

**DACC Accreditation Steering Committee
Planning Meeting
October 18, 2007**

MINUTES

Steering Committee

Present: Anna Chieffo, Fred Lillibridge, Susan Williams, Susan Wood, Dave Burleson, Rene Sierra, Kim Seifert, Ellen Schneider, Cynda Clary, Lori Allen, Omar Carillo

Absent: Martha McCaslin, Tim Chappell, Molly Morris, Joyce Bradley, Doug Layer, Katiba Ulbricht

Administrative Liaisons

Present: John Walker

Recorder: Stephanie Haan-Amato

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

Approve Minutes

The 20 September 2007 minutes were approved as presented.

Co-Coordinator's Progress Report

Fred Lillibridge reported that he is working on a federal compliance chapter for the end of the self-study. It will include information about college policies regarding student grievances, financial aid, and other federal requirements.

Fred Lillibridge explained that the staff of the Institutional Effectiveness and Planning Office is developing a "Snapshot," which is a summary document that will contain data and statistics to provide an overview of important college information for the HLC Consultant Evaluators. This will be completed before the preliminary site visit on November 2, 2007.

Fred Lillibridge reported that there was a question about how DACC was meeting the HLC requirement for approval to offer fully online programs. DACC was informed that the college is covered under the umbrella of NMSU.

Fred Lillibridge said that the self-study will be printed in-house. He added that Lori Allen was researching the color printers on campus to determine which will result in the best quality, and once a printer is selected, she will order toner cartridges in order to ensure that the printing process proceeds uninterrupted. Susan Wood reported that the final document will likely be

approximately 250 pages, and the preliminary need will probably be for around 50 copies. She added that the demand for paper copies will be fairly low because the document will be available online, and a CD containing the document will be provided to those who need it as well. The online and CD versions of the self-study will include hyperlinks to all of the evidence documents cited within.

DACC Web site

Fred Lillibridge introduced Omar Carillo, DACC Web Developer, and Lori Allen, Director of DACC Computer Support, and thanked them for attending the meeting to address the Web site concerns of the committee.

Lori Allen stated that she and Omar Carillo received a list of the committee's Web site concerns in advance, and many of them had already been addressed. She discussed the progress to date for each of the top four ranked Web site concerns from the committee, which were discussed at the last steering committee meeting on September 20, 2007.

The first concern was that information on academic programs needed improvement, and Lori Allen reported that Omar Carillo recently posted updated academic program information from the DACC catalog. Omar Carillo showed the new program content to the committee via projector. The URL for the catalog content is: <http://dacc.nmsu.edu/Programs/>. Lori Allen stated that they wanted to be sure that the catalog content and information online were the same.

Susan Wood asked if they would be able to add a list of faculty for each program, which was suggested during the Web site discussion during the last steering committee meeting. Omar Carillo replied that he was unsure of how to obtain a list of faculty and keep it current.

Action Item: Fred Lillibridge suggested that the Institutional Effectiveness and Planning Office provide a list to Anna Chieffo, who would edit it for correctness and completeness. Anna Chieffo agreed that it would be the best solution, and she said she would edit the list.

The consensus of the committee was that the faculty list should include name, telephone number, email, discipline, rank, and location.

Lori Allen reported that Omar Carillo had already addressed part of the second concern of the steering committee, that the Mission, Vision, and Values statement be linked from the DACC home page. He showed the committee the new link. Lori Allen then asked the committee if the DACC Accreditation Steering Committee Web site should also be linked from the home page or whether it was more appropriate to link it from the Accreditation and Governance page, as it is currently. The committee agreed that it was better to keep the link in its current location.

Anna Chieffo suggested that a link to the HLC self-study should be added to the home page once it is complete. The committee agreed.

Lori Allen reported that, because she and Omar Carillo needed clarification, no progress had been made on the third concern of the committee, which was to update administrative committee information. Fred Lillibridge said that the committee page should be updated to the new web design and more committees should be added to the list, particularly the Program Review and Institutional Planning (PRIP) committee. He also suggested using the self-study as a source of information about committees that should be included on this page.

Lori Allen also requested clarification on the fourth concern of the committee, which was to add a link for employers on the home page. Dave Burleson said that this should link to a page that includes information on Customized Training, the Small Business Development Center, and the Career Placement and Cooperative Education Office.

Publicity and Promotions

Susan Williams reported that the accreditation informational session at Professional Development Day was very well attended. She said that a Publicity and Promotions subcommittee member will attend division meetings in November to follow up.

Susan Williams said that Molly Morris is preparing an accreditation e-newsletter. She added that the subcommittee was considering the best method for distribution of the e-newsletter and asked for feedback from the committee. Fred Lillibridge suggested that it be sent out to the external NMSU email addresses of all employees and through the internal Groupwise email system. Susan Williams asked about the availability of an external email list to send the e-newsletter to all employees.

Lori Allen replied that three email lists are now available through NMSU ICT: DACC students, DACC faculty, and DACC staff. She said that use of these lists will be restricted, and the decision is still being made as to who will be able to send emails using these lists. She speculated that all campus officers will have access to the lists. Susan Williams suggested that the best method for distribution would be to have Molly Morris send the e-newsletter to all employees via Groupwise and send it to Anna Chieffo and Fred Lillibridge to send it out externally, since they will likely have access to the external email lists.

Resource Room Advance Planning

Fred Lillibridge reported that Susan Wood will be involved in the resource room planning process, and the staff of Institutional Effectiveness and Planning will provide organizational and logistical support. Susan Wood said that she has begun to plan for the organization and layout of the room and resources. She said that the main area will likely consist of hanging file racks with hanging file folders that contain the evidence documents that are linked in the self-study. In addition, she said the committee should consider a showcase area to highlight exemplary work done by programs and students. Anna Chieffo suggested that this area could include information about student organizations, awards, and pictures of students in service.

The committee expressed concern about the condition of the Administrative Council Room, particularly the water-damaged ceiling area and worn furniture.

Fred Lillibridge said that there would be four networked computer workstations, one for each Consultant Evaluator.

Cynda Clary reported that NMSU is utilizing their library staff to assist with the organization of their resource room. These library staff members have been archiving evidence documents as they come in. She added that NMSU has a dedicated accreditation resource webpage that contains all of their evidence documents.

Self-Study Working Session

Susan Wood led a working session during which the committee provided feedback about the summary document containing areas of strength and opportunities for improvement.

General Discussion

Dave Burleson asked who will attend the 2008 HLC Annual Meeting, April 11-15 in Chicago. Fred Lillibridge replied that it will likely be only the Co-Coordinator, Self-Study Editor, and perhaps some other campus officers because of the stage in which the college will be in the accreditation process at that point.

Action Item: Fred Lillibridge suggested that the Executive Leadership Team be invited to the next steering committee meeting. He said they should be asked to review the self-study and bring their suggestions.

Next meeting is scheduled for Thursday 29 November 2007 at 3:00 p.m.

Meeting adjourned at 5:19 p.m.