

**DACC Accreditation Steering Committee
Planning Meeting
September 20, 2007**

MINUTES

Steering Committee

Present: Anna Chieffo, Fred Lillibridge, Susan Williams, Susan Wood, Dave Burleson, Tim Chappell, Molly Morris, Rene Sierra, Joyce Bradley, Kim Seifert, Ellen Schneider, Doug Layer, Cynda Clary, Jozi DeLeon

Absent: Martha McCaslin, Katiba Ulbricht

Administrative Liaisons

Present: Margie Huerta

Recorder: Stephanie Haan-Amato

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

Approve Minutes

The 16 August 2007 minutes were approved as presented.

Co-Coordinator's Progress Report

Dr. Huerta announced that there will be a pre-site visit on Friday November 2, 2007 by the HLC Site Visit Team Leaders for our college and NMSU. The purpose of the visit will be to handle logistics for the site visit in April 2008. Anna Chieffo added that the pre-site visit will be a useful tool to obtain suggestions for the organization of the April 2008 site visit and our resource room. Cynda Clary said that it will be advantageous because it is slightly outside of the norm for a branch of an accredited college to seek independent accreditation, and the pre-site visit will give DACC, NMSU, and the HLC Team Leaders the chance to plan for the most efficient and effective possible site visit in April 2008.

Fred Lillibridge said that the new DACC Website is well-designed and attractive with some room for organizational improvement. He reported that he had come across some issues regarding the Website that may be of concern to the committee and asked for comments. Molly Morris reported that the Accreditation Steering Committee Website was no longer linked from the DACC main page, which does not accurately reflect and convey the importance of the accreditation effort to the DACC community and those who view our Website. Tim Chappell added that the DACC Mission, Vision, and Values statement is difficult to find and should be posted on the DACC main page because it is such an important guiding document for our

college. Susan Wood said that the information on academic programs should be improved because it is likely the most important resource on our Website for students. She said that it should be updated to include a list of faculty and courses for every program. Fred Lillibridge added that the administrative committees link is not up-to-date. Dave Burleson reported that there is no longer a link for employers in the community on the DACC main page, which included links to resources such as the Workforce Development Center, Seminars, and Career Placement Office, and followed directly from the DACC Mission.

Fred Lillibridge then asked the committee to rank the importance of the mentioned Website issues, and the results were:

1. Improving the information on academic programs, specifically that lists of faculty and courses be added for every program
2. Adding links to Accreditation Steering Committee and Mission, Vision, and Values statement on the DACC Website main page
3. Updating administrative committee information
4. Adding a link for employers in the community on the DACC Website main page

Kim Seifert suggested that the Accreditation Steering Committee request a working meeting with Omar Carillo, the DACC Webmaster, to discuss the committee's Website concerns. Ellen Schneider added that he should be made aware of the issues as soon as possible so that he can begin working on them.

Action Item: Fred Lillibridge moved that the Accreditation Steering Committee invite Omar Carillo, the DACC Webmaster, and his supervisor, Lori Allen, to attend the next committee meeting on October 18, 2007 so that the concerns of the committee can be expressed and addressed.

- Rene Sierra seconded the motion.

Self Study Editor Report

Susan Wood led a working session for the self-study during which each of the subcommittees summarized the main strengths and areas for improvement for the chapters that corresponded to the subcommittee's criterion. Susan Wood added the subcommittees' summaries to the beginning of each of the relevant chapters. Cynda Clary said that the NMSU self-study has a section for future actions, and it may be beneficial to add a similar section to the DACC self-study as well.

Susan Wood requested that the committee members who have not yet given her comments on the self-study do so as soon as possible.

Susan Wood reported that she would like more time to work with the subcommittees on the self-study during the next committee meeting on October 18, 2007.

Publicity and Promotions

Susan Williams reported that on October 5, 2007 at Professional Development Day, question-and-answer games for promotion of the accreditation effort will be played. This promotion strategy was outlined at the previous committee meeting on August 16, 2007. She added that the follow-up games will be played at the November 2007 Division meetings.

General Discussion

None.

Next meeting is scheduled for Thursday 18 October 2007 at 3:00 p.m.

Meeting adjourned at 5:12 p.m.