

**DABCC Accreditation Steering Committee
Informational Meeting
November 17, 2005**

MINUTES

Steering Committee

Present: Tim Chappell, Nancy Cross, Doug Layer, Fred Lillibridge, Martha McCaslin, Susan Williams, Kristina Gordon, Molly Morris, Kim Seifert, Rene Sierra

Absent: Joyce Bradley, Anna Chieffo, Susan Wood

Recorder: Fred Lillibridge

The meeting was called to order at 3:35 p.m.

Approve Minutes

The October 20, 2005, minutes were approved with a minor correction.

Co-Coordinator Progress Report

Fred Lillibridge reported that Anna Chieffo was absent because she was attending a Developmental Education conference in Albuquerque. He also stated that the committee had been meeting for a full-year and felt that a lot of progress had been made. It was decided that a December meeting was not necessary.

New Mission Statement Report and Discussion – Nancy Cross and Tim Chappell

The “Final Draft” [copy attached] dated 15 November 2005 was distributed by the co-chairs. This draft was edited by Dr. Chieffo, John Paulman and Molly Morris. It reflected formatting changes and minor edits that were based on input from the Administrative Council and Dr. Huerta. Dr. Huerta will present this draft to the Advisory Board on December 1. The committee expressed its thanks to Nancy and Tim for their stellar efforts in shepherding this project to this point. Tim stated that the work could not have been done without a lot of effort by many other people. The committee asked the co-chairs to convey the Committee’s gratitude to their sub-committee. Tim indicated that the sub-committee will begin to work the “integrity” issue.

HLC Annual Meeting Planning

The 2006 HLC Annual Meeting will be held at the Hyatt Regency in Chicago from March 31 to April 4. Susan Williams (Faculty Council Representative) reported that she had met with the Interim CAO to discuss funding for faculty travel to the HLC annual meeting. Williams will ask Faculty Council for \$6,000 to fund three of the faculty co-chairs. It is the committee’s understanding that following committee members will attend the HLC annual meeting: Tim Chappell [Criterion 1], either Molly Morris or Joyce Bradley [Criterion 2], Rene Sierra [Criterion 3], Martha McCaslin [Criterion 4], Doug Layer [Criterion 5], Susan Wood [PIF Editor] and Susan Williams [Faculty Council Representative]. The committee understands that if Faculty Council funds three then the CAO’s office will fund the remaining four. It is anticipated that the co-coordinators will also attend. The committee feels that it

is important that as many committee members as possible attend the “Workshop on Self-Study” that will be held Saturday, April 1. Williams also suggested that travel plans be made by March 1 to obtain registration discounts.

Plans for the Spring 2006 Semester

Lillibridge reported that the committee would not have a direct role in the Spring Convocation. Molly Morris indicated that she planned to have the first edition of the HLC Newsletter ready for distribution at the Spring Convocation. The committee felt that this was important to make sure that the college community remained aware of the committee’s activities, goals, and plans. Committee members continue to wonder if their sub-committees are doing the right things. Lillibridge stated that he felt that we are well positioned to retain our accreditation and that we would have two years to complete the self-study following the approval of our PIF. It was decided to make our next meeting [January 19] a planning meeting to formulate work plans for the next year.

PIF Progress Report—Susan Wood

Susan Wood [PIF Editor] was unable to attend because of her involvement in promotion and tenure process. Lillibridge reported that Susan told him that she was on target for getting her portion of the PIF done by the 5th of December. Lillibridge said that he met with Susan just prior to the meeting and reviewed the PIF and supporting documentation. He indicated that he thought the document was in excellent shape.

General Discussion

The committee discussed the need to find a HLC Self-Study that used the new criteria that could serve a model for our self-study. This will be discussed at our next meeting.

Next meeting is scheduled for January 19 [first day for class], at 3:30 p.m., in the ACR.

Meeting adjourned at 4:30 p.m.