

**North Central Self-Study Committee Meeting Minutes**  
**Criterion 1 – Mission & Integrity**  
**August 14, 2008 Bremer Theatre**

**Members:** Chair, Penny McConnell, Vice-Chair, Alan Thompson, Secretary, Pat Shedlock, Jamie Berthel, Sarah Isaac, Dave Kietzmann, Vickie Miller, Timothy Morgan (new member, absent), Carol Neff, Jeff Primer, Marie Vanada, Greg Watson (Absent),

**Assignment:** Will need 2-3 meetings to complete these tasks:

- + DACC definition of ‘Diversity’ needs to be formulated & voted upon by all employees
- + Completion of blanks in draft (pp. mentioned were 6, 10, 11, 20) & consistency of terms checked
- + Write Summary of Criterion 1
- + Make sure when Jeff Summers completes web – that mission documents are where we say in the self-study or the self study needs to change
- + Set up process to:
  - o Review all mission documents & core values definitions periodically
  - o Publish revised documents
  - o Make sure to replace old documents in both printed & on-line venues
  - o Make sure documents remain where we say that they are in the self-study

**Next meeting:** Tuesday, September 9<sup>th</sup> after 2:45 PM in Laura Lee

This draft of the Core Value – Minority – will be taken to Part-Time Faculty Academy (8/14/08) for suggestions and also be released to all employees for suggestions. The final definition will be voted upon at the October In-Service.

“DACC is committed to provide to provide a safe & secure environment for personal & intellectual growth, as equal members in a free & open society where no voices are marginalized, and the process of discovery is for each and every individual an ennobling experience.” DRAFT

**Strengths:**

Generally speaking full-time employees & board members understand & are engaged in implementing the Mission & Vision of the college  
Have well-written Mission documents plus core values with definitions  
Have Mission documents that have been revised  
Have Mission documents that are published in a variety of venues

**Concerns:**

All students didn’t seem aware of the DACC Mission documents  
External customers don’t understand and aren’t aware Mission documents  
Using the term remedial, developmental, and/or basic skills is labeling – this is a concern that will be addressed. College Prep was suggested as an alternative.

**Suggestions** for new locations to display the Mission Documents for:

Student & public viewing are (Some have already been implemented):

- + Student news
- + General course outline form
- + Success in College materials
- + New student orientation package
- + Back of business cards
- + Stationery
- + Displayed in common areas and also in offices
- + Put on Class Syllabus

External customer & general public:

- ✚ Back of business cards
- ✚ Stationery
- ✚ Displayed in common areas and also in offices
- ✚ Published in minutes & agendas for Advisory groups
- ✚ Placed in Labor Management Council, SBCS, and C&CE Newsletters

Employees are (Some are already implemented):

- ✚ PBR
- ✚ Choices and Voices
- ✚ New employee orientation session
- ✚ New employee DACC employment packet
- ✚ CQI new employee training
- ✚ Part time facility academy
- ✚ HR documents – check on app.
- ✚ Payroll check was suggested, but is not feasible due to space limitations