

**DACC Accreditation Steering Committee
Planning Meeting
January 17, 2007**

MINUTES

Steering Committee

Present: Anna Chieffo, Fred Lillibridge, Susan Williams, Susan Wood, Dave Burleson, Doug Layer, Tim Chappell, Joyce Bradley, Rene Sierra, Kim Seifert, Martha McCaslin, Tammy Welch (for Molly Morris), Cynda Clary, Donna Alden, Ellen Schneider

Absent: Molly Morris, LaVonne Brown

Administrative Liaisons

Present: John Walker, Andy Burke

Recorder: Stephanie Haan-Amato

The meeting was called to order at 3:04 p.m.

Approve Minutes

The 16 November 2006 minutes were approved as presented.

Co-Coordinator's Progress Report

A round of self-introductions was conducted because there were three new people at the meeting: Cynda Clary, the Chair of the NMSU Accreditation Steering Committee, Donna Alden, at-large member of the Criterion 1 Subcommittee, and Ellen Schneider, former at-large member and new designated co-chair of the Criterion 5 Subcommittee to replace Kristina Gordon.

Anna Chieffo reported that Corina Gardea would no longer be serving as the Administrative Liaison for the Criterion 3 subcommittee because of her resignation as CAO. She said that John Walker would now be the sole liaison for the subcommittee.

Fred Lillibridge reminded the committee members about using the Steering Committee website as a resource for information. He explained that new links had been added, including the HLC homepage and the Criteria for Accreditation chapter from the HLC Accreditation Handbook. The URL for the Steering Committee website is:

<http://dabcc.nmsu.edu/info/accreditation/>

Criterion 1 Self Study Review

Tim Chappell provided a brief overview of the progress of the Criterion 1 subcommittee, and Dave Burleson presented a summary of their self-study draft via PowerPoint presentation.

Dave Burleson reported that one of the gaps identified was the need for data about the stakeholders and accreditors associated with college programs. Fred Lillibridge asked whether minutes were kept for advisory council meetings and said that they would be a good source. Susan Wood replied that minutes are taken, but they are often difficult to obtain. Fred Lillibridge said that agendas would be sufficient if minutes are unavailable.

Tim Chappell asked whether stakeholders must have contracts with the university in order to be included on the list. Fred Lillibridge replied that he did not believe that a contract was necessary. Anna Chieffo added that lists of stakeholders should include people associated with the college from Fall 2005 through Spring 2007.

Dave Burleson asked Susan Wood when she will need the next draft of each criterion subcommittee's portion of the self-study. She replied that she would like to collect them by 1 May 2007 so that she can begin to compile and edit them over the summer.

Decision: The committee tentatively agreed that the next draft of the self-study will be completed by 1 May 2007.

Anna Chieffo suggested that Tim Chappell and Dave Burleson attend the ALT meeting on 16 February or the Dean's meeting on 6 February in Gadsden.

Dave Burleson reported that another one of the gaps identified was the need for information about the staff and faculty's linkages with the community. Susan Wood commented that there was a large amount of overlap with criterion 3 for this component, and she believed that it was adequately covered in that portion of the self-study.

Good Idea: Tim Chappell suggested that the steering committee ask faculty to lend their notebooks with relevant information to the HLC Resource Room Collection.

Good Idea: Doug Layer suggested that a form to collect information on faculty linkages could be developed and handed out to faculty during division meetings.

Ellen Schneider said that the form should specify that the linkages of interest are those that were active from Fall 2005 through Spring 2007. Tim Chappell asked how the forms would be distributed to faculty. Anna Chieffo responded that we could appoint Steering Committee representatives to take them to the division meetings.

Decision: The Steering Committee representatives who will be responsible for distributing and collecting the faculty linkage forms in division meetings will be –

- Doug Layer (General Studies)
- Tim Chappell (Business and Information Systems)

- Joyce Bradley (Health)
- John Walker (To give to Jerry Welch – Technical and Industrial)

Dave Burleson said that the need for more publicity of the mission documents, especially on the DACC website, was another gap that the subcommittee identified. Tim Chappell asked whether the Steering Committee Publicity and Promotion subcommittee would take charge of the publicity of the mission. Susan Williams replied that they would be happy to do so but that she understood the charge of the subcommittee to be internal promotion of the accreditation effort. Fred Lillibridge added that he believed that the responsibility would remain with the Marketing and Communications unit of the college.

Dave Burleson reported that another one of the gaps identified was communication with part-time faculty. He added that this was being addressed by including part-time faculty in at least one division/department meeting per semester.

Joyce Bradley asked whether the minutes from the meetings with part-time faculty should be given to someone on the Steering Committee. Susan Wood replied that, yes, the minutes should be sent to her and Stephanie Haan-Amato. Kim Seifert suggested that it would be more effective to keep binders from each division in the HLC Resource Room that contained minutes from all meetings. Doug Layer added that it was his goal to create a group of people committed to communication with part-time faculty in General Studies.

Dave Burleson said that the need to develop a policy and system for documenting academic grievances was another gap that the subcommittee identified. Anna Chieffo invited Cynda Clary, the Ombudsmen for the NMSU Provost, to make a suggestion for resolving this gap. Cynda Clary said that DACC must implement a method for students to document complaints and then communicate the process to students. She said that her office at NMSU is developing a database to document issues through the final step of resolution. She added that she believed the self-study evidence should include information from the last three years. She said that she is thinking of including specific data on grievances, such as the number of complaints, in the final NMSU self-study document.

General Discussion

Doug Layer asked whether the 1 May 2007 self-study draft deadline could take into consideration subcommittees who were making their presentations to the Steering Committee closer to the deadline. Susan Wood said that those subcommittees could have extra time.

Fred Lillibridge reminded the Steering Committee that the gaps identified by their subcommittees should be recorded on the gaps form and returned to Stephanie Haan-Amato. Anna Chieffo added that these gaps would be addressed in their monthly meetings with Dr. Huerta.

Fred Lillibridge asked how many members of the Steering Committee were attending the Border Learning Conference in order to determine whether it would conflict with the next Steering Committee meeting. Several members were planning to attend the conference. Fred Lillibridge

proposed moving the next Steering Committee meeting (originally scheduled for 15 February 2007) to 1 March 2007.

Decision: The committee decided to move the next meeting to 1 March 2007.

Doug Layer said that Ellen Schneider had agreed to attend the HLC annual meeting in Chicago, IL, from April 20-24, 2007, in place of Kristina Gordon.

Decision: The attendees of the HLC annual meeting in 2007 are currently: Susan Wood, Fred Lillibridge, Anna Chieffo, Margie Huerta, Kim Seifert, Dave Burleson, and Ellen Schneider.

Next meeting is scheduled for Thursday 1 March 2007 at 3:00 p.m.

Meeting adjourned at 4:37 p.m.