

**DACC Accreditation Steering Committee  
Planning Meeting  
September 21, 2006**

**MINUTES**

**Steering Committee**

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

**Absent:** Kristina Gordon

**Administrative Liaisons**

**Present:** Andy Burke, Corina Gardea, John Walker

**Recorder:** Stephanie Haan-Amato

The meeting was called to order at 3:04 p.m.

**Approve Minutes**

The 20 July 2006 minutes were approved as presented.

The 22 August 2006 retreat minutes were approved as presented.

**Co-Coordinator's Progress Report**

Anna Chieffo reported that Dr. Huerta inquired about the four concerns raised by HLC in their review of the DACC PIF and how the Accreditation Steering Committee will address the concerns. Susan Wood said that she drafted a memo about the General Education philosophy based on the NM Higher Education Association retreat in Ruidoso that she will share with the committee. Corina Gardea suggested taking the memo to division meetings for feedback. It was agreed that members of the task force that created the philosophy and process would present it at their respective division meetings.

In addition, Anna Chieffo provided a handout with notes from the meeting with Cynda Clary, NMSU HLC Committee Co-Chair, that summarized the plan for addressing the "relationship with NMSU."

**Discussion of Resolution of Identified Areas of Improvement**

Anna Chieffo said that she and Fred Lillibridge spoke with Dr. Huerta about the most effective method for addressing "gaps" that the subcommittee co-chairs find when preparing their portions of the self study. Anna Chieffo reported that Dr. Huerta suggested that Fred Lillibridge and Anna

Chieffo compile and bring the concerns to her. Fred Lillibridge suggested composing a form that the co-chairs will fill out when a “gap” is identified to standardize and streamline the process. Susan Williams asked whether Fred Lillibridge and Anna Chieffo will act as organizers of the information and consolidate the requests. Fred Lillibridge answered that they will be doing that and suggested putting the form on the DACC intranet that will eventually be established. Anna Chieffo advocated waiting until all of the subcommittees had met and then developing the form. Molly Morris suggested sending the form out by email to all of the subcommittee co-chairs once it has been developed.

### **Criteria Forums – Planning**

Anna Chieffo said that Dr. Huerta is hosting a community leaders’ forum in early November and would like to have data from the Accreditation Steering Committee so that she can solicit feedback from the community members. Fred Lillibridge reported that the subcommittee co-chairs should have the most recent draft of their portion of the self study by the end of October so that they are available for the community leaders’ forum.

Fred Lillibridge asked the committee if they thought it would be helpful to hold criteria forums with internal and external constituents to get feedback and ideas for each subcommittee, which could help identify “gaps” and possible ways to address them. He stated that the committee must coordinate the forum times with Dr. Huerta’s schedule. Molly Morris asked who would be organizing the forums and reaching out to the community to encourage attendance. Fred Lillibridge said that the subcommittee co-chairs would organize the content. Susan Williams said that more people will come if we schedule the forums for during the work day and provide food. Tim Chappell said that he was unsure of the usefulness of the forums for his criterion because the mission has been completed and the documentation has largely been gathered. Susan Wood commented that it would be difficult to hold five separate forums and have a sufficient attendance for each.

Doug Layer said that it is a good idea, but he does not think it is necessary to hold a separate forum for each criterion because there is overlap. He said that the committee could draft a list of people that could provide information that would be useful for all of the subcommittees and then invite those people to give presentations at a group forum. He said that the subcommittee co-chairs would each take notes, and the notes would be compiled. John Walker and Susan Wood both expressed that it would be useful to have department chairs present at the group forum.

Fred Lillibridge stated that the forum must include a component in which the community is given the opportunity to provide input and feedback. Joyce Bradley said that it is important to include the faculty in the process so that they are able to provide input. She suggested submitting rough drafts of each subcommittee’s portion of the self-study to the faculty for input so that the effort to solicit feedback and provide an opportunity for everyone to contribute is apparent.

Doug Layer said that the group forum would be more efficient for the people of whom we are making the requests for information because they would only have to present their information once instead of receiving many separate requests. Anna Chieffo suggested that it may be more efficient to request the information from the administrative liaisons. Joyce Bradley stated that the best time to reach the department heads would be at the ALT meeting. Fred Lillibridge suggested emailing the names of potential people from whom the co-chairs would like to solicit information to

Stephanie Haan-Amato to determine how many of the names are the same. Joyce Bradley said that the committee should draft questions to send the department chairs in advance of the group forum so that their presentations are more tailored to the information needed. Fred Lillibridge said that discussion on the topic needed to be closed because of time considerations but that committee members should email their suggestions and thoughts on the forum to him.

### **Individual Criterion Co-Chair Progress Reports**

#### *Criterion 5, Engagement and Service – Doug Layer*

Doug Layer said that his subcommittee held a meeting with Ken Tellez of Career Placement in which they identified areas of the college to support their criterion, clarified their understanding of the criterion, and prepared questions about evidence, such as specific reports that could be used. He said that his whole subcommittee found the meeting very beneficial. He also said that they identified a Career Placement office problem that they were able to solve. This will be a positive addition to the self study.

Doug Layer reported that Erlinda Portillo will be participating in their next meeting, and the following one will be attended by someone in Student Services. He said that his subcommittee will be hosting meetings every two weeks. Anna Chieffo asked if Doug Layer would share the dates and times of his meetings with the rest of the co-chairs, and Doug Layer agreed to send out email announcements of the meetings to the co-chairs. Doug Layer pointed out that the meetings also serve as an opportunity and an effective method to highlight the importance of accreditation to different people around campus as well as bringing them in to share their information. John Walker suggested continuing the criterion five meetings and coupling them with the ALT meeting to gather more information.

Fred Lillibridge asked Doug Layer about his level of confidence for the criterion five subcommittee completing their portion of the self study and what help they needed. Doug Layer said his confidence was high, especially after his subcommittee meeting. He said that the help he needed from the committee was consideration for his idea of the group forum.

#### *Criterion 4, Acquiring, Creating, Applying Knowledge – Martha McCaslin and Kim Seifert*

Martha McCaslin reported that subcommittee four has set up their meetings for the semesters. She said that they are currently assigning different teams to work on portions of the criterion now that they have a better definition of its focus. She said that their first meeting is on Monday.

Fred Lillibridge asked Martha McCaslin about her level of confidence for the criterion four subcommittee completing their portion of the self study and what help they needed. She said her level of confidence was better than a year ago because of clearer direction. She said she was unsure of the help needed at this time, and Fred Lillibridge said that the offer for help was open.

Kim Seifert reported that the subcommittee had already completed a good deal of work initially as far as gathering resources, and now they simply needed to put it all together. Fred Lillibridge asked Kim Seifert about his level of confidence for the criterion four subcommittee completing their portion of the self study and what help they needed. He said his confidence was high, and he had not identified points for help needed at this time.

*Criterion 3, Student Learning and Effective Teaching – Rene Sierra and Susan Wood*

Rene Sierra said that their subcommittee had decided to split the four components among their subcommittee members. He reported that they added six new members to their subcommittee. He said that they were focused on student learning and support. He expressed that he felt that it would be very useful to invite other groups to their meetings, which are scheduled to meet twice per month.

Susan Wood reported that her group is focused on assessment and teaching. She said that the faculty members in her group are identifying strengths and weaknesses to bring to their meeting next Wednesday. She added that the assessment portion of the self-study rough draft will have to be a progress report because the assessment results have not yet been obtained. She said that she requested the ABE year-end report for evidence.

She also reported that she has been compiling information that will be useful for the self-study and putting links to the electronic documents on her new website called the Electronic Clearinghouse; the information includes data from the Faces of the Future and CCSSE Surveys, the IEPO forums, and the strategic plan. Andy Burke recommended that DACC's operating agreement in PDF format be added to the website. The URL for the Electronic Clearinghouse is:

<http://dabcc.nmsu.edu/info/assessment/clearinghouse.htm>

Fred Lillibridge asked Rene Sierra and Susan Wood about their level of confidence for the criterion three subcommittee completing their portion of the self study and what help they needed. They agreed that their confidence was high. John Walker reported that the subcommittee was doing a great job and was right on track.

*Criterion 2, Preparing for the Future – Molly Morris and Joyce Bradley*

Molly Morris reported that her subcommittee had not met since the spring, but they have a meeting scheduled and have set the agenda for the meeting. She said that she is responsible for distance learning. She also reported that they have not had a stable subcommittee, and they have been recruiting. She said that there will have to be some backtracking done to get the new members up to speed. She explained that their goal is to come out of their next meeting with a division of labor.

Joyce Bradley said that they were able to find a time during which everyone on their subcommittee could meet. She said their focus has been to try to obtain members. She said they have recruited Kelly Brooks and Virginia Durant. Doug Layer asked if they would like help recruiting and said the division meetings would be a good place.

Fred Lillibridge asked Molly Morris and Joyce Bradley about their level of confidence for the criterion two subcommittee completing their portion of the self study and what help they needed. They both agreed that their confidence level was medium and said they could use help recruiting.

*Criterion 1, Mission and Integrity – Tim Chappell and Dave Burlison*

Tim Chappell passed out a chart of the criterion one subcommittee components and coordinators. He reviewed the handouts, and there was discussion on posting the mission statement. Andy Burke suggested working with John Paulman and use the normal approval process to provide funds to print the mission statement posters.

Next meeting is scheduled for 19 October 2006 at 3:00 p.m.

Meeting adjourned at 4:30 p.m.