

**DACC Accreditation Steering Committee
Planning Meeting
June 21, 2007**

MINUTES

Steering Committee

Present: Anna Chieffo, Fred Lillibridge, Susan Williams, Susan Wood, Dave Burleson, Molly Morris, Kim Seifert, Martha McCaslin, John Paulman, Cynda Clary, Kathy Reddington

Absent: Joyce Bradley, Rene Sierra, Tim Chappell, Ellen Schneider, Doug Layer, LaVonne Brown

Administrative Liaisons

Present: John Walker, Margie Huerta, Sylvia Nickerson, Ike Ledesma

Recorder: Stephanie Haan-Amato

The meeting was called to order at 3:05 p.m.

Approve Minutes

The 19 April 2007 minutes were approved as presented.

Progress Report from Dr. Huerta

Margie Huerta reported that the Vision, Mission, and Values statement has been posted at the East Mesa Center in all classrooms and the goal is that it will be posted in all campus and center classrooms by Fall 2007. She added that signage at all centers will be updated to reflect the new DACC logo by Fall 2007 Convocation as well.

Margie Huerta stated that the Administrative Conference Room (ACR) will be used as the resource room for the April 2008 Site Visit. She said that it has been reserved for this purpose beginning in mid-March 2008. She also reported that the chairs in the ACR will likely be replaced before the Site Visit. Fred Lillibridge added that five computers will be set up and networked in the ACR for the Site Visit.

Margie Huerta reported that, at the HLC meeting in Chicago in April, John Taylor said that he would conduct an early review the DACC self-study if the college wished to provide him with a draft in advance. Dr. Huerta asked whether the committee supported having a self-study draft reviewed early by John Taylor with the expectation that he would focus on the four areas for

improvement identified in the PIF review letter. She also asked the committee for feedback regarding whether John Taylor should be invited to the DACC Fall 2007 Convocation.

Fred Lillibridge asked Cynda Clary to comment about having the self-study draft reviewed and having John Taylor visit during Convocation. Cynda Clary replied that the relationship with NMSU was one of the four areas for improvement. She said that she felt that it would be beneficial to have John Taylor visit during Convocation, and it would be advantageous to have a meeting while the HLC representatives are here in the fall, which would include John Taylor, the HLC representative for NMSU, and NMSU and DACC administrators.

Margie Huerta asked the committee whether they approved of inviting John Taylor to Fall 2007 Convocation and asking him to review, during his visit, the portions of the self-study addressing the four areas for improvement. The committee agreed that this would be beneficial.

Decision: John Taylor will be invited to attend Fall 2007 Convocation and, during his visit, he will be asked to review the portions of the self-study that address the four areas for improvement identified in the PIF review letter.

Margie Huerta reviewed the handout entitled, "Materials for the PEAQ Evaluation Process" from The Handbook of Accreditation of HLC. She pointed out that the handout included a list of materials that must be available to the Site Visit Team in the resource room.

Co-Coordinator's Progress Report

Fred Lillibridge reviewed the results of the HLC Independent Accreditation Student Questionnaire, which was given to students during Spring Fling at each campus/center and during many courses at the end of Spring 2007. He said that the sample size was fairly large and the results were positive. He asked Ike Ledesma if the SP-1 Subcommittee of the Strategic Planning Committee (Improve Graduation Rates) planned to conduct a similar student survey or would like to administer the same survey in the future. Ike Ledesma replied that a survey could be conducted again by the Subcommittee if it was deemed necessary. Susan Wood added that we could plan on administering the survey again in the future and include these future plans in the self-study.

Stephanie Haan-Amato reviewed the results of the Importance of Identified Gaps: Survey of Criterion Co-Chairs, which was administered to Accreditation Steering Committee Co-Chairs via intercampus mail in May 2007. She explained that one side of the handout ranked the gaps by the mean scores given by the Co-chairs, and she said that the gap, "Ensuring that the budget process is a mission driven, inclusive process that is communicated to all stakeholders" received the highest mean score. She reported that the second side of the handout listed the results from the last question on the survey, which asked Co-chairs to list their top five most important gaps in order of importance.

Susan Wood reviewed the results of the Institutional Accreditation Online Course for the DACC Community and Surveys, which was administered online, and all DACC faculty, staff, administrators, and students were encouraged to complete the course and surveys through

announcements at meetings and email messages. She reported that students were the largest respondent group to the surveys, and the results were very positive.

Fred Lillibridge said that the Steering Committee Co-Coordinators, the Self-Study Editor, and Dr. Huerta spoke with John Paulman about options for printing the self-study. He said that the options were to have the document printed offsite or to print it in-house on nice paper using one of the high-quality color printers. John Paulman added that it was important to consider whether DACC should present a potentially overly elaborate document that is printed offsite when we have the capability to produce a very professional, high-quality document in-house. Fred Lillibridge asked Cynda Clary about NMSU's plans for printing their self-study. Cynda Clary replied that she had requested and obtained quotes for having approximately 150-200 copies printed offsite, but they had not yet made a final decision about printing. Susan Williams added that the design and layout of the document were at least as critical as the printing process and stressed that a high-quality paper must be used regardless of the process. Kim Seifert suggested involving students in the process.

Margie Huerta reported that the All College Meeting to raise awareness and participation in the Accreditation Effort would be moved to Fall 2007 Convocation because it was determined that this would be the best time to reach part- and full-time faculty and staff.

Margie Huerta also stressed that committee members must review the self-study draft as soon as possible and send their comments to Susan Wood by July 3.

Self Study Editor Report

Fred Lillibridge asked that committee members take time to review the self-study draft and discuss any questions. Susan Wood added that committee members should not spend time on correcting typos, which will most certainly be corrected in the editing process, but that they focus their effort on content, especially omissions and errors of fact. Susan Wood then gave a brief overview of how the first three chapters were organized. There was discussion of several specific points in the document. The committee members agreed to review the document independently and send comments to Susan by July 3.

Action Item: Committee members will review the self-study draft independently and send comments to Susan Wood by July 3.

General Discussion

None.

Next meeting is scheduled for Thursday 19 July 2007 at 3:00 p.m.

Meeting adjourned at 4:32 p.m.