

Minutes: November 10, 2006
Coordinating Committee
1:00 – 2:00 p.m.

Present: Calvin Ross, Barb Borg, Johnny tenBroek, Doug Salokar, Debbie Chiaventone, Kathleen Collins, Dana Rosenberg, Pam Westerdahl, Alan Saaf, Faye Freeman-Smith, Paul Folger, Padriac Shinville, Cindy Johnson

I. Reports

Campus Communication: Kim McHale

Informal Communication: They sent out 600 surveys and received 200 responses. They will be reviewing the results. The main thing they have gotten out of the results so far is that people are primarily interested in specific communication venues for specific areas.

Formal Communication: They are looking into the possibility of 360° “evaluation”/assessment. They are presently looking into what other colleges are doing.

The discussion with the Coordinating Committee concerned: whether or not supervisors would see the responses;

- some members of the faculty’s are concerned about having anonymity because of fear of retaliation;
- what is the purpose of the “assessment” (if it is to open up conversation – why anonymous);
- if the venue for comment isn’t there, the comments won’t be made;
- the term “evaluation” has employment implications, so it probably needs to be changed.

Kim stressed that any system would be started incrementally, so there will be time to address these and other issues.

Scheduling: They are still exploring options

Student Success: Faye Freeman-Smith

They are discussing two viewpoints: the institutional perspective and the students’ perspective

They have found a definition: The degree to which the student achieves the goals of the institution or the goals of the student.

Now they need to find criteria for both. In terms of the student’s perspective, the issue of how the student could measure their own success has been broached. They are looking at a survey Dorothy Welte-

Rodriguez is using in her class. They are also looking at the Nowell-Levitts and Maryland models for assessing students' goals and success.

They are still working on finding indicators for the outcomes.

Alan Saaf announced that Dorothy Welte-Rodriguez has accepted a position with a community college in St. Louis.

Faculty Academy: Paul Folger

They have completed Faculty Academy 1 which included a new faculty orientation and 5 two-hour sessions. They had double the attendance that they expected. They did administer an evaluation at the end of the last session, but haven't had a chance to review the results as yet. They intend to follow up in December and May to assess the long-term results.

They have begun the planning process for the next orientation – Jan. 10th – a campus tour and what to expect in week 1. Faculty Academy 2, for more senior members of the faculty will be offered in the spring. It will again consist of 5 two-hour sessions.

Anecdotally, there were very positive comments given. Several people expressed appreciation for the sessions and the content. Also, it appeared that a bond was formed between the new faculty, as well as offering the opportunity to connect names to faces with some of the more senior faculty.

This AQIP project is expected to be formally completed by December 2007. Although the academy is expected to continue, the project report will be written then. So, a new project might be started as early as fall of 2007.

III. Minutes were accepted

IV. Coordinating Committee Sub Committee Reports

New Action Projects: Doug Salokar

They are looking for a small to medium project to start next fall. They have produced a list of possible projects:

1. Create "Full-Service" Career Center at HCC. This would be open to all HCC students and would center not only on resume building and other job acquisition activities (such as internships, mock interviewing, job search strategies) but would also help students with career and academic/career counseling broadly defined. The Center would help students who plan to transfer and would also help students seeking employment after/or before securing a two year degree.
2. Provide a full menu of Employee Development opportunities for staff at HCC. This would involve reviewing employee development program

- policies, procedures and opportunities. It would also involve reviewing employee recognition policies, and promotion, career and compensation practices.
3. Conduct an External Climate study in order to solicit feedback from individuals and institutions in the community about needs that HCC can address.
 4. Create partnership programs with area High Schools in order to better prepare prospective HCC students for entering college and for being successful in college.
 5. Create an Honors program for HCC students.
 6. Create Learning Communities for HCC students.
 7. Use the Assessment Academy process and projects as an AQIP action project.
 8. Create a system to enhance the diversity of HCC
 9. Create a system to promote civility in dealings with others at HCC.
 10. Advance to the next stage of student success/retention given the outcomes of our current developmental education tracking action project and our student success action project.

Many of these the college has started to work on. The idea would be to give the project greater emphasis.

Quick Fix: Johnny tenBroek

We have several projects in process: the dry marker issue, increasing the number of copiers available to students, parking for service vehicles.

Communication: Calvin Ross

The Spectator will be highlighting AQIP issues – student reporters will be addressing the Action Projects

Another Campus Conversation Day is scheduled for April 13th.

A draft of the first AQIP newsletter has been sent to Paul.

We decided on the name “Media & Public Relations” - however the Coordinating Committee suggested AQIP Information Committee (AQIPIC)

Reports are to be sent to Cindy Johnson.

V. No Old Business

VI. New Business

Pam Westerdahl asked how the New Action Projects team is coming up with new ideas. They are discussing putting up a webpage to illicit ideas.

Val Crawford raised the issue: What authority does the Quick Fix team have? ... We can raise the issue with the relevant cabinet member.
Alan S. suggested that for now we take anything to him.

VII. Next meeting: Dec. 8th, 1:00 p.m., CCB 1301