

**DABCC Accreditation Steering Committee
Planning Meeting
March 16, 2006**

MINUTES

Steering Committee

Present: Nancy Cross, Tim Chappell, Anna Chieffo, Fred Lillibridge, Martha McCaslin, Susan Williams, Rene Sierra, Susan Wood

Absent: Joyce Bradley, Kristina Gordon, Doug Layer, Molly Morris, Kim Seifert

Administrative Liaisons

Present: John Walker

Recorder: Fred Lillibridge

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

Approve Minutes

The 19 January 2006 minutes were approved as drafted.

Co-Coordinator's Progress Report

Fred Lillibridge reported that the PIF boxes had arrived at the HLC Office in Chicago based on UPS tracking information. Anna Chieffo reported that a lot had been done by Susan Wood and others to improve the assessment of student learning during that last two months.

PIF Status Report

The PIF send off party was felt to be a success by those who attended. The PIF documents were impressive and presented DABCC in an accurate and positive way. The committee again expressed thanks to Susan Wood for her diligence in completing the PIF. Lillibridge reported that he was told by HLC that it typically takes eight weeks to receive feedback about our PIF submission.

HLC Annual Meeting Update

Susan Williams reported that registrations for the team to travel to Chicago were completed. Most were going on Friday, March 31 and returning April 3. Discussion ensued about how to make sure that presentations at the annual meeting were covered by a member of the team. It was determined that decisions about "who does what" could be made in Chicago during or soon after the Saturday Self-Study workshop.

Discussion of Lynn Priddy's NMHEAR PowerPoint Presentation

Fred Lillibridge led the group in a discussion of the PowerPoint slides that were presented at the NMHEAR conference by HLC's Lynn Priddy. A copy of the PowerPoint file will be sent to the co-chairs. The slides stimulated much discussion about HLC criteria, statements, and themes. It was suggested that the slides could be used by co-chairs to stimulate similar discussions at their sub-committee meetings. The steering committee recommended that the new Mission Statement continue to be featured. Concern was raised about the need to make sure that everyone was well informed about the mission statement especially in all our publications. One frustration that surfaced was the fact that many "good ideas" were suggested and discussed at our steering committee meetings but most were not captured or acted on. This led to a discussion of what the role of the steering committee was as it related to supporting or encouraging action within the broader DABCC community. Most committee members felt that the steering committee had a leadership role to exercise that would support good ideas and improvements in how things were done at DABCC. It was decided that steering committee members who attend the HLC Annual Meeting should attempt to determine how other colleges approached these issues. A discussion of the role of the steering committee would be one agenda item of our April 20 meeting. A second agenda item will be about the role of sub-committees.

Assessment Update

Susan Wood, in her role as Assessment Coordinator, asked the steering committee to support her efforts to get input from the criterion sub-committee co-chairs. A form was distributed to all co-chairs. The form asks them to provide the following information: "In your sub-committee brainstorm examples of evidence, as well as identify gaps and possible projects that might fill the gaps. Use index cards to record evidence and ideas." Co-chairs should do this exercise during their April sub-committee meetings that are to be held prior to our meeting on the 20th.

General Discussion

None

Next meeting is scheduled for April 20

Meeting adjourned at 5:00 p.m.