

**DABCC Accreditation Steering Committee
Informational Meeting
June 16, 2005**

MINUTES

Steering Committee

Present: Joyce Bradley, Tim Chappell, Anna Chieffo, Kristina Gordon, Pierre Laroche, Doug Layer, Martha McCaslin, Molly Morris, Kim Seifert, Susan Williams, Susan Wood

Absent: Nancy Cross, Fred Lillibridge, Rene Sierra

Administrative Liaison

Present: John Walker

Recorder: Sherilyn Noble

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

Approve Minutes

May 19 minutes were approved. Motion made to approve by Tim Chappell, seconded by Joyce Bradley, and carried unanimously.

Co-Coordinator Progress Report

Susan Hatfield is tentatively scheduled to here on July 11 and 12. There will be a workshop for department chairs regarding program learning outcomes. We will have an agenda like last time. Dr. Hatfield will meet with HLC Committee and Academic Leadership Team regarding assessment. After discussion, the committee agreed that this meeting will take the place of the regular scheduled meeting on July 21. The following is a poll of who could attend/not attend meeting on July 11 or 12.

Joyce Bradley – no
Martha McCaslin – no
Doug Layer – no
Pierre Laroche – maybe
Susan Williams – maybe

Molly Morris – 12th only
Kristina Gordon – afternoon only
Tim Chappell – afternoon only
Kim Seifert – yes
Susan Wood – yes
John Walker – yes
Anna Chieffo – yes

Dr. Chieffo announced that Susan Wood is working on the PIF form and has accepted the position of PIF Editor through December.

Lady Branham will do a workshop during the August 17 Convocation and at the Part-time Convocation as well. John Taylor, DABCC's HLC Division Representative, will speak during the convocation. He will meet with the committee at 3:00 p.m.

Pierre Laroche distributed a draft of the newsletter. This newsletter would be distributed in the Fall, mid-Fall, Spring, and mid-Spring. Pierre stated the newsletter will be a rolling timeline. We need to have newsletter on the DABCC web page with toggle options on the dates. The web page should have an inactive question box on web for students, community, and staff to respond with questions or ideas. Marco Hernandez is the Web Master. The newsletter needs to have DABCC logo in upper right corner and our address at the bottom. The first issue will be distributed at our Convocation on August 17. Get original newsletter to Dr. Chieffo's office by August 12 and her staff will make copies and put into Convocation packets. The four core committee members will do the final editing and approval of newsletter before distribution. The web page version will be extensive and the paper version should be limited to one page.

Discussion Question: How do we get students involved in the HLC re-accreditation effort?

Rosa Lina Contreras needs to be part of the process to assist with getting student involved. We need to know what students are learning, how they are learning, and what do they want to learn. Students need to feel they are a part of the re-accreditation process.

Susan Hatfield stated the importance of an Assessment Coordinator. DABCC does not have someone with this title. That person could facilitate in gathering this information. This person could assist with surveys for students, web sites, providing information, and increase awareness with students on what is going on. The newsletter would be a great start in making the community, staff, and students aware of the re-accreditation process. We also need graduates to validate what we are doing. The committee will identify 10-15 students to be ambassadors. May be they could be offered a scholarship for a free credit class in the Spring, credit at bookstore or something as an incentive to be an ambassador. We need to look at models from several other institutions that have an assessment coordinator and come up with a model for DABCC. It was suggested the newsletter should be put into the new student packets. 1) We need something more concrete. 2) Get information out so students are fully aware of what is going on. 3) Revise student survey of instruction. 4) Present ideas for best practices for encouraging student involvement for next meeting.

Working Session

The committee decided on three goals for the Action Plan for Institutional Priority 2.

- Goal 1: Complete PIF Process
- Goal 2: Complete HLC Self Study
- Goal 3: Prepare for HLC Site Visit

Dr. Chieffo will pick the most significant actions from the three Planning Priority 2 documents. Dr. Chieffo will have a draft for review and email to committee within a couple of weeks. The Action Plans are due August 1. Molly Morris will send template to other Priority Chairs.

General Discussion

Criterion 1 sent two Set A and Set B of the Mission Statement and Value Statement to Dr. Huerta and she chose Set B. Dr. Huerta will present this to division chairs, college advisory committees and the advisory board. There will be a flyer in the Convocation packets. It would be nice to have two 30-minute sessions for staff to comment on draft of the new mission statement and value statement.

Susan Wood stated Priority 3 has scheduled a retreat for Tuesday, June 28 (all day – Room 205 at East Mesa Center) and Wednesday, June 29 (half a day until noon – Bountiful Baking Company). They

will be working on their action plan. Criterion 3 and ASL committee have been invited. Anna Chieffo will attend the retreat.

Next meeting is scheduled for **July 11 or 12, at 3:00 p.m., in the ACR** during Dr. Hatfield's visit instead of the regular scheduled meeting on July 21.

Meeting adjourned at 4:50 p.m.