

**DACC Accreditation Steering Committee
Planning Meeting
March 20, 2008**

MINUTES

Steering Committee

Present: Anna Chieffo, Susan Williams, Sam Weiss, Tim Chappell, Dave Burleson, Doug Layer, Fred Lillibridge, Kim Seifert, Rene Sierra, Tammy Welch

Absent: Joyce Bradley, Katiba Ulbricht, Susan Wood, Molly Morris, John Paulman, Ellen Schneider, Martha McCaslin

Administrative Liaisons

Present: Margie Huerta, John Walker

Recorder: Leah Bollschweiler

The meeting was called to order at 3:37 p.m.

Approve Minutes

The 17 January 2008 minutes were approved as presented.

President Progress Report

Accreditation Rally

Dr. Huerta thanked everyone for coming and let them know she appreciated their dedication and commitment. She reported that the Accreditation Rally is scheduled for Thursday, April 10 at 3pm. Dr. Chieffo and Susan Williams will help round up gifts to give as prizes. Dr. Huerta wants to make the rally a fun way to prepare for the site visit. Dr. Chieffo is thinking of a game show theme.

Schedule for Site Visit

Dr. Huerta said the schedule is being determined by the team chair to meet the needs of the team. They will arrive on Sunday and be taken to a reception at the Stan Fulton Center. She believes the Steering Committee will be invited but that determination will be made at NMSU.

The schedule has not been finalized. The draft schedule was discussed. The schedule will be finalized and shared with the college community as soon as it is available.

Dr. Huerta asked for volunteer drivers that may be needed to transport the HLC Team. Fred, Kim and Tim agreed to do so if necessary.

Publicity and Promotions Progress Report and Discussion

Susan Williams is concerned about the Accreditation Bulletin and that Molly might not be able to do it. She will try and get in touch with Molly, but if she is unavailable she will get with Susan Wood. When the bulletin reaches Dr. Chieffo, it needs to get out ASAP. Susan also discussed the Spring Fling and she can do a Q&A, give away candy for prizes, to let people know the Accreditation site visit is coming and what it means. Dr. Chieffo asked if she needed help, and she said she needs a booth watcher from 11-1 on April 12, when people are likely to be around. Dave Burleson said he'd be happy to help.

Fred said the site visit schedule should be out and approved by April 10, and it needs to get out to a lot of people quickly, either through hard copies or electronically. Dave stated that the faculty needs to know about the open meeting and that students need to be encouraged to go also. He will bring it up at the April 1 division meeting. Dave also stated that everyone should be given prior notice that their staff should be released and arrangements made ahead of time so everyone can attend open meetings. Let faculty know that the students may be at the open meeting instead of class. Also make sure the word gets out to adjunct and evening faculty. Sam also said people should be notified that they may be approached by a member of the HLC Site team. Kim and Susan discussed putting out a GroupWise on points to think about. Susan moved to prepare a summary of Strengths and Opportunities for Improvement to send out to everyone at DACC as soon as possible. Dave seconded, all agreed. Set as an action item.

General Discussions

Dr. Chieffo discussed a postcard series that NMSU prepared to raise awareness about the accreditation process. She passed out an example of postcard prepared for DACC. She said the audience for it will be the LC campus. She put in positive things about DACC, including CCSSE Benchmark information.

It was agreed that the Steering Committee would each get a copy of the Self Study if enough copies are available. Dr. Chieffo said it would be a nice 'thank you' for the committee members.

Meeting adjourned at 5:00 p.m.