

Coordinating Committee  
June 29, 2007

Present: Barb Borg, Candace Brownlee, Deb Chiaventone, Kathleen Collins, Paul Folger, Deb Jennings, Cindy Johnson, Dana Rosenberg, Allan Saaf, Rachelle Stivers, Doug Salokar, Deanna Welchel

Committee agreed to institute rotating note taker. For this meeting: Rachelle Stivers.

There were no action project reports.

New member Deanna Welchel was introduced.

There was a review of committee members, their terms and their subcommittees.

New Action Project discussion

It was noted that the mission statement is being revised.

Reviewed the AQIP recommendation that all Action Projects be SMART: Specific, Measurable, Attainable, Relevant, and Time-bound.

Reviewed the criterion for determining the next Action Project from the previous meeting. All of these criteria can be placed in two categories: relevance and manageability.

It was also pointed out that current Action Projects are working under the AQIP categories of "Helping students learn" and "Valuing People".

Discussion centered on the proposed new Action Project "Create partnership programs with area high schools in order to better prepare prospective HCC students for entering college and for being successful".

This Action Project was high in polling during Campus Conversation III.

Previous action projects are internal, this is external.

It could be expanded to include business and industry. Concerns were raised that this might make the project too big, that a lot was already being done through Corporate Ed and that including this with the Career Placement center Action Project proposal might be more appropriate.

Timely—this Action Project would fit in with current recruitment and orientation activities.

Noted the lack of knowledge the community at large has about the College. This project could promote a better understanding within the community of what the college does.

This project would effect not just Recruitment but other areas of the College.

It is especially important to involve faculty without burdening them.

The suggestion was made to pursue this goal more broadly to include all the stakeholders in the district, starting with high schools and expanding to include other collaborations.

Discussed current collaborations such as ACT prep courses, the “Hands On” programs, library programs, tech days, and a future “writing” day  
Noted that this action project also includes the need to “better prepare prospective HCC students for entering college”, not just communication and partnerships.  
Questions raised included: Would this involve HCC faculty working with high school faculty? With an open admissions policy, how does the College support students with high grades but low placement scores? How do we best approach high school faculty who might feel defensive - if they felt we were implying they were not preparing students for college?

With time running short, discussion switched to the proposed Action Project “Create a full-service career center at HCC”

Ties into current Corporate Ed activities

Could improve community relationships

Creates partnerships outside of high schools

Noted the need to directly address the community as a whole, not just partnerships and might a community needs survey, also a proposed Action Project, be the way to go?

Reminded that action projects must be accomplished in 3 years. Perhaps break down the projects discussed into a 4-4.5 year project that works on

- 1) Where are we now with partnerships and public relations/knowledge
- 2) How do we improve communication with the community at large
- 3) What impact would improved communication have on high schools, industry and the community as a whole

Noted that all action projects discussed were external focused

The Communication and Faculty Academy Action Projects are projected to end in December. HCC has been pursuing 4 Action Projects and one standing one (Assessment Academy).

Request was made that committee members be sent a summary of the recent meeting in Lyle.

Noted that any Action Projects involving external communication needs to include the Marketing Department

Next meeting Thursday, July 19 at 11.

What follows are the notes from the sheets on the wall:

#### High School Partnerships

- High Support
- External impact
- Include Industry or no?
  - Too big
  - Being done already
- Connects to programs we are doing
- Good PR
- Other areas besides the recruitment office are impacted
- Talk about curriculum matching – seamless transition/connection in subject areas

#### Creating Collaborative Partnerships

- stake holders in different venues

What do we do to take students from where they are to their “junior year” (in college)?

#### Getting the word out to others besides high schools and partners

- What are we doing now?
- How can we improve communication externally?
- How can we impact high schools and partnerships?

#### Full Service Placement Center

- Community would favor better placement
- Help relationships with industry

PR Project? [a project to improve our PR image]

Community needs? [a survey to assess community needs]