

**DABCC Accreditation Steering Committee
Informational Meeting
November 30, 2004**

MINUTES

Present: Pamela Blevins, Tim Chappell, Anna Chieffo, Nancy Cross, Margie Huerta, Pierre Laroche, Doug Layer, Fred Lillibridge, Sylvia Nickerson, Susan Pinkerton, Susan Roberts, Kim Seifert, John Walker, Susan Williams

Absent: Donna Alden, Sandra Bolotsky, Joyce Bradley, Andy Burke, Ji Cloteaux, Annja Cox, Martha McCaslin, Sam Micelli, Bernadette Montoya, Earl Nissen, Larry Perez, Andy Saucedo, Donna Saulsberry, Rene Sierra, Mary Sletten, Susan Wood

Recorder: Sherilyn Noble

Self Study Committee Charge (Dr. Huerta)

Dr. Huerta thanked committee members for agreeing to participate on the committee. She distributed a handout of the DABCC Accreditation CEO Process, Goals and Timelines. Dr. Huerta stated the DABCC mission statement is open for review. She will be requesting an accreditation account during the budget process. She led a discussion of the role of the Administrative Liaison. Their role is to help the co-chairs to keep committee on track and serve as conduit for information flow. They are not expected to “run” the meetings and they do not need to attend all sub-committee meetings. They are there to support the committee and help them to deal with any barriers that may develop.

Discuss Committee Membership Assignments (to-date)

All faculty and staff have been encouraged to volunteer via an internal email to “Everyone”. The organizational structure for the committees was distributed and reviewed. Susan Roberts requested to be changed from co-chair of Criterion 2 to co-chair of Criterion 5. Doug Layer requested to be changed from an “at large member” of Criterion 3 to an “at large member” of Criterion 5. Nancy Cross requested to be changed from an “at large member” of Criterion 3 to co-chair of Criterion 1. Tim Chappell requested to be co-chair of Criterion 1.

It was suggested that someone from the Facilities Planning Committee be on the Criterion 2 (maybe Tom Gennrich). It was suggested that Anna Dyson be asked to be a co-chair of Criterion 2. Sylvia Nickerson will inform her staff about needing committee members and have them email Anna Chieffo if they are interested in being a committee member.

Discuss Roles and Responsibilities

After discussion, the decision was affirmed to use a decentralized approach to operating the committee. Co-chairs will “run” their sub-committees. The steering committee, especially the co-coordinators will draft a timeline that will be used to keep all committee work on schedule and ensure that the self-study is completed on time.

It was suggested that Paradise Valley CC and Luna CC might be models for DABCC to use as we prepare for our accreditation.

The Steering Committee will meet often as a team to ensure that the Steering Committee is meeting all goals. It was decided that each sub-committee should prepare a report of the current status of their criterion and where any gaps may exist by January 21, 2005. This will help the committee to evaluate our current situation (related to the criteria). This will allow us to identify our strengths and illuminate opportunities. It is believed that the assessment of student learning is one of our gaps that should be quickly addressed.

The purpose and approach to preparing the self-study report was discussed. Quality New Mexico Roadrunner Award criteria were suggested as one possible approach to presenting the data in the report. We discussed how co-chairs could get more information about their sub-committee’s criterion. It was suggested that committee members go to the Higher Learning Commission’s website at <http://www.ncacihe.org/>. Susan Williams and Pierre Laroche have books that explain the criteria.

The sub-committees should have any gaps identified and suggest approaches to address them by May 2005. The Self-Study Report is due before the site visit. The site visit will likely occur in Spring 08 but it could be as early as Fall 2007. We should be at least 90% done by June 30, 2007. The steering committee timeline should be drafted by Dr. Chieffo and Dr. Lillibridge by February 2005. Co-Chairs were asked to suggest who they want on their sub-committees. Co-chairs may need to recruit additional members on their sub-committees. Remember that faculty should make up at least half of the committee. There are two co-chairs and at least 5 or 6 “at large members.”

All committees need to be staffed by December 20, 2004. Please email Anna Chieffo the names of any suggested members. The criterion sub-committee’s first task is to review and fully understand their criterion and prepare and present (about 10 minutes) a report at the Steering Committee meeting to be scheduled for January 21, 2005.

The first Steering Committee Meeting is scheduled for Friday, January 21, 2005, from 12 noon - 1:30 pm in the ACR.

Other

Dr. John Taylor, Director of Program to Evaluate and Advance Quality for The Higher Learning Commission of North Central Association of Colleges and Schools, will be at the New Mexico Higher Education Assessment Conference on February 24 and 25 in Albuquerque. It would be an asset for committee and sub-committee members to attend his presentation during the conference.

Meeting adjourned at 4.58 p.m.