

**Northern New Mexico College
MEETING MINUTES**

Meeting:	ACCREDITATION COMMITTEE	Date:	Wed Nov 1, 2007
Members:	Bernadette Chavira-Merriman, Dan McLaughlin, Tony Sena, Patricia Borrego, & Mike Costello	Time Convened:	2:00 pm
Absent:	Tom Garcia, Loretto Garcia, Carmella Sanchez, Drew Mendez, Gil Sena, & Jose Griego	Time Adjourned:	3:00 pm
Guests:	None	Location:	BOR room
Facilitator:	All-group jam (in Tom's absence)	Recorder:	Dan McLaughlin

Findings, analysis, conclusions	Actions	Pers
<p>Old business</p> <p>1. Identification of new Action Projects. Carmella reviewed a summary of current 1) Reportable Action Projects, 2) Action Projects, and 3) PIT's.</p> <p>Clarification was made about the relationship between the three:</p> <p>Reportable Action Projects (RAP's) are meant to address a major challenge affecting the College. Typically, they are four in number. RAP activities are supposed to be from 6-12 months in duration. Work should follow AQIP logic and employ quality tools. The College reports out on RAP activities at the end of the 6-12 month period. RAP's may continue as Action Projects or simply morph into one or another set of administrative responsibilities.</p> <p>Action Projects (AP's) are more numerous and ongoing: e.g., Recruitment, which started as an RAP and is now continuing as an AP.</p> <p>PIT's are established to be responsible for using Quality Tools to address the RAP's and/or AP's.</p> <p>At present, the College needs to retire existing RAP's and identify four new ones. Possible RAP's include 1) Improving processes for gathering and analyzing course evaluation, and 2) Planning for the construction of dormitories at the Española Campus.</p> <p>Extended discussion took place. Carmella said we need to identify four new RAP's pronto. Dan said we ought to establish an annual planning-assessment-budgeting cycle that would structure this work: a) major strategic plan formation every third or fourth Nov, b) annual updates of the plan in Nov's at which new RAP's and key targets are established, c) curriculum revision and budgeting in Mar, d) inst. effectiveness and assessment reporting in Sep and Oct, then e) AQIP share-fair and systems portfolio update in Nov.</p> <p>Tony suggested that the AQIP Council could do the annual update of our existing strategic plan at its next meeting later this month. The Accreditation Committee would need to set this up ASAP, however.</p>	<p>Check with Tom about setting up a special meeting of the AC next Thu Nov 8, from 2:00-3:00 pm, to determine how best to identify new RAP's.</p>	<p>Carmella</p>
<p>NEXT MEETINGS THIS SEMESTER Nov 15, Nov 29, & Dec 13, 2007 2:00-3:00 in the BOR room</p>		