

**DABCC Accreditation Steering Committee  
Informational Meeting  
July 12, 2005**

**MINUTES**

**Steering Committee**

**Present:** Tim Chappell, Anna Chieffo, Nancy Cross, Fred Lillibridge, Molly Morris,  
Susan Williams

**Absent:** Joyce Bradley, Kristina Gordon, Pierre Laroche, Doug Layer, Martha McCaslin,  
Kim Seifert, Rene Sierra, Susan Wood

**Sub-Committee**

**Present:** Josie Lanert

**Guests:** Mary Beth Worley, Susan Hatfield

**Recorder:** Sherilyn Noble

The meeting was called to order at 9:02 a.m. The HLC Steering Committee meeting was originally scheduled for Thursday, July 21. The committee voted to change the meeting during the June 16 meeting in order to invite Dr. Susan Hatfield to attend the meeting.

**Approve Minutes**

June 16 minutes were approved with corrections.

**Co-Coordinator's Progress Report**

Institutional Priority 3 met for 2 days to work on their action plan. They have completed a draft action plan.

Lady Branham [Higher Learning Commission] will be here for the opening convocation on Wednesday, August 17. She coordinates the PIF Process for the HLC. She will deliver the opening speech. Anna Chieffo, stated that Lady Branham's goal explain the PIF process and to instill DABCC staff to gain understanding of our the PIF preparations. It was suggested that it would be good for Lady Branham to meet with Faculty Council (Susan Wood, President and Tim Chappell, President-elect). We need to communicate the advantage of independent accreditation and that we are on the right track.

September 26-28 there will be an intensive work sessions at department level include senior/junior faculty and department chairs. Wednesday, September 28 will be the Professional Development Day that normally takes place in October. We will provide breakfast and lunch for 150 people. We have reserved the entire ballroom plus two rooms downstairs at the Hilton. The intent is that there will be no classes scheduled for Wednesday. We plan to have a 2 hour walk-around session on all of the 12 PIF Eligibility Requirements. Fred Lillibridge was appointed by Dr. Huerta to work with Martha McCaslin [Faculty Affairs Committee Chair] are working together.

See the timeline for July-August that is attached. There was discussion regarding the 2-hour walk-around (possibly Blue Teal sponsoring wine tasting or High Desert sponsoring beer tasting; noted that maybe the A&E committee could sponsor something like Happy Hour at the end of session; having a theme like "The Wizard of Oz or Follow the Yellow Brick Road; scavenger hunt; cash bar; junior faculty approach senior faculty and tell them you need their expertise and techniques to student learning). It will be set-up a lot like the Border Learning Conference approach. It was noted that new faculty need assessment and effective teaching training. Nancy Cross noted that the new assessment process is the best one we have had so far and that yesterday's assessment training workshop was very easy to follow. It is more focused. The assessment plans will be due no later than September. The Faculty Affairs Committee and Dr. Huerta need to be informed of what was discussed at this meeting. See attached Professional Development Day Walk-Around chart and Agenda chart. There was discussion that we need a joint planning session with the Faculty Affairs Committee, ASL Committee, Criterion 3 Sub-committee, and HLC Steering Committee to begin planning September 28 Professional Development Day. It was decided that July 21 from 2:30 p.m. to 4:30 p.m. would be a good time for this first meeting if Martha McCaslin was available. Sherilyn will work on scheduling this meeting.

### **General Discussion**

It is important for each program to have a mission statement that reflects the overall college mission statement.

### **Next Meeting**

Next meeting is scheduled for **August 18, at 3:30 p.m., in the ACR.**

Meeting adjourned at 10:46 a.m.