

**DACC Accreditation Steering Committee
Retreat
August 22, 2006**

MINUTES

Steering Committee

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

Administrative Liaisons

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

Guest: Mary Beth Worley

Recorder: Stephanie Haan-Amato

The meeting was called to order at 8:50 a.m.

Purpose of Today's Meeting (Anna Chieffo)

- Understand current status of Accreditation Process
 - We've submitted PIF
 - Received PIF letter from HLC stating that we can move forward with the self-study process
 - Self-study visit is scheduled for April 28-29, 2008
 - DACC has always been an accredited school through NMSU
 - The purpose of this process is to receive independent accreditation
- Contents of self study
 - Will contain DACC's strengths and improvement opportunities
- Begin an initial draft of each criterion report
- Obtain format for writing initial draft of each criterion report
- Share best practices on subcommittee management
 - Communicate as much as possible with members
 - Have regular meetings
 - Make it productive but don't overfill agenda
 - Send out agenda in advance (ideally about 48 hours in advance)
 - Keep focus on topics of importance to be most productive
 - Be sure to start and end meeting on time to create a culture of timeliness
 - Actively elicit responses from participants
 - Follow up on issues and tasks people have agreed to complete
 - Review the goals and time line periodically

- HLC PIF Response Letter
 - Give attention to following in self-study:
 - Assessment of Student Learning
 - Advance to full implementation
 - Distance Education
 - Fully describe this initiative and degree programs
 - General Education
 - Develop philosophy and role for transfer and career programs
 - Relationship with NMSU
 - Articulate with regard to governance, administration, finances, and use of shared resources

Review: What’s your criterion? (Susan Williams and Co-Chairs)

Susan Williams passed out note cards and asked the co-chairs to do the following:

- Describe your criterion and compare your answer with your co-chair
- List what you think HLC is looking for in relation to your criterion
- List key questions or issues for our institution regarding the self-study process

Review: What’s the time line? (Fred Lillibridge)

Fred Lillibridge provided an overview of the HLC time line. He highlighted the deadline of February of 2007 for the Strategic Plan. He stressed that the Strategic Planning surveys recently sent out to everyone by GroupWise are an important step in closing the loop on the last planning cycle.

Good Idea: Doug Layer suggested putting the survey links on the DACC homepage for easier access and encouraging participation.

Joyce Bradley suggested composing a letter to the advisory boards regarding the surveys to improve participation as well. Kim Seifert suggested putting some type of news release into the Las Cruces Sun News to boost community member participation in the surveys.

How do we get the report started? (Susan Wood)

Susan Wood suggested always using a “self-study lens” when looking at any institutional documents to determine whether they could be helpful and provide evidence for the self-study. These documents could include emails, agendas, financial aid guidelines, accredited programs annual reports, and professional development activities and literature (Teacher Academy).

Susan Wood presented an overview of the HLC Accreditation online course. She then used the information from the online course to brainstorm with the group on what type of resources could be used to provide evidence for each criterion.

After group brainstorming, the subcommittees broke into individual work sessions to identify strengths, gaps, and evidence and documentation needed.

Mary Beth Worley passed out blank note cards and asked subcommittee co-chairs to write down questions and topics for which the Institutional Effectiveness and Planning Office (IEPO) could provide data and results as evidence for their criterion reports. Many co-chairs asked for information

that is held in the IEPO, such as Program Performance Outcomes and the DACC Factbook, which contains a great deal of information regarding enrollment, program statistics, and many other areas. Co-chairs were pointed in the right direction for those requests. Rene Sierra and Susan Wood requested information for criterion three about persistence of students and pass rates in several groups, and Mary Beth Worley is currently processing their request. Kristina Gordon and Doug Layer asked for information for criterion five regarding the relationship between income levels of students and their success at DACC. Mary Beth Worley is currently compiling information to address this question.

Next meeting is scheduled for 21 September 2006 at 3:00 p.m.

Meeting adjourned at 12:45 p.m.