

**DACC Accreditation Steering Committee
Planning Meeting
November 16, 2006**

MINUTES

Steering Committee

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

Absent: Kristina Gordon

Administrative Liaisons

Present: John Walker

Recorder: Stephanie Haan-Amato

The meeting was called to order at 3:03 p.m.

Fred Lillibridge introduced the student council representative, LaVonne Brown, who joined the steering committee to represent DACC students.

Approve Minutes

The 19 October 2006 minutes were approved as presented.

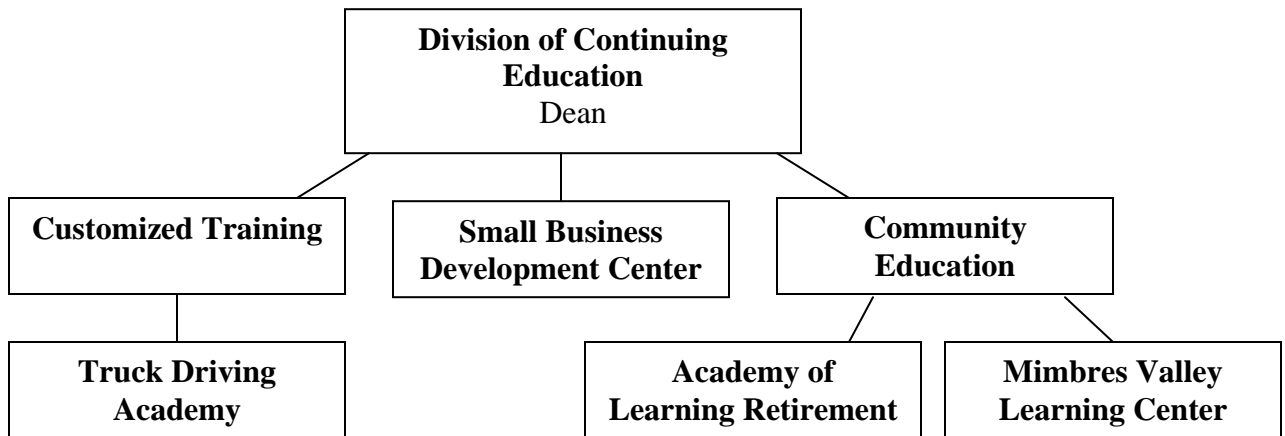
Question and Answer Session with Rosa Lopez and Fred Owensby

Rosa Lopez presented an overview of the programs of the Customized Training Department. She described programs such as the Career Readiness Certificate initiative through WorkKeys and Command Spanish. She said that Customized Training logs an average of 42,000 contact hours per year with 1,600 participants through more than 140 courses, seminars, and workshops.

Fred Owensby presented an overview of the services of the Small Business Development Center (SBDC). He said that the center offers business consultation at no cost to clients all over the state. SBDC provides assistance with small business procedures, such as writing business plans, making projections, and keeping tax records. He reported that the center receives approximately 80% of its funding through appropriations from the state legislature. He said that there are a total of 20 SBDC offices state-wide, and all four branches of NMSU have an SBDC. He said that the bulk of DACC's SBDC business is in Las Cruces, but that they also have clients in Sunland Park and Truth or Consequences. He reported that DACC SBDC facilitated approximately 40 workshops last year, and that they have served approximately 1,200 clients in Sierra and Doña

Ana County (approximately 375-450 clients per year). Fred explained that the facility is available for clients to use to develop their businesses, and they provide computers for writing and research and a resource library. He said they also work with partners, including the Truth or Consequences Economic Development Organization and the Community Action Agency (CAA) in Las Cruces.

With the help of Rosa Lopez and Fred Owensby, Anna Chieffo drew the following organizational chart of the Continuing Education Division on the white board:



Dave Burleson said that his criterion subcommittee was charged with demonstrating the faith and good will of the college toward the community, and he asked whether Fred Owensby could provide a list of external constituents that the SBDC has served. Fred Owensby said that he could provide a list.

Action Item: Fred Owensby agreed to provide a list of external constituents served by SBDC.

Tim Chappell asked whether DACC would be able to report the actions of SBDC since the funding comes mainly from the state legislature. Fred Lillibridge replied that SBDC is part of DACC, which is also a state-funded institution, and DACC can report the actions of SBDC.

Joyce Bradley asked whether Customized Training has Student Learning Outcomes for all of their programs. Rosa Lopez replied that they do not have standardized learning outcomes but that they work with the companies that request the training to develop learning goals for each course. Anna Chieffo said that she is aware of the assessments of courses that Customized Training administers. Rosa Lopez replied that there are course evaluations through WorkKeys that are based on the client and course but are not standardized.

Molly Morris asked if SBDC has strategic planning meetings. Fred Owensby replied that they work with the division on strategic planning and they prepare Program Review and Institutional Planning Process (PRIP) documents.

Doug Layer asked how people in the community find SBDC. Fred Owensby said that they take referrals, have brochures, advertise in the newspaper, and have a website (nmsbdc.org).

Rene Sierra asked whether Customized Training has its own mission statement. He also asked if their mission statement was tied to the mission of DACC. Rosa Lopez said that Customized Training has its own mission statement that is tied to DACC's mission, and she read it aloud for the group.

Doug Layer asked if Customized Training holds seminars for DACC in addition to seminars for the public. Rosa Lopez said that yes, they do seminars for DACC, but they are open to the public as well. She added that they have a new contract with the City of Las Cruces in which they will train approximately 1,400 city employees.

Doug Layer asked whether it is generally the case that Customized Training charges a fee for their services while SBDC does not charge a fee. Fred Owensby said they sometimes charge for workshops when a portion of the workshop has a high price, such as a speaker.

Rene Sierra said that the Criterion 3 subcommittee was interested in surveys and asked Rosa Lopez to discuss how they are administered. She replied that there is a survey filled out by students to assess Customized Training, which is administered after the course, and Customized Training assesses students through an evaluation as well.

John Walker asked whether SBDC partners with CAA on Individual Development Accounts (IDA). Fred Owensby replied that yes, they do.

Doug Layer inquired about the availability of data on the number of seminars facilitated by Customized Training. Rosa Lopez said that she could obtain the data.

Action Item: Rosa Lopez agreed to obtain data on the number of seminars facilitated by Customized training.

Rene Sierra asked how much Customized Training assessment data was available. Rosa Lopez replied that they have paper copies of all of their assessments but that they do not have a database of assessment data.

Co-Coordinator Progress Report

When subcommittee co-chairs need information from higher administration, Fred Lillibridge suggested that it would be more effective to funnel requests through him, Anna Chieffo, or Susan Wood. This will allow for a coordinated response and eliminate duplication.

Anna Chieffo reported that she and Fred Lillibridge were interviewed about the accreditation effort by Justin Bannister for Page One, NMSU's newsletter, which will come out in January. Anna Chieffo added that Justin Bannister will likely report on the efforts the Steering Committee is making to address gaps.

Dave Burleson said that the new Faculty Policy Manual will come out in Fall 2007. Anna Chieffo added that Kathe Stark completed a rough draft, which she started completely from scratch, and this draft will go to the Faculty Council for revision.

Anna Chieffo reported that the annual meeting of HLC will be held in Chicago, IL from April 20-24, 2007. She said that information can be found on the HLC website (URL below).

http://www.ncahlc.org/index.php?option=com_content&task=view&id=166&Itemid=155

Anna Chieffo said that five representatives from DACC will be attending the meeting: Susan Wood, Fred Lillibridge, Anna Chieffo, Corina Gardea, and Margie Huerta. She added that Dr. Huerta would like to send the three members of the Steering Committee who did not attend the meeting last year: Kim Seifert, Dave Burleson, and Kristina Gordon.

Decision: The attendees of the HLC annual meeting in 2007 will be: Susan Wood, Fred Lillibridge, Anna Chieffo, Corina Gardea, Margie Huerta, Kim Seifert, Dave Burleson, and Kristina Gordon.

Anna Chieffo said that she also considered whether the new student representative, LaVonne Brown, should attend, but she was not able to find sessions that connected well to student involvement. Tim Chappell said that Faculty Council may be able to help with travel funding for those on the Steering Committee who would like to go. He suggested that Joyce Bradley would be a good candidate for the funding since she did not attend the last meeting but did attend in 2005.

Feedback Session

Criterion One

Dave Burleson provided a handout outlining the progress the subcommittee has made to date. He briefly went over the handout. He explained that he and Tim Chappell met with Dr. Huerta on November 9, 2006 and went through the gaps that they had identified. He said they also went over some questions they had, focusing on items that were not covered in the PIF. Tim Chappell added that they were considering adding a list of external constituents as an appendix to their chapter.

General Discussion

The committee determined that we were ahead of the self-study timeline and the December 21, 2006 HLC Steering Committee meeting would not be necessary. The group also decided to move the January meeting to Wednesday January 17, 2007 because classes start on the regularly scheduled day, which was Thursday January 18, 2007. The criterion one subcommittee co-chairs will present and lead a discussion on their updated draft.

The committee revisited the dates for the Criterion Subcommittee presentations, which were scheduled for the following dates: January 2007 – Criterion 1; February 2007 – Criterion 2;

March 2007 – Criterion 3a and b and Criterion 4; and April 2007 – Criterion 3c and d and Criterion 5.

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

Meeting adjourned at 4:30 p.m.