

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**SPECIAL MEETING  
ROUND TABLE DISCUSSION**

**OCTOBER 11, 2017**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A SPECIAL MEETING AND ROUND TABLE DISCUSSION  
OF THE  
DISTRICT GOVERNING BOARD  
OCTOBER 11, 2017**

A Special Meeting and Round Table Discussion of the Coconino Community College District Governing Board was held in the Board Room at the Lone Tree Campus at 2800 S. Lone Tree Road, Flagstaff, Arizona 86005. Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:13 pm.

PRESENT: Patricia Garcia  
Lloyd Hammonds  
Patrick Hurley  
Marie Peoples  
Nat White

ABSENT: none

Also Present: Dr. Colleen Smith, CCC President; Mr. Keith Becker, Dr. Kimberly Batty-Herbert, Ms. Colleen Carscallen, Ms. Lori Edwards, Dr. Dudley Gardner, Mr. Brian Harris, Ms. Veronica Hipolito, Mr. Jeff Jones, Ms. Kay Leum, Ms. Siri Mullaney, Dr. Gonzalo Perez, Ms. April Sandoval, Mr. Dietrich Sauer, and Ms. Jami Van Ess.

Reports, summaries, background material and other documents referred to in these minutes can be found in the October 11, 2017 documents file.

Follow Up
• None

Important Dates	
October 18, 2017	DGB Meeting
December 13, 2017	DGB Meeting

**ROUND TABLE DISCUSSION**

**Higher Learning Commission Accreditation Requirements**

Dr. Colleen Smith and Mr. Lloyd Hammonds lead a discussion based on Higher Learning Commission Accreditation Requirements in the areas of Open Pathways, Criteria for Accreditation, Assumed Practices, and Quality Initiative.

Staff commented on the role they felt accreditation plays for the College. Comments on this topic included the following:

- Ensuring quality of education
- Ensuring consistency from institution to institution

- Providing consumer protection – especially across state lines
- Ensuring a level of credibility

While these are all benefits of accreditation, the College and some employees have been greatly affected by accreditation requirements, especially those related to faculty credentialing. The group discussed issues related to faculty credentials including difficulties in meeting these requirements in rural areas and different ways to show that faculty have the necessary credentials. The group reviewed the methods that were used to provisionally accredit some faculty members until they can complete additional education.

The group discussed ways that accreditation should drive what the College is doing, planning and daily actions. Comments from that discussion included the following:

- Accreditation standards should be the College’s guiding path and should not be separate from daily work.
- Accreditation standards are a system of accountability and should be part of routine business at the College.
- Despite limited resources, the College can still be a high performing institution.
- The possibility of hiring someone to manage the accreditation process and ensure that the College is collecting the materials needed for the Higher Learning Commission.
- Accreditation has become a regular conversation at the College and over the past year, policies and procedures have been put in place to make sure that the structures that ensure the College is following accreditation requirements remain in place and that quality is ensured in the long term.

Mr. Lloyd Hammonds mentioned that the College has a very good relationship with the Higher Learning Commission which is why the College has been allowed to participate in the open pathway program.

The group discussed the Board’s role in accreditation. Comments in this area were:

- The group asked the Board how they would like to be involved.
  - The Board asked to be informed of what the challenges are and how administration and staff are working together to meet these challenges.
  - In this process, the Board learns more about what is happening at the College and can better interface with the public.
- The Board is connected to constituents in ways the College staff are not. When Board Members are in their constituent groups, it would help the College to have the community better understand the accreditation standards and why that might place limits on what the College can do.

Dr. Marie Peoples congratulated everyone on the work begin done as she feels the College is making some tough, hard choices to provide the quality education our students are looking for.

Dr. Peoples had to leave the meeting but a quorum was maintained so the meeting could continue.

The group discussed part-time faculty and changes made to how part-time faculty are supported and evaluated to ensure quality in part-time teaching.

The next topic of discussion was helping students understand the differences in accreditation and how those differences may affect their ability to transfer credits between schools. Mr. Patrick Hurley suggested that the College add additional information to our website with some of the basics of accreditation to assist students in this area.

Dr. Nat White left the meeting but a quorum was maintained so the meeting could continue.

Mr. Lloyd Hammonds stated that accreditation standards are the lens the Board should use when reviewing policy, procedure and other items. Mr. Patrick Hurley stated that the Higher Learning Commission requirements, strategic plan, policies and procedures should all align.

The meeting adjourned at 7:11 pm.

**MINUTES PREPARED BY:**

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Ms. April Sandoval  
Board Recorder

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Mr. Lloyd Hammonds  
Vice Chair/Secretary of the Board

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Ms. Patricia Garcia  
Board Chair