

**DABCC Accreditation Steering Committee
Planning Meeting
January 19, 2006**

MINUTES

Steering Committee

Present: Joyce Bradley, Tim Chappell, Anna Chieffo, Fred Lillibridge, Martha McCaslin, Susan Williams, Kristina Gordon, Molly Morris, Kim Seifert, Rene Sierra, Susan Wood

Absent: Nancy Cross, Doug Layer

Administrative Liaisons

Present: Corina Gardea, Ike Ledesma, Sylvia Nickerson, John Walker

Recorder: Fred Lillibridge

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

Approve Minutes

The 17 November 2005 minutes were approved.

Co-Coordinator Progress Report

Fred Lillibridge indicated that Doug Layer did not attend the meeting because he is teaching on Thursdays for the remainder of the semester. Anna Chieffo discussed the Accreditation Implementation Schedule that was handed out during the Spring Convocation. She also welcomed our new CAO, Corina Gardea and our interim CSSO, Ike Ledesma. Both will serve as Administrative Liaisons. Anna also discussed steering committee attendance at the Annual HLC meeting in Chicago.

PIF Status Report

Susan Wood [PIF Editor] reported that the PIF was “almost” ready to go. Dr. Huerta requested that all academic programs have Student Learning Objectives (SLO’s) prepared and included in the final document. Dr. Huerta will seek final approval of our updated operating agreement at the next Board of Regents meeting. Our goal was to submit the report in March but we will strive to get it to the HLC sometime in February. Committee recommends that at least three extra copies be made of the report and supplemental materials. A check-out/sign-out system was discussed. Susan Wood was congratulated for her work. She thanked the committee for their assistance in completing the PIF.

Conflicts with Permanent ASC Meeting Schedule

The ASC meets on the third Thursday of the month. Fred Lillibridge communicated a suggestion by Doug Layer that the permanent meeting time for the committee be changed from 3:30 to 5:30 pm. He has a class scheduled for the Spring 2006 semester that will require him to miss all the standing committee meetings. He also suggested that if the time change on Thursday couldn’t be

accommodated that we consider moving our meetings to Friday. The committee felt that while it was unfortunate that Doug Layer wouldn't be able to attend ASC meetings this semester, it was inevitable that conflicts will arise. The committee felt that most of the self-study work would be done in sub-committee meetings where conflicts were less likely to exist. The ASC affirmed the need that at least one of the sub-committee co-chairs attends every ASC meeting.

Accreditation Newsletter

Molly Morris reported that she had planned to have the first edition of the HLC Newsletter ready for distribution at the Spring Convocation. However, it became evident to her that it wasn't necessary because so much other "accreditation information" was provided. The committee discussed whether there was a need for a separate publication or if "accreditation" could be featured in regular issues of the internal Contact. The committee felt that it is important to make sure that the college community is aware of the committee's activities, goals, and plans. Anna Chieffo reminded the ASC that the Institutional Priority 2 Action Plan called for four newsletters per year. It was decided to publish an ASC newsletter to highlight the completion the PIF and its submission to the HLC. The committee asked Molly to confirm that CEO Huerta supported the name "DABCC Independent" for the ASC newsletter.

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 Faculty Council approved her request to provide \$6,000 to fund three of the ASC faculty members. It is the committee's understanding that following committee members will attend the HLC annual meeting: Tim Chappell [Criterion 1], Molly Morris [Criterion 2], Rene Sierra [Criterion 3], Martha McCaslin [Criterion 4], Doug Layer [Criterion 5], Susan Wood [PIF/Self-Study Editor] and Susan Williams [Faculty Council Representative]. The committee understands the CAO's office will fund the remaining four ASC faculty members. 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 will work with Vicki Haggard [as approved by Dean John Walker] to make travel plans for all faculty, Anna Chieffo, and Fred Lillibridge prior to March 1 to obtain registration discounts. It is anticipated that CAO Gardea will also attend the HLC meeting.

Work Plans for 2006

Lillibridge moderated an ASC planning session to discuss work activities for the 2006 calendar year.

Committee Structure and Organization -- The ASC discussed whether we were satisfied with how the ASC is structured and organized. While the committee believed the structure was effective some changes were noted and discussed. Susan Williams and Susan Wood [Faculty Council President] reported that Susan Williams would be the sole Faculty Council Representative on the ASC and that the position formerly held by Pierre Laroche would not be filled. It was determined that the responsibilities of Administrative Liaisons need to be clarified and communicated. It was also decided that the committee needed more part-time faculty sub-committee members. Interim CSSO Ledesma agreed to meet with the DABCC Student Government Leaders to get student representatives for the ASC and the criterion sub-committees.

Sub-committee Activities -- The ASC discussed what the criterion sub-committees should be doing. While sub-committee 1 and sub-committee 3 have been busy, the others "slowed" down after it was

learned the PIF needed to be completed before preparation of the self-study could begin. While most co-chairs were concerned that they and their committees hadn't done more, it was agreed that not much could be done until after the co-chairs returned from the HLC Annual meeting. It was determined that the sub-committees meet twice in April, once during the second week and again in the fourth week. This would allow co-chairs to engage their sub-committees in purposeful work prior to the end of the spring semester. The committee also felt that sub-committee members should be invited to and recognized at a "PIF Send Off" party on the third Thursday in February [February 16] during the ASC regular meeting time. Joyce Bradley agreed to coordinate the event. Ike Ledesma offered the assistance of Margie Ammons. The event will be held in the Commons and not the ACR.

What to Accomplish at the HLC Annual Meeting – The committee encouraged as many committee members as possible to attend the "Self-Study" pre-conference session. Anna Chieffo reported that Susan Wood had been appointed to be the Self-Study Editor. CAO Gardea asked if one editor was enough for such a massive task. The committee agreed that Susan would need help to get the job done. Anna Chieffo pointed out that the co-chairs and their committees would have significant responsibilities in drafting sections of the self-study. The committee is well aware that the real work begins when the PIF is approved and DABCC is tasked with preparing a independent self-study by the HLC.

Identified "Gaps" – The committee agreed that assessment was a major concern a year ago but that significant progress has been made in the last year. This was highlighted by several intense work sessions and the appointment of a faculty member to serve as the Assessment Coordinator. The committee felt that no significant gaps exist at this time.

General Discussion

None

Next meeting is scheduled for February 16 to celebrate the completion of the PIF. The event will be planned by Joyce Bradley. It will begin at 3:30 pm in the Commons.

Meeting adjourned at 5:05 p.m.