Members present: Kim McHale (Project Chair), Jill Blair, Linda Ellerman, John Ernst, Steve Herald, Kathy Mathewson, Christy Post, Raegan Rinchiuso, Allan Saaf, Susan Salazar

1. Kim announced that the Action Project website was now available at the following URL: http://www.heartland.edu/aqip/campusCommunication.jsp

   Susan Salazar reported experiencing difficulty with this link, but other team members said they had been able to link successfully. Members were encouraged to try the link (if they had not already done so) and to report any difficulties.

2. The team agreed that the key processes identified in the project description need to be reviewed. Raegan Rinchiuso volunteered to attempt to define them more fully. All team members should email Kim their thoughts about identifying other key processes.

   A good discussion followed regarding ways in which employees might more easily get to know other employees outside their own areas. Some ideas talked about included wearing College ID tags and posting employee photos online. Impediments to such measures were also identified—especially those arising from the College’s organizational culture. Team members felt that any solutions would have to fit well into our culture to be effective.

3. There was also agreement on the need to review expected improvements identified in the project description and perhaps tie them more closely to the key processes identified there.

4. Copies of the collected comments from Campus Conversation II were distributed. Team members noted the variety among the comments, the difficulty in satisfying all concerns expressed, etc. It was agreed that members should review these comments carefully before the next meeting, looking for common threads (i.e., try to group them based on criteria such as similarity, difficulty, time required, etc). Members who were not present at the meeting can obtain copies of the comments by going to the project website (see item #1 above).
5. Raegan Rinchiuso suggested that the team form two subgroups, with one subgroup focusing upon formal communication processes, and the other upon informal communication processes. Kim will e-mail members to identify which subgroup they would like to join.

6. Kim emphasized that the Action Project description/charter should be looked upon as a “living document” to be revised and modified as the need arises.

   Jill Blair will investigate other colleges’ experiences with designating a particular time each week during which classes and most other routine college activities would not be scheduled so that the campus community would be free to participate in inter- and intra-departmental discussion. Columbia College in Missouri and Lakeland Community College in Mattoon, Illinois, were identified as possible sites to look at.

7. The next meeting of this team will take place on Friday, August 11, at 12:00 noon. Kim will try to arrange for a lunch to be provided.

8. A schedule of Fall 2006 meeting times will be decided upon at the August 11 meeting.

AQIP Action Project 1—Fostering a Sense of Community by Developing Opportunities for Effective Communication—currently includes the following members: Kim McHale (Project Chair), Jill Blair, Candace Brownlee, Sarah Diel-Hunt, Linda Ellerman, John Ernst, Steve Herald, Shelly Marquis, Kathy Mathewson, Tom McCulley, Barb McLaughlin-Olson, Doug Minter, Deb Nelson, Christy Post, Carol Reid, Raegan Rinchiuso, Susan Salazar, Pam Westerdahl, Alaina Winters, and Allan Saaf (ex officio).