

**DABCC Accreditation Steering Committee
Informational Meeting
February 18, 2005**

MINUTES

Steering Committee

Present: Tim Chappell, Anna Chieffo, Kristina Gordon, Pierre Laroche, Doug Layer, Fred Lillibridge, Molly McGetrick, Sylvia Nickerson, Kim Seifert, Rene Sierra, Susan Williams, Susan Wood

Absent: Joyce Bradley, Nancy Cross, Martha McCaslin

Administrative Liaison

Present: Bernadette Montoya

At Large Members

Present: Earl Nissen

Recorder: Sherilyn Noble

The meeting was called to order at 3:35 p.m.

January 21 Meeting Minutes

January 21 minutes were approved as written. Motion made by Pierre Laroche, seconded by Susan Woods, and carried by all.

Co-Coordinator Progress Report – Anna Chieffo and Fred Lillibridge

The handout for the “Implementation Schedule for HLC Accreditation for 3-year implementation” was reviewed and discussed. The Letter of Intent should be submitted in March. Then we have one year to complete and file the Preliminary Information Form (PIF). The site visit should take place 2 years after filing and approval of the PIF form. Susan Hatfield will be here on April 14-16 and again the last week of September to assist us with assessment planning and preparation for the HLC-NCA site visit. Fred, Anna, and Dr. Huerta will be attending the Annual Meeting of the HLC-NCA in Chicago on April 8-12.

Enhancing Community Communication – Steering Committee

The WebCT will be used as our primary source of communication and attached files should be saved as RTF (rich text) files. Our goal is for HLC to be able to view our information electronically. If we have something that should not be able to be edited, it should be sent as a PDF file.

Sub-Committee Activity Reports

Each Criterion Co-chair(s) presented a sub-committee activity report. Criterion 1 stated that they are working on a recommendation to approve a new mission statement and vision statement by April 1. Criterion 2 stated that item #12 of the PIF Eligibility Requirements is the biggest issue. Criterion 3 gave a brief report that focused on eligibility requirements. Criterion 4 stated their committee met early in the week and would like more information on how to define some of the bullets. Criterion 5 stated they would like some area on the HLC Accreditation WebCT site for information regarding their criterion.

Discuss Co-chairs Review of the Preliminary Information Form (PIF)

There was discussion on the PIF Eligibility Requirements handout and how these fit with the self-study criterion and components.

Discuss Community Colleges (Models)

The committee was asked to provide suggestions on other community colleges that could be used as a model. Members are to contact Fred or Sherilyn with this.

Discuss Resource/Budget Needs/General Discussion

The co-coordinators will meet with Margie Huerta to discuss getting space for a resource room for documentation. We need to start writing the narrative. Each criterion sub-committee should write responses and submit to Fred and Anna. Responses should include the following: identify documentation and where it is located; identify gaps on all PIF requirements that are germane to the criterion sub-committee; begin to write the narrative; and determine if the required documentation for each PIF Eligibility Requirement is available. Each Criterion sub-committee should use Criterion 3's handout as a template for reporting on each PIF Eligibility Requirement that is germane to them. The committee discussed possible budget requirements including site-visits and release time/extra compensation for faculty. The PIF should be completed by December 2005.

Next Steps and Other Business

Next meeting is scheduled for **March 15, at 3:30 p.m., in Room 129.**

Meeting adjourned at 5:15 p.m.