Northern New Mexico College
MEETING MINUTES

Meeting:	**ACCREDITATION COMMITTEE**	**Wed Feb 20 2008**	
Members:	Bernadette Chavira-Merriman, Mike Costello, Lori Franklin, Loretto Garcia, Meredith Garcia, Tom Garcia, Dan McLaughlin, Alfredo Montoya, Nancy O'Rourke, Gilbert Sena, & Tony Sena	Time Convened:	2:00 pm
Absent:	Drew Mendez	Time Adjourned:	3:00 pm
Guests:	None	Location:	BOR room
Facilitator:	Tom Garcia	Recorder:	Dan McLaughlin

Findings, analysis, conclusions	Actions	Pers
A. Systems portfolio development. Tom provided for new members – Alfredo Montoya and Nancy O'Rouke – background on AQIP accreditation and the purpose of the systems portfolio. Champions for each portfolio section are as follows: 1. **Helping students learn:** Daniel McLaughlin 2. **Accomplishing other distinctive objectives:** Meredith Garcia & Carlos Martinez 3. **Understanding students' and other stakeholders:** Alfredo Montoya 4. **Valuing people:** Nancy O'Rourke 5. **Leading and communicating:** Meredith Garcia 6. **Supporting institutional operations:** Alfredo Montoya 7. **Measuring effectiveness:** Tom Garcia 8. **Planning continuous improvement:** Tom Garcia 9. **Building collaborative relationships:** Lori Franklin 10. **Document organization:** Laurie Tumer Each section will require specifics on 1) context for analysis, 2) results, and 3) improvements. Revised writing deadlines are as follows: 1. First draft: April 18, 2008 2. Second draft: May 2, 2008 3. Final draft: May 30, 2008 4. Final approval by committee and President: June 13, 2008 5. Document mailed: June 30, 2008 A style sheet will be sent to all section champions (e.g., specific font, 12 pt, double-spaced text, 3,000-4,000 words per section, etc.) **B. Reportable Action Projects.** These include the following:	Start working on portfolio narrratives. Develop style sheet from HLC format guidelines and send to all champions.	**Champions** **Tom**

1. CSL/CBR community needs assessment: Lori. 2. Student learning outcomes assessment: Dan. 3. Facility Maintenance Improvement: Drew. 4. Faculty performance evaluation improvement: Nancy and Meredith. The HLC has a report form that will need to be completed by persons responsible for each RAP. The deadline for first drafts of RAP reports is June 18, 2008. Lori Franklin reported that the Service Learning Committee is developing a survey and creating research projects to complete the RAP on Community Needs Assessment. Dan reported that progress is taking place with RAP #2. Meredith reported that progress is taking place with RAP #4. The faculty handbook is being updated. It will drive faculty evaluation and promotion.	Send RAP report form to Lori, Dan, Drew, and Nancy.	**Tom**
C. Strategic planning retreat. Will take place at El Rito on Thu Nov 13 and Fri Nov 14, 2008. Specific duties and persons responsible include: 1. Identify about 25 full-time and part-time faculty: Meredith and Tony. 2. Identify about 25 staff: Loretto. 3. Projectors: Meredith and Gilbert Other action steps were reviewed in a Gantt chart that Tom drafted.	Continue working on retreat mechanics.	**All AC members.**
NEXT MEETING Wed Mar 5, 2008 2:00-3:00 in the PCR room		