

**DACC Accreditation Steering Committee
Planning Meeting
March 1, 2007**

MINUTES

Steering Committee

Present: Anna Chieffo, Fred Lillibridge, Susan Williams, Susan Wood, Jack Thomas (for Cynda Clary), Tim Chappell, Dave Burlison, Joyce Bradley, Molly Morris, Rene Sierra, Susan Wood, Kim Seifert, Doug Layer, Ellen Schneider

Absent: Martha McCaslin, LaVonne Brown

Administrative Liaisons

Present: Margie Huerta, John Walker

Recorder: Stephanie Haan-Amato

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

Approve Minutes

The 17 January 2007 minutes were approved as presented.

Co-Coordinator's Progress Report

Fred Lillibridge reported that was not sure if NMSU has reported information about online degrees at NMSU and its branches to HLC. He said that Margie Huerta will contact our representative at HLC to determine whether reporting DACC's online degree in the PIF was sufficient notification.

Criterion 2 Self Study Review

Molly Morris began by giving a brief overview of the Criterion 2 self-study draft. Susan Wood asked if she would email an updated version of the self-study draft to be posted on the Electronic Clearinghouse website. Molly Morris agreed to do so.

Molly Morris then presented a summary of the Criterion 2 self-study draft via PowerPoint presentation. She explained that core component 2a examines whether the college realistically prepares for a future shaped by multiple societal and economic trends. She said that DACC's strengths are:

- Planning documents are rooted in sound fiscal policies
- Maintain strong community ties (e.g. Advisory Board, Workforce Development)

- Regular environmental scanning through Institutional Effectiveness and Planning
- Collaborate with local high schools to expand educational opportunities and promote dual credit programs
- Recognized as a leader in New Mexico for our Adult Basic Education program

Molly Morris identified the following gap in regard to core component 2a:

- New program creation: there is a need for data-driven criteria in the decision-making process and clearly-defined procedures for creating new courses and integrating them into the planning process

Joyce Bradley explained that there was a general outline drafted about what needs to be done during new program creation in terms of impact on the community and courses that will be included. However, she explained that when the dental hygiene program was created with impetus from local stakeholders, there was no detailed, documented procedure as to how to proceed with program creation.

Molly Morris explained that core component 2b examines whether the college's resource base supports its educational programs and its plans for maintaining and strengthening their quality in the future. She said that DACC's strengths are:

- Sound fiscal policies and inclusive policies
- Bonds and initiatives
- In the budget process, there is a major focus on developing human resources and the hiring process is rigorous
- College is designated as a Hispanic-serving institution, which provides access to resources, such as Title V grants, that support identified needs

Molly Morris identified the following gap in regard to core component 2b:

- Growth outstrips facility development, especially lab maintenance and need for new equipment
 - Suggestion: hire a grant writer to go outside normal funding stream to obtain grants for equipment from organizations, such as the National Science Foundation [Note: a grant writer position is currently being filled]

Molly Morris explained that core component 2c examines whether the college's ongoing evaluation and assessment processes provide reliable evidence of institutional effectiveness that clearly informs strategies for continuous improvement. She said that DACC's strengths are:

- Assessment documents for academic programs and other units and departments demonstrate progress in meeting the established performance indicators
- DACC's planning process allows for a review across units, divisions, departments, and programs for purposes of analysis and linking of data
- Institutional Effectiveness and Planning keeps the college community apprised of performance in key areas in relation to other peer institutions
- Multiple mechanisms exist for communication with full-time faculty and staff:
 - Convocations
 - PRIP
 - Division meetings

- Assessment coordinator has been hired

Molly Morris identified the following gaps in regard to core component 2c:

- Assessment process for virtual learning to ensure that DACC maintains academic rigor in online offerings
- Need to disseminate information to all part-time faculty in a timely fashion
- Links between data, planning, and decision-making

Molly Morris explained that core component 2d examines whether the college's planning aligns with the mission, thereby enhancing its capacity to fulfill that mission. She said that DACC's strengths are:

- Strategic Planning documents
- PRIP
- Networks with community groups and stakeholders
- Planning processes involve internal and external constituents

Molly Morris identified the following gaps in regard to core component 2d:

- Integrate older documents into current strategic planning
- Key documents need to be regularly promoted within the entire community (Mission, PRIP goals, academic unit goals)
- Need for DACC-wide technology plan (in progress)
- Unit accreditation requirements are needed by ITAC and other units, such as the Library and Learning Technology Division, in order to plan more effectively
- Concern about involvement in decision making processes with NMSU
- Unresolved status of branding initiative as it relates to NMSU and question of NMSU's marketing plan for DACC

Molly Morris then proposed that DACC create an Office of Virtual Learning and Institutional Technology to facilitate the continued implementation of the existing Strategic Plan.

Tim Chappell asked whether Criterion 2 would address articulation with NMSU. Molly Morris replied that no, they had not planned to address it, but it would be a good idea.

NMSU Representative Jack Thomas reported that NMSU will be posting drafts of their self-study online in Wikipedia format. This will allow drafts to be edited online by the NMSU community. He said that it may be a bit more controlled than Wikipedia itself, and they will likely open the documents for editing by internal constituents before allowing external editing.

Susan Wood asked subcommittee co-chairs to submit self-study PowerPoint presentations to her and Stephanie Haan-Amato so that they can be posted on the Accreditation webpage.

Action Item: Subcommittee co-chairs will email self-study PowerPoint presentations to Susan Wood and Stephanie Haan-Amato for posting on the Accreditation webpage.

Executive Team Response to Gaps Identified by Criterion 1 and 2

Margie Huerta complimented the work of the Steering Committee and said that everyone has done a fabulous job with the accreditation effort. She reported that she met with Anna Chieffo, Ike Ledesma, and Andy Burke to discuss the gap forms submitted by the subcommittee co-chairs and formulate plans for addressing the gaps.

Margie Huerta explained that one of the gaps identified by Criterion 1 was that all of the divisions do not have Mission Statements and those that do may not be directly aligned with the DACC Mission. Dr. Huerta reported that she will be going to division meetings and asking each division to draft a Division Mission Statement. Division and Unit Mission Statements will be due to Dave Burleson and Tim Chappell by April 10. She also reported that the DACC Mission Statement is currently being posted at all DACC centers. It has already been posted at the East Mesa Center. John Paulman and Kathy Reddington are working to make the poster and frames uniform so that the Mission is readily identifiable. The Mission has been translated into Spanish, and the Spanish version will be posted in several areas. Dr. Huerta suggested starting all meetings by reading the DACC Mission so that it is fresh in the minds of meeting participants, and they will support and align with the Mission when making decisions.

Margie Huerta reported that communication with the entire DACC community was another gap identified by Criterion 1. She said that she is promoting DACC Advisory Board meetings with the goal of increasing attendance. They are open to the public, and she has encouraged Faculty Council, Division Deans, and Student Council to join the meetings. She said that Irene Montoya sends email announcements of the meetings to the college, and the minutes will be posted on the DACC website in the future.

Margie Huerta said that one of the gaps identified by Criterion 2 was the lack of inclusion of faculty in budgetary decisions. Dr. Huerta reported that for the last three years, the majority of the Budget Committee has been made up of faculty, and when budget decisions are made, the committee's recommendations are taken very seriously. She added that it is very important to present new faculty positions that will be requested at the Preliminary Budget Hearing and refer to budget requests in PRIPs. Kim Seifert (Budget Committee Chair) added that the Budget Committee has been allowed to participate with more and greater depth in the budgetary process.

Action Item: The Steering Committee decided that budget process letters will be posted on the Institutional Effectiveness and Planning website so that they are accessible.

Margie Huerta reported that Anna Chieffo and Cynda Clary are working to describe the relationship of DACC and NMSU. Some of the ways in which DACC is different from NMSU are: the role of DACC's Advisory Board, separate funding, and the need to DACC to respond to local citizens. A position paper on the relationship will be produced. Anna Chieffo added that we can improve the relationship if we concentrate on what is best for our students.

Decision: DACC should have a little more autonomy.

In response to the gap identified by Criterion 2 regarding the integration of older documents into current strategic planning, the committee felt that older planning documents should be posted on the Institutional Effectiveness and Planning website for use by members of the planning committee. Fred Lillibridge agreed to see that the documents were posted.

Action Item: Older planning documents will be posted on the Institutional Effectiveness and Planning website for use in the current strategic planning process.

Molly Morris explained that ITAC was developing a Technology Plan to replace the 3-year old plan. A draft prepared by Chipper Moore is being circulated. Some indicated that they were not aware of this draft plan. It was pointed out that technology was one of six Strategic Priorities in DACC's new four-year Strategic Plan.

In response to the gap identified by Criterion 2 regarding the lack of new program creation information, Anna Chieffo reported that a new checklist was created by Dr. Gladys De Necochea, NMSU Associate Provost for Community Colleges. The previous version was prepared by Marjorie Burr. The committee would like to know what data go into determining when a new program is created.

Margie Huerta reported that Criterion 2 identified that there is a gap in the area of Virtual Learning. Where does distance education belong? Should we create an office? Dr. Huerta said that some reorganization has been discussed and a new position has been requested in this budget cycle. She stressed that the issue needs to be addressed this year.

Dr. Huerta said that she was looking forward to discussing the gaps submitted by Criterion 5 at the 15 March 2007 meeting.

General Discussion

Anna Chieffo stressed the importance of Assessment of Student Learning. She said that she is working with Susan Wood to move things along and assess progress. She reported that we are doing well and we should be proud of what we have done. She added that, although progress is being made, all materials must be turned in on time.

A Publicity and Promotion Committee handout was prepared by Susan Williams. Due to shortness of time, the handout was distributed but not discussed. Committee members were asked to review the handout and suggest ideas to Susan Williams.

Action Item: Anna Chieffo will distribute HLC papers presented at NMHEAR to Steering Committee members.

Next meeting is scheduled for Thursday 15 March 2007 at 3:00 p.m.

Meeting adjourned at 4:55 p.m.