

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 8<sup>th</sup>. 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 11<sup>th</sup>.
- 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 2<sup>nd</sup> 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 4<sup>th</sup> week instead of once a month in order to coincide with Assessment and CAS
- The next meeting will be Oct. 13<sup>th</sup>, 1:00 p.m. in CCB1301