

DACC Self-Study Steering Committee Meeting

November 7, 2006

12:00 PM

Laura Lee Room

Present: Randy Fletcher, Nancy Boesdorfer, Wendy Brown, Al Bello, Janet Redenbaugh, Penny McConnell, and Lynn Brauninger. Absent were Jeff Hutton, Belinda Dalton-Russell, Dave Kietzmann, Maggie Hoover, and Eric Simonson.

Handouts: Revised Self-Study Plan, Timeline, Criterion Team Lists, Report Outline

I. Randy gave a brief overview of the changes made to the Self-Study Plan according to Dr. Appleton's recommendations. This handout should be copied and distributed to criterion team members. Maggie will be changing the slogan and adding a new logo. The changes in the goals reflect what the Steering Committee agreed on at the October meeting with a few additions to the guidelines. The minutes from Criterion Committee meetings will provide documentation for key principle 9 under the guidelines.

II. Criterion Chairs gave brief overviews of meeting times and subjects covered

Penny McConnell	Criterion 1
Janet Redenbaugh	Criterion 2
Wendy Brown	Criterion 5
Al Bello	Criterion 4
Nancy Boesdorfer	Follow Up

III. Under the Self-Study timeline, April 27–29, 2009 is the first choice requested for the accreditation site visit. The alternate date is March 9–11 and the last choice would be in December 2008. We will be notified the first part of the spring 2007 term as to which date will be assigned to us. A report outline will be needed by the middle of the term. We will begin drafting the final report in the summer of 2008. Mary Coffman and Randy will prepare the final report.

Dr. Appleton recommends the Institutional Change Request for all online programs receive blanket approval.

Randy noted the changes in the Criterion Committee team lists.

Criterion 1 – added Vickie Miller, Alice Cowan

Criterion 2 – added Mike Cunningham from Follow-up Committee, moved Rich Pate to Request for Institutional Change committee

Criterion 3 – Jane Brown replaced Jeff Hutton as chairperson, added Alice Cowan, Holly Nordheden, removed Becky Osborne

Criterion 4, 5, Communications/Resource Team – no changes

Operational Indicators – Becky Schlecht Vice-Chair, added Dr. Greg Holden, Bill Boucher, Nathan Smoot, removed Sue Brown

Follow-up Committee – Gail Morrison replaced Mike Cunningham as Vice Chair, added Stacy Ehmen

- VI. The 2007 Steering Committee meeting times will be planned according to faculty team members' teaching schedules. This December's meeting will be used for team updates and planning the January In-service agenda which will focus on program/course level assessment. Preliminary suggestions are:

Start with an overview

Steering Committee can present the process

Interview people about program/course level assessment

Follow with break out sessions

Have separate groups for student academics and administration

Use the 3rd hour for the Self-Study teams to meet

Have a list of people not on teams and have them choose one for that day

- V. Templates and Resource Sharing

Henry Ford Community College and Rich Mountain Community College self study reports will be useful as a template/model for our self study. Dr. Appleton suggested we consult an Illinois evaluator for recommendations concerning our final report. He can also help with a list to choose from. The Communications/Resource Team will provide an electronic version of our self-study report.

Next Meeting – December 5, 2006 at 3:00 PM in the Copper Penny room