DACC Self-Study Steering Committee Meeting

September 5, 2006
Laura Lee Room

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

I. Randy reviewed the basic process for the Self-Study and passed out resource packets. The purpose of this meeting was to prepare committee chairs for organizing their teams and getting started. The first formal meeting will be next Tuesday, September 12, at 11:00 AM in the Laura Lee room. Team members volunteered or were appointed for a campus wide representation. After team leaders have contacted their members, they are to submit a final list to Randy in order to create a master list.

II. Most of the information in the packet folder is also available on the Higher Learning Commission’s web site. These include the criterion committee’s purpose, goals, and tasks; the template to use for the criterion committee meeting minutes; the Self-Study Process in Accreditation; the Customized Accreditation Review Process; and Preparation for the 2009 NCA Accreditation Visit.

III. Each committee will establish its own purpose, goals, and tasks to accomplish. Committee minutes will be used to document the process and store on our web site.

Five criterion committees:

1. Mission & Integrity          Dr. Penny McConnell
2. Preparing for the Future     Janet Redenbaugh
3. Student Learning and Effective Teaching Jeff Hutton
4. Acquisition, Discovery, Application of Knowledge Al Bello
5. Engagement and Service      Dr. Wendy Brown

Non-criterion committees:

Operational Indicators            Dr. Eric Simonson
Follow Up                            Nancy Boesdorfer
Request for Institutional Change: Assoc. Degree Online Dr. Belinda Dalton-Russell
Communications and Resources        Maggie Hoover

IV. The Self Study Plan is what we as a college want to accomplish. The 5 criterion and 21 core components will be used for evidence in aggregate data. The core components are identified in Chapter 3.1 of the Criteria for Accreditation. The Commission Statements on diversity, student learning, and general education will be integrated into the 5 criterion. The Steering Committee will decide where appropriate. This process will be guided by the mission statement of the Self-Study Plan and, if necessary, an item can be put into a separate section. Focus on future data and how it can be used to become more effective in each area.
V. Each Team needs to meet at least two times before the October 10th Inservice. We will slowly introduce the process to the campus this fall and next spring. We will not do the campus kick off event as listed in the plan. The Steering Committee will attend the HLC Annual Meeting, at the Hyatt Regency in Chicago, April 20-24, 2007.

VI. The Communication and Resources Team will bring in models of websites from other institutions for a resource in developing our own site. As you build your teams and prepare a formal plan, focus on goals related to your area and one task at a time. Design tasks related to how you will accomplish those goals and create the outcomes you want. Identify a note taker and send your rough draft to Mary Coffman, project editor.