance.