

**DABCC Accreditation Steering Committee
Planning Meeting
April 20, 2006**

MINUTES

Steering Committee

Present: Molly Morris, Rene Sierra, Susan Wood, Anna Chieffo, Martha McCaslin, Doug Layer, Kristina Gordon, Fred Lillibridge, Susan Williams

Absent: Nancy Cross, Tim Chappell, Joyce Bradley, Kim Seifert

Administrative Liaisons

Present: Corina Gardea, Jon Juarez (for John Walker)

Recorder: Stephanie Haan

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

Approve Minutes

The 16 March 2006 minutes were approved as drafted. It was motioned by Kristina Gordon and seconded by Martha McCaslin.

Co-Coordinator Progress Report

Fred Lillibridge reported that there was no news on the PIF.

PIF Status Report

Fred Lillibridge reported that the PIF status report from HLC is pending. The report is being used by Business and Information Systems Division for their accreditation renewal.

HLC Annual Meeting Update

Good Idea: Kristina Gordon asked if the books from the conference could be made available to everyone.

Decision: Fred Lillibridge agreed to make his copies available in the main section of the Institutional Effectiveness and Planning Office. Molly Morris agreed to put her copies on reserve in the library.

Big Issues from HLC Annual Meeting

1. *Use Criteria for Strategic Planning Objectives*: Fred Lillibridge reported that the strategic planning process will begin in the fall. He gave the group two handouts of PowerPoint presentations from institutions that had used a similar method of using the HLC criteria to focus the strategic plan. Susan Wood commented that it would streamline the process. Anna Chieffo asked if the existing subcommittees would become task forces to create the five areas of the strategic plan. Martha McCaslin commented that some schools have been successful with subcommittees. Fred Lillibridge advocated using a holistic approach to prove that the committee is accomplishing the mission. Overall, the group agreed that the idea makes some sense and is worth pursuing.
2. *Selection of self-study coordinator*: Doug Layer reported that the institutions in the presentations he attended had a self-study coordinator. Fred Lillibridge asked if there is a difference between self-study writer, editor, and coordinator. Rene Sierra commented that all three should be different people to share the workload and so that all of the information does not reside with one person in case something happens to that person. Doug Layer also suggested that it would be nice to have a coordinator because one person would be in charge of questions and other responsibilities. He then asked if Fred Lillibridge and Anna Chieffo have too many other administrative duties to be the coordinators. Susan Wood commented that schools often choose someone other than an administrator that has the time. Anna Chieffo gave the example of how Susan Wood was supposed to only be the editor for the PIF, but she ended up doing much more, such as writing and gathering documentation as well as editing. Susan Wood brought up the point that the coordinator would also have the job of creating the electronic resource room, which may otherwise be neglected. She also commented that we need a creative person that can complete special tasks, such as creating a website survey for staff, faculty, and students about accreditation. She made the point that this type of product will show an exemplary effort on the part of DABCC. Corina Gardea suggested that the committee members could help with some of the work once the report was completed.

Decision: Doug Layer agreed to write up a draft of the duties of the self-study coordinator within two weeks and email it to Fred Lillibridge. Anna Chieffo asked him to include a timeline in his description.

3. *Draft subcommittee charges for fall 2006*: Rene Sierra suggested making a draft of subcommittee charges that is composed of a flow chart that includes a task description of each member's responsibilities. Susan Williams showed an example timeline from a presentation at the meeting and commented that it is very important to get specific charges to the subcommittees.

Decision: Rene Sierra agreed to write a draft of the specific subcommittee charges.

4. *HLC view of online programs*: Doug Layer asked if, in the future, there will be degree programs that are completely online, and he posed the question of how this will be received by the HLC. Molly Morris said that DABCC will have degree programs that are completely online, but she was not sure about whether the accreditation process is different for online degrees.

Decision: Molly Morris agreed to research the accreditation process of online degrees to report to the committee.

5. *Publicity and community involvement*: Molly Morris suggested that the committee form a publicity workgroup to publicize the accreditation process with tools such as a blog and/or minicourse. She provided a summary handout and said that it is really a separate task that should be carried out apart from the committee. Susan Williams seconded the importance of publicity. She cited some publicity examples from the meeting, which included some games, and she stressed the importance of keeping it fun so that people would be engaged and would talk about the process. She also suggested that this could fall under the duties of the self-study coordinator.

Decision: Molly Morris and Susan Williams agreed to write a proposal about publicity to promote, inform, and engage the community.

6. *Newsletter*: Molly Morris, the Newsletter Editor, reported that the first newsletter would cover the basics of the accreditation process.

Assessment Update

Susan Wood reported that she is working with the chairs and deans, and she has received seven surveys so far. She advocated a three-tiered assessment process:

1. General Education Student Learning Outcomes
2. Career Technical Student Learning Outcomes
3. General Studies Student Learning Outcomes

She said that assessment of student learning will occur through a rubric to give feedback to faculty. She also stated that the priorities were put into Student Learning Outcome language and were reported. She is conducting a pilot project to identify students to include.

Learner Outcomes Assessment Focus Visit

Anna Chieffo reported that Susan Wood's work in coordinating the assessment of student learning should keep us from receiving a focus visit. She provided an example table of contents from a focus visit report from North Hennepin College, which demonstrated the expectations of the HLC regarding artifacts and data.

May/Summer Meetings

Fred Lillibridge expressed that the committee has a great deal to discuss and could not afford to miss a meeting. Susan Wood proposed to move the May meeting to May 11. The committee agreed to move the meeting to May 11. Fred Lillibridge said that it will be a single agenda meeting organizing for an exemplary self-study.

Decision: The May meeting was moved to May 11 at 3:30 p.m.

General Discussion

None

Next meeting is scheduled for May 11 at 3:30 p.m.

Meeting adjourned at 5:05 p.m.