

**DABCC Accreditation Steering Committee
Planning Meeting
June 15, 2006**

MINUTES

Steering Committee

Present: Anna Chieffo, Susan Williams, Susan Wood, Tim Chappell, Molly Morris, Martha McCaslin

Absent: Fred Lillibridge, Joyce Bradley, Rene Sierra, Kim Seifert, Doug Layer, Kristina Gordon

Administrative Liaisons

Present: Corina Gardea

Recorder: Stephanie Haan

The meeting was called to order at 3:08 p.m.

Approve Minutes

The 11 May 2006 minutes were approved as presented.

Co-Coordinator Progress Report

Anna Chieffo reported that she and Fred Lillibridge met with Dr. Huerta approximately a week ago. Dr. Huerta decided that the current committee structure will not change. Anna Chieffo and Fred Lillibridge will continue to operate as the Self-Study Coordinators.

Anna Chieffo reported that they discussed the Publicity and Promotion Workgroup with Dr. Huerta. It was decided that Susan Williams will chair the workgroup and Molly Morris and Susan Wood will be members. Tim Chappell said that he had been thinking about criterion one publicity and had spoken with John Paulman, and he will coordinate with the Publicity and Promotion Workgroup. He said that John Paulman suggested heightening awareness before the self-study visit. Anna Chieffo suggested having banners or nicely framed copies of the mission that could be hung around campus and unveiled to create interest and awareness.

Susan Wood asked whether a line item had been added to the budget for accreditation so that the funds spent on accreditation would be readily apparent to HLC. Anna Chieffo responded that, as far as she knows, there has not been a line item added, and the funds for accreditation are coming from Academic and Executive Office funds.

PIF Status Report

Anna Chieffo reported that there will be an All College Meeting on Monday 19 June 2006 at 3:30 p.m. during which Dr. Huerta will discuss the letter from HLC regarding their review of the DABCC PIF.

Anna Chieffo summarized the HLC PIF letter for the committee:

- An on-site visit was the purpose of the review.
- The quality and quantity of evidence provided in the PIF was sufficient for an on-site visit.
- John Taylor will serve as the staff liaison.
- Some of the strengths of DABCC as recognized by HLC are:
 - Strong financial base
 - Awareness of potential
 - Wide range of programs
 - Access to college by typically underserved students
 - Planning process
- Some of the areas on which DABCC should focus are:
 - Assessment of student learning
 - Distance education
 - General education
 - Our relationship with NMSU
 - Governance, administration, finance, shared resources

Susan Wood said she already has some general education philosophies from other institutions that we can use as examples to write a general education philosophy for DABCC. She noted that the best philosophies that she had seen were concise and crossed all programs.

Susan Wood also expressed that our relationship with NMSU was spelled out clearly in the PIF, and she is not sure how to clarify the relationship further. Corina Gardea suggested that we could express the evolving nature of our relationship with NMSU.

Anna Chieffo stated that copies of the HLC PIF letter would be provided at the next steering committee meeting on 20 July 2006.

Review of Self-Study Timeline

Anna Chieffo presented the draft of the self-study timeline, which was put together by Fred Lillibridge with the information provided by Rene Sierra at the 11 May 2006 steering committee meeting.

For item number three on the timeline (review available data sources), Anna Chieffo noted that there was no time frame for the item. Susan Wood explained that this was because she had recently begun working on this item, and Fred Lillibridge may not have been able to estimate a time frame for this when he created the timeline. Susan Wood reported that she had reviewed the Faces of the Future and the Community College Survey of Student Engagement (CCSSE) surveys, and she selected questions that would be applicable to the criteria. She gave her selections to Stephanie Haan in Effectiveness and Planning, who is currently analyzing the data and creating a report for the selected questions.

For item number 13 on the timeline (provide reports from each subcommittee to editor), Anna Chieffo and Susan Wood suggested getting drafts to the editor in June 2007 instead.

Anna Chieffo asked for suggestions and improvements for the timeline. Corina Gardea suggested adding a final item on the timeline for a celebration (“Shindig/Fiesta”) to thank everyone for their contributions. Corina Gardea also said that we should add a comment about reviewing committee membership to item one (finalize subcommittee charges). Anna Chieffo suggested handing out the committee membership list at the All College Meeting on 19 June 2006 to recruit volunteers to sign up. Anna Chieffo also said that she would like to see a part-time faculty member on each committee.

Anna Chieffo asked whether the committee was in favor of holding the steering committee retreat that was suggested during the 11 May 2006 steering committee meeting. Susan Williams said that the retreat would provide additional clarity for the subcommittee co-chairs. Tim Chappell said it would be a great opportunity to brainstorm about how specifically all of the necessary tasks would be accomplished. Anna Chieffo suggested scheduling the retreat far in advance to facilitate a large attendance. Anna Chieffo also stated she envisioned holding the retreat for a half-day at an off-campus location, such as Meson de Mesilla. Susan Wood stated that it would be best to do it before classes start, which is 24 August 2006. With consideration to DABCC Convocation and other events on the academic calendar, Anna Chieffo suggested Tuesday 22 August 2006 in the morning for the retreat.

Decision: The committee agreed that the retreat should take place, and the date of 22 August 2006 was tentatively agreed upon.

Discussion of the role of Criterion Subcommittees in Developing the Self-Study Report

Susan Wood presented an overview of the online course that she created for the accreditation process for faculty, staff, and students. It is a total of 6 pages, which include an introduction page and five criterion pages. She demonstrated the website navigation on a laptop and projector, and she showed that bottom of each page has a link to a survey that will contain questions to assess the respondent’s knowledge of the information on that page. She provided a handout of the introduction page, which has course URL at the bottom. The course URL is:

http://dabcc-www.nmsu.edu/info/Assessment/acc_intro.html

Susan Wood explained that she pulled from the PIF any relevant information for each criterion. She said that the subcommittees can use this as a starting point for their portions of the self-study. She requested that each of the subcommittee co-chairs look over the information related to their criteria and provide contributions to Susan Wood.

Decision: Each of the subcommittee chairs will look over the page related to their criteria and give Susan Wood feedback and contributions to add to the page.

Tim Chappell suggested providing an incentive for people to complete the online course. Susan Wood said that she had also considered the need for an incentive. She suggested having a pizza party for everyone who completes the course, and she said we could have respondents print out the last page of the last survey once it is completed, which will serve as their entry ticket. Anna Chieffo suggested having a gift made, such as a nice pen with something like “I was part of DABCC Accreditation” printed on it, for those who complete the course.

General Discussion

Tim Chappell suggested waiting until August to put forth a great deal of effort to recruit volunteers for the steering committee because it will be difficult to find volunteers during the summer.

Next meeting is scheduled for 20 July 2006 at 3:00 p.m.

Meeting adjourned at 4:15 p.m.