Minutes, September 8, 2006
Coordinating Committee Meeting
1:00 – 2:00 p.m.

Present:
Deb Jennings, Paul Folger, Barb Borg, Kathleen Collins, Catherine Miller,
Calvin Ross, Cindy Johnson, Verona Barr, Doug Salokar, Deb Chiaventone,
Johnny tenBroek, Jean-Marie Taylor, Allan Saaf, Chris Riley.

I. Reports:
Campus Communication: Sarah Diehl-Hunt
They have met 3 times and have created 3 sub-committees:
- Scheduling – to deal with finding a set open time in the schedule
- Formal Communication – to discuss how to ascertain the
effectiveness of current structure and diminish gaps in
communication
- Informal Communication – to discuss how to gain an atmosphere of
community on campus.
The sub-committees will be meeting to set goals and action items

Student Success: Dorothy Welty-Rodriguez
Held their next meeting later on the 8th. They have researched:
- action projects done on other campuses,
- current practices on HCC’s campus,
- and ideas that came out of the campus conversation days.
In researching how other colleges define student success, they found that
not many have – and that most definitions are not measurable. The
committee has determined that they want the definition HCC has to:
- be measurable
- include individual/student goals and objectives as well as
institutional/campus wide goals.

The Student Success Action Project will be looking for feedback after they
have had a chance to create a draft of what student success means at
HCC.

Faculty Academy: Ed Carroll and Janice Malak
- First session of the faculty academy was a success with a large turn
out and plenty of faculty interaction.
- The next session planned will be over grading and rubrics, covering
the general education outcomes and the campus grading philosophy.
- A third session is planned on writing assignments across different
disciplines, structure and grading.
Developmental Education:
Allan Saaf made some informal comments about their meetings.

This committee and the committee on Student Success have been and will be working closely together.

II. Old Business
1. Minutes
   Motion to accept minutes from August 15, 2006 meeting was accepted and approved.

2. Reports from sub-committees
   New Action Projects: Doug Salokar
   - Deb Chiaventone has transcribed the post-it notes from the campus conversation days.
   - The sub-committee has agreed that HCC should always be working on at least one action project that involves more than just the faculty and the academic side of the institution.
   
   Quick Fix: Verona Barr
   - First discussions involved providing faculty with a “goody bag” with markers, etc. at the beginning of every term.
   - Also discussed the need for more photocopiers in ICB available for students.
   - The sub-committee will be working on anything that doesn’t require a policy change to make it happen.
   
   Communication:
   - First meeting will be the week of the 11th.
   - Will examine the different media available to provide general information on AQIP and the Action Projects
   - Will provide the actual content for the web, etc. IDC will only be responsible for getting it on the webpage, etc.
   - Will be looking at one central location for input from the college at large as well as for disseminating information.

3. Terms
   - No discussion on the distribution of 1 and 2 year terms
   - Deb Chiaventone brought up that if someone accepts the vice-chair appointment in their 2nd year on the committee, they would of necessity be on the committee at least 3 years. Cal, Pam and Cindy will be looking into this.

4. Meeting Times
   - The suggestion was made to hold the Coordinating Committee meetings every 4th week instead of once a month in order to coincide with Assessment and CAS
   - The next meeting will be Oct. 13th, 1:00 p.m. in CCB1301