

**DABCC Accreditation Steering Committee
Informational Meeting
April 28, 2005**

MINUTES

Steering Committee

Present: Joyce Bradley, Kristina Gordon, Pierre Laroche, Doug Layer, Fred Lillibridge, Molly McGetrick, Kim Seifert, Rene Sierra, Susan Williams, Susan Wood

Absent: Anna Chieffo, Nancy Cross, Tim Chappell, Martha McCaslin

Administrative Liaison

Present: Sylvia Nickerson, John Walker

At Large Members

Present: Donna Alden, Earl Nissen

Recorder: Sherilyn Noble

The meeting was called to order at 3:32 p.m.

Approve Minutes

March 15 minutes were approved as written. Motion made by Susan Williams, seconded by Susan Wood, and carried unanimously.

Co-Coordinator Progress Report

Fred distributed the Robert B. Miller College Preliminary Information Form. The committee should review this PIF as it could be the format we use for our PIF. The draft of the PIF is due to the CEO by December 15, 2005. A faculty member will be asked to be the PIF writer/editor. Interested faculty members should contact Anna Chieffo.

Review the HLC Steering Committee web link is on the DABCC Web Page located on the 1st page under Administrative Council.

There was discussion for having a Standing Committee Meeting date for next three years. The committee recommends the third Thursday of each month at 3:30 p.m. Sherilyn will reserve the ACR, if possible.

The Institutional Priorities were approved with one minor change in Priority 1. Dr. Huerta is forming working groups to develop action plans for each institutional priority. Fred and Anna will develop a draft for Institutional Priority 2 – Accreditation.

Each committee member was given a PIF notebook and asked to review and make suggestions for improvement. The PIF notebook consolidates all the input received to date.

Sub-Committee Reports

Criterion 1 – Nancy Cross and Tim Chappell

Donna Alden represented Criterion 1 since Nancy Cross and Tim Chappell were unable to attend this meeting. The proposed mission, vision, and value statement is still in draft format. A report was distributed. This report has not been added to the PIF notebooks. Sherilyn will update and send copy to committee members for inclusion in their notebooks.

Criterion 2 – Molly McGetrick and Joyce Bradley

The subcommittee revised the PIF requirements that relate to Criterion 2. The Criterion 2 report that was on the HLC web site is included in the PIF notebook.

Criterion 3 – Rene Sierra and Susan Wood

Rene Sierra stated they have been reviewing the evidence and gave Sherilyn some of the evidence to start putting in the resource/documentation library.

Susan Wood presented a draft Assessment Process for Degree Granting Programs at DABCC. PIF Eligibility Requirement #9 focuses on learning outcomes in degree-granting programs. The steering committee was supportive of process. Susan will email documents to Fred and Anna so they can be presented to Dr. Huerta.

Criterion 4 – Martha McCaslin and Kim Seifert

Kim Seifert distributed a copy of the Accreditation Supporting Documents Control List created by subcommittee member Pamela Blevins. The committee suggested that all criterion subcommittees use this matrix. The suggestion was supported by the steering committee. More discussion on this matrix is under Item 5 – Communication Issues.

Criterion 5 – Doug Layer and Kristina Gordon

Criterion 5 indicated that they were waiting for steering committee direction before moving forward.

Communication Issues

Fred and Anna will then forward requests for information from the CEO's Office. Fred Lillibridge, Anna Chieffo, Susan Williams, and Pierre Laroche will meet to discuss how to organize and identify the collection of the evidence for the PIF and Self Study (include identification of what is lacking).

After Kim makes a couple of changes to the Criterion 4 Template, it will be used by all Criterion subcommittees. The matrix will be added to the HLC web site. Sherilyn will be responsible for updating this document with information provided by each criterion. Committee will be able to download document but only one person will be able to update document. Co-chairs will color code items and send to Sherilyn and Fred. Sherilyn will update this list either every Friday or Monday.

Kim will add another column for PIF and then send file to Fred and Sherilyn. Documents will probably be cited document 1, 1.1, 1.2, etc. We have almost a year to complete the PIF and three years to complete the self-study.

Assessment Planning Session

Fred only has verbal feedback on Dr. Susan Hatfield's recent April visit. All was positive. There is a survey being uploaded to get some feedback on Dr. Hatfield. She will be here again September 26-28. The 28th will be designated as the Professional Development Day. There will not be any classes that day so that all faculty will be able to attend. The agenda will be determined based on the feedback from the survey.

Assessment documents on degree granting programs are due to CAO office by August 5. It was suggested that September would be better, but deadline is not negotiable since deadline was set by Dr. Huerta. Dr. Hatfield was very helpful with assisting Criterion 3 getting started on this process. Definitions are directly out of Dr. Hatfield's PowerPoint presentation. Training sessions were suggested to understand how to use this document. On the Student Learning Outcomes Template, at least one goal should connect to the priority. The matrix is looking for orphan courses as well as orphan outcomes. Susan Williams motioned that this Assessment Process be adopted, Susan Wood and John Walker seconded the motion. Susan Wood will email documents to Fred and Sherilyn tomorrow morning. Fred noted that there is not expectation that we are going to get everything right the 1st time. ABE has its own set of assessment and outcomes. Susan Hatfield stated she would like to sit down with Department Chairs and Division Deans to discuss this process. Fred stated there might be another scenario that we could bring Dr. Hatfield back this summer to meet with the Dean and Department Chair level. This will improve as it evolves. John Walker stated B&I division is working on an automated assessment database.

Summer Process

We will continue to meet the third Thursday, at 3:30 p.m. during summer months and the next 3 years.

General Discussion

We will continue to post on the Web CT and email information to Sherilyn to be integrated into the Document Control List Matrix. This will become our map. If you have any suggestions regarding the matrix, send them to Kim. Suggestions for Professional Development Day include 1) mission statement workshop; 2) each criterion workshop; 3) learning outcomes session.

Next meeting is scheduled for **May 19, at 3:30 p.m., in the 129.**

Meeting adjourned at 5:14 p.m.