

DACC NCA-HLC Self Study
Criterion Two: Preparing for the Future
Committee Meeting Minutes
Date: September 10, 2007
Location: Laura Lee Room

Criterion Statement: “The organization’s allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.”

Present: Mike Cunningham, Kristen Dallavis, Viv Dudley, Suzie Hobick, Jonathan Jett, Debbie Knight, Susie Landers, Dianne Manganaro, Sarah Robison, Janet Redenbaugh, Janet Westberg

- **Key Definitions and Concepts**
 - Mission: “Danville Area Community College is committed to being a recognized leader in providing quality, innovative and adaptive programs and services which meet the life-long academic, cultural and work force needs of our diverse community.”

- **Key Questions**
 - What are we doing now?
 - What do all things we are doing now indicate about preparing for the future?

- **Discussion Summary**
 - **Surveys**
 - Employee Survey – Lynn Brauninger has almost completed compiling data from the employee survey.
 - Student Survey – A survey is being developed using pertinent questions from the employee survey, such as buildings, classrooms, common areas and technical needs, as well as questions to gather information on DACC’s mission. The survey will be administered during spirit week in October.
 - Diversity Survey – The Diversity Committee gave a multi-page survey “Climate Survey” to attendees during the “Diversity” Open House and will provide the committee feedback once tabulated.

Survey of External Constituents – Information regarding DACC’s mission, strengths and concerns, and ways the College can improve, will be gathered through focus groups of our external constituents, such as - the DACC Board, the DACC Foundation Board, and Advisory Groups

- **Timeline**

It was noted that phase two of the Self Study process is coming to a close this fall and in the spring we will need to write the report. A copy of the Self-Study Detailed Table of Contents was distributed. As detail is added to the Table of Contents in preparation for writing, the committee was instructed to bullet key ideas using parallel structure. Mary Coffman will be acting as editor; she will be developing guidelines to follow during the authoring process.

- **Core Component 2a :DACC realistically prepares for a future shaped by multiple societal and economic trends.**

Discussion regarding the statement **DACC’s environment is supportive of innovation and change:** This area discusses how we adapt to the changes in our environment. The committee members discussed the meaning of “environment” and recommended that innovation and change could be given separate consideration. Also, the committee felt that it should consider expand the original table of contents by examining Human Resources, local demographics, and changes in curriculum. A key question to answer is “Do we embrace change and come up with new solutions?”

Discussion regarding the statement **DACC incorporates in it planning those aspects of its history and heritage that it wishes to preserve and continue:** The College’s renovation of existing buildings and repetition of long-standing events, such as Ag Day, Academic Challenge, NJCAA tournament, and Founder’s Day celebrations contribute to its history and heritage.

- **Core Component 2b: DACC’s organization’s resource base supports its educational programs and its plans for maintaining and strengthening their quality in the future:** The team began adding more detail to this core component and will complete next month.

Discussion of sub-heading **DACC’s resources are adequate for achievement of the educational quality it claims to provide:** The committee recommended the wording of this statement be examined with respect to Financial Services Funding Summaries . We need to make the case about how funding has effected student

learning at DACC. Consideration should be given to lost state grants and budget dollars, and ways DACC has compensated for the changing climate, while still receiving state and national awards.

Discussion of sub-heading **Plans for resource development and allocation document DACC's commitment to supporting and strengthening the quality of the education it provides:** In addition to the other items in the Table of Contents, it was noted that a dedicated grant writer has been hired.

The remaining six bullets pertaining to Core Component 2b will be discussed at the next meeting.

- **Action Steps and Activities**

Janet Redenbaugh and Dianne Manganaro will begin detailing Core Component 2a.

The meeting was adjourned at 2:10

- **References**

www.dacc.edu/selfstudy

www.ncahigherlearningcommission.org

- **Fall Meeting Dates: Date/Time/Location**

Monday, October 15, 2007, 1:00 pm, Laura Lee

Monday, November 5, 2007, 1:00 pm, Laura Lee

Monday, December 10, 2007, 1:00 pm, Laura Lee