

**DACC Accreditation Steering Committee  
Planning Meeting  
August 16, 2007**

**MINUTES**

**Steering Committee**

***Present:*** Anna Chieffo, Fred Lillibridge, Susan Wood, Dave Burlison, Tim Chappell, Tammy Welch, Joyce Bradley, Kim Seifert, Ellen Schneider, Doug Layer, Cynda Clary

***Absent:*** Martha McCaslin, Rene Sierra, Susan Williams

**Administrative Liaisons**

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

***Recorder:*** Stephanie Haan-Amato

The meeting was called to order at 3:07 p.m.

**Approve Minutes**

The 21 June 2007 minutes were approved as presented.

**Co-Coordinator's Progress Report**

Fred Lillibridge reported that the Steering Committee has a new Web site. The new URL is:

<http://dacc.nmsu.edu/fs/iep/accreditation/index.asp>

Fred Lillibridge reminded the committee that the Administrative Conference Room (ACR) will be used as the Resource Room for the self-study site visit April 28-29, 2008. He added that it has been reserved for this purpose beginning in March 2008 in order to set up and organize all of the resources and necessary documentation.

Anna Chieffo reported that she made an announcement during the Academic Leadership Team Retreat regarding the documentation the group members will need to provide for accreditation, including course curriculum guides and current resumes.

Anna Chieffo said that she met with Jozi DeLeon, Associate Vice Provost for Community Colleges and Academic Programs, and Cynda Clary about addressing the relationship with NMSU in the self-study. Jozi DeLeon agreed to draft an explanatory section for the NMSU and DACC self-studies.

## Self Study Editor Report

Anna Chieffo asked that the committee members review at least the portions of the self-study with which they were involved (or the whole document if possible), which is posted online:

[http://dacc.nmsu.edu/fs/iep/assessment/hlc\\_criteria.shtm](http://dacc.nmsu.edu/fs/iep/assessment/hlc_criteria.shtm)

Susan Wood requested that committee members send their comments to her by September 15. She asked that they be sent to her by email as an attachment in Word using the "track changes" feature or written on a printed copy of the draft and sent to her through intercampus mail.

*Action Item:* Committee members will review their portions of the self-study draft (at least) and send their comments to Susan Wood by September 15.

Susan Wood asked that committee members focus on the content of the draft instead of any typographical or grammatical errors, which will be corrected at a later date. Her concern, at this point, is that the facts are correct. She also reminded co-chairs that portions of their initial drafts were often moved around to better fit into the compiled draft. She said that co-chairs could use the "find" feature in Word if they are unable to locate something from their initial draft.

Susan Wood mentioned that the goal is to have the final self-study draft completed by December. However, if it is completed in December, we will be unable to include as much assessment data.

Fred Lillibridge reported that the self-study will be printed internally. He commented that the selected paper and printer cartridges should be ordered by mid-November.

Fred Lillibridge suggested that, at the next meeting on September 20, Susan Wood should report on comments received, ask any remaining questions, and request additional information needed.

Tim Chappell asked whether the subcommittees should submit any documents used during the development of their portions of the self-study. Susan Wood replied that the self-study contains some history of the processes employed by the subcommittees, which is likely sufficient, and the documentation is probably not necessary. Anna Chieffo said, however, that she thought each subcommittee should write a summary of the procedures used to gather the needed information.

David Burluson asked whether improvement must be demonstrated for all of the strengths mentioned in the self-study document. Susan Wood replied that improvement will be demonstrated for areas in which DACC has advanced, such as assessment, but DACC has traditionally been strong in other areas, such as community education, so improvement will not be documented those cases.

## General Discussion

Fred Lillibridge reported that the results from the 2007 Community College Survey of Student Engagement (CCSSE) results were very favorable for DACC. He said that DACC ranked as one of the highest in the nation in the CCSSE benchmark scores.

Joyce Bradley provided a handout and reported that the Publicity and Promotions subcommittee met and discussed options for promoting the accreditation effort throughout the college. She said that the subcommittee would like to implement two methods of promotion. First, all employees will receive emails twice a month that focus on HLC Criteria for Accreditation and strengths and gaps identified through the self-study process. Second, division meetings will be attended in Fall 2007 by subcommittee members who will engage faculty in question-and-answer games in which they can win prizes for correct answers. The games will be played again at division meetings in Spring 2008 when, instead, faculty will ask questions of the visiting subcommittee member, and prizes will be awarded to those who can “stump the chump,” i.e. ask questions that cannot be answered by the subcommittee member.

Anna Chieffo stated that the term has ended for the former ASDACC president, LaVonne Brown, who was acting as student representative to the Accreditation Steering Committee. She said that LaVonne Brown should be replaced with one of the current ASDACC officers.

Cynda Clary said that she is hoping for a joint meeting with members of the NMSU and DACC Accreditation Steering Committees with the HLC site visit teams when they arrive in town. She added that she has been impressed with the attitudes and energy of the DACC Accreditation Steering Committee.

Next meeting is scheduled for Thursday 20 September 2007 at 3:00 p.m.

Meeting adjourned at 4:04 p.m.