

**DABCC Accreditation Steering Committee
Informational Meeting
May 19, 2005**

MINUTES

Steering Committee

Present: Anna Chieffo, Kristina Gordon, Pierre Laroche, Doug Layer, Fred Lillibridge, Martha McCaslin, Molly Morris, Susan Williams, Susan Wood

Absent: Joyce Bradley, Nancy Cross, Tim Chappell, Rene Sierra, Kim Seifert

Administrative Liaison

Present: Sylvia Nickerson

Recorder: Sherilyn Noble

The meeting was called to order at 3:30 p.m.

Approve Minutes

April 28 minutes were approved with change on 1st paragraph Woods to Wood. Motion made to approve by Pierre Laroche, seconded by Martha McCaslin, and carried unanimously.

Co-Coordinator's Progress Report

July 1 is the deadline to have the action plans (PRIP) for the 5 Institutional Priorities turned into the CEO's Office. Dr. Huerta is in the process of appointing the chairs for these 5 priorities.

- Institutional Priority 1 – Improve student attainment by increasing persistence, transition, and graduation rates in AY 2004-2005 by AY 2008-09 (Achieving the Dream).
- Institutional Priority 2 – DABCC, as a branch of NMSU, will be separately accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools by Spring 2008.
- Institutional Priority 3 – Develop, implement, and maintain an assessment of student learning process.
- Institutional Priority 4 – Develop and implement a comprehensive marketing/customer service plan to better integrate college-wide efforts and promote a consistent image and message for both internal and external audiences.
- Institutional Priority 5 – Improve coordination and enhance support for DABCC distance learning efforts.

Dr. Huerta will appoint the chairs. The preparation of the Institutional Priority Action Plans is the culmination of the PRIP process.

Fred distributed the survey results on the April 14-16 Assessment and Accreditation Workshops and a report from Susan Hatfield. You may find Criterion 3 interesting. The report was positive and shows that we are on track.

Professional Development Day has been designated by Dr. Huerta as September 28, 2005. It will be at the Hilton Las Cruces. Martha McCaslin, Faculty Affairs Committee Chair, will work with Anna Chieffo and Fred Lillibridge to develop detailed plans for Susan Hatfield's visit in September.

Working Session

Fred distributed drafts of three timelines to begin development of an action plan for Institutional Priority 2 - DABCC, as a NMSU branch, will be separately accredited by the HLC of NCA by Spring 2008.

- Prepare PIF
- HLC Other
- Prepare HLC Self-Study

The committee reviewed timeline #1 "Prepare PIF" (purple) by starting at the bottom and working their way up the list. It was noted that PIF Editor needs to be added under line item #15 and line item 12 and 13 could be combined. Fred will update all timelines and forward to the steering coming for additional input.

The committee reviewed timeline #2 "HLC Other" (blue) and would like a line for ready room by January 08 be added to this timeline. A budget line needs to be added for field trips, incidental fees, editor fees, etc. (\$3,000.00).

Under timeline #3 "Prepare HLC Self-Study" (green), there will be multiple self-study editors. Line item #2 date should be changed to 1 December 2005 instead of 30 April 2006. "Self-Study editors" needs to be added to line item #12 under heading "Who's going to do it?"

During our August Convocation (Opening Program), Anna is suggesting that we plan to have two 30-minute sessions (U-Pick-Um) each to be led by the criterion co-chairs, an HLC overview, and a PRIP overview for a total of 13 breakouts. Some of these breakouts may also be presented during the September 28 workshop.

Doug Layer suggested we create a newsletter to send to everyone twice a semester. Each criterion will have a separate section. This will be a written progress report to the community and students. Pierre Laroche will do a draft of the first newsletter and present at the next meeting. Fred volunteered to take a stab at making a timeline for this. The first newsletter should be finalized by 1st of August.

General Discussion

There were no items for general discussion.

Next meeting is scheduled for **June 16, at 3:30 p.m., in the ACR.**

Meeting adjourned at 5:03 p.m.