

**DACC Accreditation Steering Committee  
Planning Meeting  
January 17, 2008**

**MINUTES**

**Steering Committee**

***Present:*** Anna Chieffo, Susan Williams, Sam Weiss, Susan Wood, Tim Chappell, Dave Burleson, Molly Morris, Martha McCaslin, Doug Layer, Ellen Schneider, John Paulman

***Absent:*** Fred Lillibridge, Rene Sierra, Kim Seifert, Joyce Bradley, Katiba Ulbricht

**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 29 November 2007 minutes were approved as presented.

**Co-Coordinator's Progress Report**

Anna Chieffo reported that the DACC leadership team was coordinating the accreditation effort with NMSU through their HLC Steering Committee. She said that she and Margie Huerta were participating in monthly meetings with Cynda Clary and Josie DeLeon to facilitate the coordination.

Anna Chieffo reported that NMSU is meeting with the New Mexico Board of Regents in February to present the progress of the accreditation effort, and DACC will be included. She stated that a rough draft of the DACC self-study was sent to the Board of Regents for their advance review. She added that DACC has been given an opportunity to include some information in the presentation. She presented the following bullet points as a draft of the content of a slide about DACC for the presentation and asked the committee for feedback:

- Comprehensive, multi-campus community college
- Committed to workforce and economic development
- Continuous assessment of general education and career programs
- Evidence-based decision making
- Integrated budget and planning processes

John Paulman said that he felt that the presentation content should include more of a focus on students and that he would work on the wording and send a draft to Anna Chieffo.

Anna Chieffo reported that NMSU employed a good technique for promotion of their self-study that DACC may want to try. She said that steering committee members passed out printed cards to students and staff on campus, which they were instructed to read, fill out with their contact information, and drop in intercampus mail for a chance to win prizes.

Anna Chieffo stated that she and Margie Huerta met with Bobbie Derlin on 16 January 2008. She said that they asked Bobbie Derlin about whether each online program required a separate accreditation, and she said that online programs are accredited through a blanket online accreditation for the institution.

### **Self-Study Editor Report**

Susan Wood reported that she received feedback on the self-study from the campus community via several methods. She said that faculty and staff sent her corrections through email, she received hard copies from six independent readers, and Margie Huerta gave her feedback in a meeting. She said that the feedback was very helpful, and she was incorporating it as she received it.

Susan Wood said that the table of contents had been completed and all of the hyperlinks in the document had been checked. She added that a draft of the Institutional Snapshot document had also been completed.

Susan Wood stated that the goal was to complete the draft by the end of January in order to have two full weeks for printing the necessary copies with help from John Paulman.

Anna Chieffo added that the self-study has over 200 hyperlinks to a wide variety of college documents and is an excellent resource.

### **Agenda for Site Visit**

Margie Huerta said that a reception with the DACC and NMSU site visit teams and Accreditation Steering Committees is tentatively planned for Sunday April 27, 2008 at 6:00 p.m. She said it would likely be at the Stan Fulton Center. She said that the meeting with the DACC site-visit team and the Steering Committee has not yet been scheduled.

Margie Huerta reported that Dr. Sally Winshop, Team Chair of the Evaluation Team for the site visit, requested meetings with several groups during the site visit. These included: Administrative Council, Assessment of Student Learning, faculty, staff, and students. She added that the faculty, staff, and student meetings would likely be open sessions with all of the campus community invited.

Margie Huerta asked the Steering Committee members to try to leave as much open time in their schedules during the days of the site visit as possible. She added that the site visit agenda would be scheduled approximately two to three weeks in advance.

### **Publicity and Promotions**

Susan Williams reported that the bi-weekly Accreditation e-Newsletter continued to be sent out via NMSU email accounts to faculty and staff. She said that the Publicity and Promotions subcommittee planned to visit all of the division meetings at the beginning of April so that the information provided would be fresh in the minds of faculty and staff for the site visit.

Susan Williams stated that raising student awareness was the main concern of the subcommittee. She reported that the subcommittee discussed either organizing a student event after spring break or having a booth at the Spring Fling events at each campus in March. Molly Morris suggested that accreditation booths should be set up at all student events before the site visit, including the book fair, and that a list of student events could likely be obtained from Rosa Lina Contreras. Anna Chieffo suggested visiting all classrooms at the beginning of April and volunteered to help with the effort.

### **General Discussion**

Anna Chieffo reported that the Border Learning Conference is scheduled for the same day as the next HLC Steering Committee meeting, and due to this conflict, the February Steering Committee meeting would be cancelled. She said that the next Steering Committee meeting would be 20 March 2008.

John Paulman asked when the notices for Third Party Comment needed to be sent out. Anna Chieffo said she believed that it had been posted on the DACC Web site.

Margie Huerta asked the Steering Committee whether they thought it would be useful to meet with the NMSU Accreditation Steering Committee before the site visit. The committee agreed that such a meeting would not necessarily be useful at this point because there was not a clear objective for the meeting.

Susan Wood asked whether the Steering Committee members thought that the self-study document should be bound with tabs for ease of navigation. The committee agreed that professional-looking tabs would be helpful in navigating the final printed version of the self-study.

Next meeting is scheduled for Thursday 20 March 2008 at 3:00 p.m.

Meeting adjourned at 4:17 p.m.