

**DABCC Accreditation Steering Committee
Informational Meeting
August 18, 2005**

MINUTES

Steering Committee

Present: Joyce Bradley, Tim Chappell, Nancy Cross, Kristina Gordon, Doug Layer, Fred Lillibridge, Molly Morris, Rene Sierra, Susan Williams, Susan Wood

Absent: Anna Chieffo, Pierre Laroche, Martha McCaslin, Kim Seifert

Administrative Liaison

Present: Andy Burke

Recorder: Sherilyn Noble

The meeting was called to order at 3.35 p.m.

Approve Minutes

The July 12 minutes were approved as written.

Co-Coordinators Progress Report

During the August 17 Convocation, Lady Branham [Higher Learning Commission] was very encouraging and made the accreditation process very clear and doable. Ms. Branham stated she was not too concerned about DABCC receiving accreditation if we kept moving forward with our re-accreditation efforts.

Susan Williams is the Planning for Fun Chair for the Professional Development Day scheduled for September 28. She requested ideas and input.

Fred distributed a final copy of the Institutional Priority 2 report that had been drafted by Anna Chieffo. This is the report given to Dr. Huerta on August 5.

PIF Progress Report—Susan Wood

Susan Wood met with Lady Branham and is taking her advice on the PIF. Lady Branham suggests that we respond to every item in the 12 eligibility requirements and include extensive cross referencing. Susan will meet with Martha McCaslin regarding the Professional Development Day. She hopes to have a session that will have each eligibility requirement on the wall with post-its for people to respond to them. Susan hopes to have final draft done by September meeting and will have list of items for chairs to assist with collecting.

Newsletter Progress Report

Pierre Laroche has resigned his role as the Faculty Representative for the Accreditation Steering Committee. Molly Morris volunteered assume this responsibility and will report on the progress at the September meeting.

Criterion 1 Report – Nancy Cross and Tim Chappell

A draft of the DABCC Vision, Mission, and Values Statements was presented at the convocation. Tim reported he emailed a draft to all faculty and noted September 1 is the deadline to receive input. After some discussion, the committee recommended that the draft needs to be emailed to everyone for input. Tim and Nancy noted that all input should be received via email for record keeping. Criterion 1 co-chairs and their sub-committee should review all input and make appropriate changes then present them to Dr. Huerta. A possible solution for getting information to students is to put something in the *Roundup* and point students to a link on the web. It was also suggested that Rosa Contreras be asked for assistance.

Criterion 2 Report – Joyce Bradley and Molly Morris

Most of their sub-committee members have left. They stated that most of their work is completed. Fred stated we need to keep the groups going and not loose momentum.

Criterion 3 Report – Rene Sierra and Susan Wood

Their sub-committee has not met but a lot of work has been completed on the Institutional Priority 3 and this will assist with Criterion 3. They are waiting to hear if their report has been approved. August 5 was the deadline date for the Institutional Priority Reports and was not sure if all were submitted to Dr. Huerta. Reports are to be mailed to Susan Hatfield for her review. Fred will follow-up and see the status of the Institutional Priority Reports.

Criterion 4 Report – Kim Seifert and Martha McCaslin

Co-chairs were unable to attend meeting – no report.

Criterion 5 Report – Doug Layer and Kristina Gordon

Reported they are waiting for feedback from Susan Wood.

Faculty Council Reps Report

Susan Williams has requested that she needs some clarification from Faculty Council on what is expected of her and if another person will be selected to replace Pierre. As the Planning for Fun Chair for Professional Development Day, Susan asked for volunteers to help her jazz things up. She would like to have volunteer readers for the PIF Eligibility Requirement Draft.

John Taylor Visit and Next Meeting

NMSU is bringing John Taylor, HLC Liaison, to campus on September 15 and 16 for a meeting. John Taylor is scheduled to meet with DABCC on September 16. Due to John Taylor being on campus, our regularly scheduled meeting on September 15 has been rescheduled. Our next meeting is scheduled for **September 16, either at 10:00 or 11:00 a.m., in the ACR.**

General Discussion

The committee needs to think about who needs to attend the Chicago meeting in April. Maybe one of the co-chairs for each criterion and Susan Wood should attend. We will discuss this at our September meeting.

Andy Burke has requested that any information related to his area should be addressed to him directly. Susan Wood will meet with him regarding what is needed for the PIF. He asked Criterion 2 for a schedule of their meetings. Sherilyn will send Andy Burke the PIF—12 Eligibility Requirements.

Doug Layer asked if there were any responsibilities for the co-chairs on September 28. Susan Wood stated it would depend on what she and Martha McCaslin decide. Fred stated there is a planning meeting scheduled for August 26 and he will be able to let co-chairs know more then.

Renee Sierra was concerned about the Instructional List of Outcomes for Degree Programs. There are a lot of credit hours that are not degree-related. There are 7 instructional outcomes. There needs to be a common tool for all. Susan Williams stated, if we have rubrics for all seven, they want to see progress. They need to show evidence. The ASL committee will assist. The position for an Assessment Coordinator has not been filled.

Meeting adjourned at 4:30 p.m.