

Minute of Coordinating Committee Meeting

July 19, 2007

Present: Sara Baker, Pam Westerdahl, Paul Folger, Cindy Johnson, Dana Rosenberg
Allan Saaf, Rachelle Stivers, Doug Salokar, Debbie Cheviantone, Deb Jennings

Cindy presented a recommendation based on meeting with Allan and Dana for creation of a subcommittee to formulate procedural guidelines for the coordinating committee. The guidelines would include procedures for selection of new action projects. The following individuals were recommended and approved for this committee:

Dana Rosenberg – Chairperson

Allan Saaf

Paul Folger

Cindy Johnson

Pam Westerdahl

Discussion of New Action Project(s)

Create learning communities for HCC students.

It was suggested that if current efforts to implement learning communities at Heartland are to succeed, the college will need to make some major adjustments in facilities, scheduling and recruitment.

Since learning communities are currently “under construction”, it was suggested the desired result might be accomplished independently, apart from the AQIP process.

Create a “full service” career center at HCC.

Pam Westerdahl and Sara Baker distributed an HCC Workforce Services Career Resources fact sheet to the committee. They propose this as an excellent action project. Designation as an AQIP project would:

- Increase visibility and integration of Workforce Services into the college community.
- Pull the college community into the project and process of workforce services expansion.

They suggested that part of the action project would include research to define “full service” from the perspective of both the college and community employers.

Since this action project would be an expansion of a currently provided service, it was suggested the desired result might be accomplished independently, apart from the AQIP process.

Provide a full menu of employee development opportunities for staff at HCC.

Review employee recognition policies.

The distinction between these two action project proposals was discussed. Barb Leathers made the original suggestion that they should be two separate projects. Employee recognition policies refer to the career advancement opportunities. While career advancement procedures are clearly defined for faculty, no comparable policies/procedures exist for non-faculty employees.

Employee recognition has been discussed by the employee development team. The HCC Award was developed in response to that discussion.

It was suggested we need to involve HR in this discussion, since both of these projects are directly linked to the HR function. Barb, in fact, made the presentation for these action project proposals at the Campus Conversation last spring.

General Considerations for Action Projects Selection Process:

Ideally the outcome(s) of action projects should become institutionalized. The Faculty Academy is a current example of institutionalization of the results of an action project.

Important projects can and should happen without being an AQIP project.

We discussed the importance of the following in the selection process:

- Campus-wide impact
- Involving a substantial element of the college
- Balance between student-focused action projects and employee-focused action projects

The current distribution is

Employee focused:

Communications Committee

Faculty Academy

Student focused:

Developmental Education

Student Success

Assessment Academy

Results:

We asked the individuals listed below to recruit two or three additional volunteers to assist them in drafting charters for the following three possible action projects:

1. Create a “full service” career center at HCC. Pam Westerdahl and Sara Baker
2. Review employee recognition policies. Candace Brownlee
3. Create partnership programs with area high schools in order to better prepare prospective HCC students for entering college and for being successful. Rachelle Stivers and Barb Leathers

The charter drafts will be presented to committee members at the next meeting and an action project will be selected. The deadline to initiate the new action project/process is January 2008.

Miscellaneous

There seems to be confusion about the status of the communication action project. We need clarification on the anticipated completion date and institutionalization of the committee and/or the results of their efforts.

We discussed the possibility of another Campus Conversation in spring 2008.