

**DACC Accreditation Steering Committee
Planning Meeting
July 20, 2006**

MINUTES

Steering Committee

Present: Fred Lillibridge, Tim Chappell, Kim Seifert, Martha McCaslin, Kristina Gordon

Absent: Anna Chieffo, Susan Williams, Susan Wood, Joyce Bradley, Molly Morris, Rene Sierra, Doug Layer

Administrative Liaisons

Present: None

Recorder: Stephanie Haan

The meeting was called to order at 3:00 p.m.

Approve Minutes

The 15 June 2006 minutes were approved as presented.

General Discussion

Martha McCaslin reviewed the online course web page for Criterion 4 created by Susan Wood, and she said it looks great and does not need any changes. Others present agreed.

Co-Coordinator's Progress Report

Fred Lillibridge provided and briefly summarized the letter from HLC regarding their review of the DACC PIF. He stressed the importance of the HLC recommendation about the need to clarify DACC's relationship with NMSU. He asked the group if it would be beneficial to collaborate with the NMSU HLC Steering Committee to articulate the relationship between the two colleges. Everyone agreed that a subgroup working with the NMSU HLC Steering Committee would be effective and useful for this goal and would ensure a clear articulation of the relationship that is consistent between NMSU and DACC.

Decision: The committee agreed that a joint effort with the NMSU HLC Steering Committee would be the most effective method for understanding and articulating the relationship between DACC and NMSU as recommended by HLC in the letter and review of the DACC PIF. The committee suggested that the subgroup membership have broad representation.

The committee agreed that the steering committee would benefit from reviewing the Dashboards, which include measures of college effectiveness and are sent out at least once per week by Fred Lillibridge. This was motioned by Kim Seifert and seconded by Martha McCaslin.

Decision: Fred Lillibridge will send the Dashboards out to the committee by email.

Tim Chappell said that he had ideas for people he would like to add to the Criterion 1 Subcommittee and a replacement for Nancy Cross.

Discussion of Steering Committee Retreat

Fred Lillibridge reported on the status of the HLC Steering Committee retreat that is tentatively scheduled for August 22. Funding has not been secured for the event. The current plan is to retain the tentative date of August 22 and notify the committee once the retreat has been approved and funded.

General Discussion

Fred Lillibridge stated that DACC will take about one year to complete the new Four-Year Strategic Plan. The PRIP committee has been approved. The five HLC criteria as strategic planning initiatives have also been approved.

Fred Lillibridge reported that there will be many surveys of the DACC community in the upcoming months. A strategic plan survey for the DACC community was designed to investigate the perception of the importance and effectiveness of DACC at meeting the goals and action plans put forth in the 2003 Strategic plan. Fred Lillibridge suggested putting an advertisement in a local newspaper, such as the Las Cruces Bulletin, and/or on the radio to get the outside community involved.

Fred Lillibridge reminded the committee of the surveys produced by Susan Wood for HLC Accreditation that will be administered as well. He suggested holding public gatherings for each criterion so that the community can ask questions and provide input and feedback. He also suggested keeping a list of all such events and actions taken, which should be included as an appendix in the Self-Study to provide evidence of the effort put forth. He reported that NMSU is also conducting an online focus group survey that includes many open-ended questions for department heads.

Fred Lillibridge stressed that the key is to encourage a large amount of participation in these surveys.

Tim Chappell asked when the new Strategic Plan is scheduled for completion. Fred Lillibridge replied that it will be completed by fall 2007. He added that the Self-Study should be completed by February 2008, and the two documents should complement one another.

Next meeting is scheduled for 17 August 2006 at 3:00 p.m.

Meeting adjourned at 3:40 p.m.