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:
  - Review all mission documents & core values definitions periodically
  - Publish revised documents
  - Make sure to replace old documents in both printed & on-line venues
  - Make sure documents remain where we say that they are in the self-study

Next meeting: Tuesday, September 9th 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